

HIMAA DIRECTOR ROLES & RESPONSIBILITIES



All roles and responsibilities are conducted in a voluntary capacity

RESPONSIBILITIES OF ALL HIMAA DIRECTORS

- Represent the members of HIMAA
- Govern HIMAA as per the Constitution and in accordance with policies developed by the HIMAA Board, including the Delegations Manual, and in accordance with relevant legal requirements
- Ensure the Constitution of HIMAA is upheld
- Adhere to HIMAA Board endorsed policies, procedures, frameworks and terms of reference
- Establish overall long- and short-term goals, objectives and priorities for HIMAA in meeting the needs of its members
- Be accountable to the members for the services provided and funds expended
- Monitor and evaluate the effectiveness of HIMAA through a regular review of services
- Prepare for and participate in the discussions and the deliberations of the Board
- Attend a minimum of 80% of scheduled meetings
- Be responsive when advice and input is sought from Directors and in the progression of Board actions within required timeframes
- Foster a positive working relationship with other Board members and HIMAA staff
- Advocate for and appropriately represent HIMAA
- Be alert to issues and risks and environmental, social and political changes and initiatives that may impact on HIMAA
- Be aware of and abstain from any conflict of interest, and declare any conflict of interest if this should arise
- Ensure appropriate succession planning within the roles of the Board
- Be accountable for seeking nominations for election to the Board when appropriate

OFFICE BEARER RESPONSIBILITIES

President

- Lead the Board to establish and meet overall long- and short-term goals, objectives and priorities for HIMAA in meeting the needs of its members
- Provide leadership and direction to the Board
- Chair Board meetings
- Monitor the progress of Board meeting actions and initiatives
- Chair Extraordinary and Annual General Meetings
- Address Annual General Meetings on behalf of the Board
- Provide leadership and direction to the CEO as the Board's delegate, including providing the CEO with regular feedback and undertaking performance appraisal activities
- Be a signing authority on behalf of the Board for financial and legal purposes
- Endorse (sign) the audited financial statements
- Be the primary spokesperson for HIMAA to the media and community at large
- Represent HIMAA to key stakeholders, including governments, community groups, and other professional bodies and enhance stakeholder relations
- Regularly communicate to members via HIMAA eNewsletter and HIM-I
- Arrange for the Senior Vice President to chair meetings in their absence
- Chair the Branch Presidents meeting

HIMAA DIRECTOR ROLES & RESPONSIBILITIES



- Participate in Executive meetings with the CEO, Senior Vice President, Vice President and Treasurer

Senior Vice-President

- President Elect
- Assist the President in the execution of their responsibilities
- In the absence of the President, accept the responsibilities of the President
- Be a signing authority on behalf of the Board for financial and legal purposes
- Participate in Executive meetings with the CEO, President, Vice President and Treasurer

Vice-President

- Assist the President and Senior Vice President in the execution of their responsibilities
- In the absence of the Senior Vice President, accept the responsibilities of that position
- In the absence of both the President and Senior Vice President, accept the responsibilities of the President
- Participate in Executive meetings with the CEO, President, Senior Vice President and Treasurer

Treasurer

- Read/understand/interpret all HIMAA financial statements
- Present financial statements to the Board on a regular basis
- Present the annual budget to the Board for endorsement
- Monitor progress against budget and that new initiatives are achieved within the budget allocated
- Assess the financial impact of new business and initiatives presented to the Board for discussion
- Promote revenue and profit generating activities and identify opportunities for cost efficiencies and savings
- Raise any financial concerns or risks with the Board
- Chair the Finance, Audit and Risk Management (FARM) Committee
- Endorse (sign) the audited financial statements
- Ensure audited financial statements are presented to the Board on an annual basis
- Present the annual financial report to the Annual General Meeting
- Participate in Executive meetings with the CEO, President, Senior Vice President and Vice President

BOARD REPRESENTATIVE RESPONSIBILITIES - COMMITTEES

Board Members can elect to take on a committee as the Board liaison. Committees can include but not limited to: Accreditation Council, Finance Audit and Risk Management (FARM) and Membership etc. responsibilities can include but not limited to:

- Work with committees in accordance with committees ToR
- Make recommendations to the Board

HIMAA DIRECTOR ROLES & RESPONSIBILITIES



- Report to the Board on relevant issues
- Ensure committees comply with its Tor
- Contribute to the development and implementation of HIMAA strategic plan
- Develop strategies to support HIMAA
- Provide a representative to relevant HIMAA Committees

BOARD REPRESENTATIVE RESPONSIBILITIES - OTHER

Australian National Director, IFHIMA:

- Represent Australia at IFHIMA meetings
- Report to the Board on relevant IFHIMA and international HIM issues and events
- Provide IFHIMA with relevant information on issues and events from Australia and the HIMAA Board
- Comply with requirements as per the IFHIMA National Director position description

Australian Deputy National Director, IFHIMA:

- Assist the Australian National Director in the execution of their duties
- Comply with requirements as per the IFHIMA Alternate National Director position description

Certified Health Informatician Australia (CHIA):

Chair:

- Represent HIMAA on the Board of Governance of the CHIA program
- Report on CHIA governance matters of importance to the Board including risks.
- Source Board advice on strategic and other governance matters requiring Board input or approval.

Fellowship and Membership Panel:

Chair:

Members:

- A panel of 2 x Board members and 1 x Life Member to assess Fellow Member applications.
- The 2 Board members to also assess applications for Senior Associate membership

Health Information Workforce Alliance:

CEO (This Alliance did not meet in 2020)

- Represent HIMAA on the Alliance
- Report on Alliance matters of importance to the Board.
- Source Board advice on strategic and other governance matters requiring Board input or approval.