

Director Responsibilities	Office Bearer Responsibilities			
Directors	President	Senior Vice President	Junior Vice President	Treasurer
<p>Vicki Bennett Kerryn Butler – Henderson Sallyanne Wissmann Alex Toth Catherine Garvey Travis Ingram Jennifer Gilder Janine Carter</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Represent the members of HIMAA - Govern HIMAA under the Articles of Association, by the broad policies developed by the Board and in accordance with relevant legal requirements - 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 programs and services - Be accountable for seeking nominations for election to the Board when appropriate - Prepare for and participate in the discussions and the deliberations of the Board - Foster a positive working relationship with other Board members and HIMAA staff - Be aware of and abstain from any conflict of interest, and declare any conflict of interest if this should arise 	<p>Vicki Bennett</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - 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 - Be the primary spokesperson for HIMAA to the media and community at large - Provide leadership and direction to the Board and the HIMAA National Office - Address Annual General Meetings - Chair Board meetings - Chair Extraordinary and Annual General Meetings - Arrange for the Vice President to chair meetings in their absence - Be a signing authority on behalf of the Board for financial and legal purposes - Endorse (sign) the audited financial statements - Represent HIMAA to all key stakeholders, including: <ul style="list-style-type: none"> - governments - community groups - other professional bodies - Enhance relationships with other professional groups and agencies - Participate in Executive meetings with the CEO, Senior VP and Junior VP 	<p>Sallyanne Wissmann</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - 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 - Oversee the development of the Strategic Plan, Operational Plan and reporting process to the Board and members - Fulfil the role and responsibilities of the IFHIMA National Director for Australia: <ul style="list-style-type: none"> - Represent Australia at IFHIMA meetings - Report to the Board on relevant issues and events relating to IFHIMA - Provide IFHIMA with relevant information on issues and events from Australia and the HIMAA Board - Participate in Executive meetings with the CEO, President and Junior VP 	<p>Kerryn Butler – Henderson</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Assist the President and the 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 the Senior Vice President accept the responsibilities of the President - Fulfil the role and responsibilities of the IFHIMA Alternate National Director for Australia, in the absence of the National Director - Fulfil the responsibilities of Conference Convenor: <ul style="list-style-type: none"> - Determine conference and symposium locations in advance, in consultation with the Board - Report to Board progress of conferences and symposia - Chair Conference Committee meetings - Participate in Executive meetings with the CEO, President and Senior VP 	<p>Catherine Garvey</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Read/understand/interpret financial statements for Board members in discussion with HIMAA Accountant - Monitor progress against budget and that new initiatives throughout the financial year are achieved within the budget allocated - Raise any finance related issues of concern with the Board - Present financial statements to the Board - Ensure audited financial statements are presented to the Board on an annual basis - Endorse (sign) the audited financial statements - Present the annual financial report to the Annual General Meeting - Assess the financial impact of new business and initiatives presented to the Board for discussion - Promote revenue and profit generating activities

<ul style="list-style-type: none"> - Ensure appropriate succession planning within the roles of the Board - Attend 80% of scheduled meetings 	Board Representative Responsibilities		Portfolio Responsibilities	Branch Responsibilities
	HIMAA Education Committee	CCSA	Strategic Objectives	State/Network Relations
	Alex Toth Responsibilities: <ul style="list-style-type: none"> - Represent the Board at Education Committee meetings - Report to the Board on relevant issues and events relating to education - Collaborate with institutions involved in education for HIMs - Work with the Education Committee to review and ensure the currency of HIM Competencies 	Jennifer Gilder Responsibilities: <ul style="list-style-type: none"> - Represent the Board at Clinical Coder Society of Australia meetings - Report to the Board on relevant issues and events relating to coding and CCSA - Provide CCSA with relevant information on issues and events from the HIMAA Board - Support the principles as stated in the CCSA/HIMAA Memorandum of Understanding 	Membership Name Positioning and Advocacy Name Knowledge Domain Name Professional Development Name Communication Name	NSW/ACT Jennifer Gilder QLD Alex Toth VIC/TAS Janine Carter SA/NT Catherine Garvey WA Travis Ingram
	HIMAA Journal Editorial Board	IHE Australia	Education Services Name Organisational Structure Name Responsibilities: <ul style="list-style-type: none"> - Develop the Strategic Plan - Monitor progress of strategic objectives and actions within agreed timeframes - Report progress and issues to the Board 	Responsibilities: <ul style="list-style-type: none"> - Maintain regular contact with allocated state branch/networks of HIMAA - Keep the state branch / network Executive up to date with key issues and events regarding HIMAA - Provide the Board with updates on issues and key events happening at state branches/networks - Encourage state branch / network participation in National events (conferences etc) - Encourage activities, education and networking
	AHIEC Steering Committee	AHIEC Working Committee	Marketing	
	Vicki Bennett Responsibilities: <ul style="list-style-type: none"> - Represent HIMAA on the AHIEC Steering Committee - Report to the Board on relevant issues and events relating to the AHIEC Steering Committee 	Sallyanne Wissmann Responsibilities: <ul style="list-style-type: none"> - Represent HIMAA on the AHIEC Working Committee, ensuring HIMs are appropriately represented in AHIEC outputs - Report to the AHIEC Steering Committee rep and the Board on relevant issues and events relating to the AHIEC Working Committee 	Janine Carter Responsibilities: <ul style="list-style-type: none"> - Facilitate the creation of a marketing plan with input from HIMAA membership to: <ul style="list-style-type: none"> - encourage new members - retain current members - promote relevant academic programs - promote the HIMAA brand - Ensure ongoing promotion of HIMAA and the profession 	