

Director Responsibilities	Office Bearer Responsibilities	Board Representatives / Liaison Officers	Portfolio Responsibilities	State/Network Board Relations
Directors	President	CCSA	Marketing	
<p>Vicki Bennett Kerryn Butler – Henderson Natalie Sims Stefan Perkovic Sallyanne Wissmann Anna Coote Alex Toth Claire Pierce</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Represent the members of HIMAA</li> <li>- Govern HIMAA under the Articles of Association, and by the broad policies developed by the Board</li> <li>- Establish overall long and short term goals, objectives and priorities for HIMAA in meeting the needs of its members</li> <li>- Be accountable to the members for the services provided and funds expended</li> <li>- Monitor and evaluate the effectiveness of HIMAA through a regular review of programs and services</li> <li>- Be accountable for seeking nominations for election to the Board when appropriate</li> <li>- Prepare for and participate in the discussions and the deliberations of the Board</li> <li>- Foster a positive working relationship with other Board members, and HIMAA staff</li> <li>- Be aware of and abstain from any conflict of interest, and declare any conflict of interest if this should arise</li> </ul>	<p>Vicki Bennett</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Be the primary spokesperson for HIMAA to the media and community at large</li> <li>- Provide leadership and direction to the Board</li> <li>- Address Annual General Meetings</li> <li>- Chair Board meetings</li> <li>- Chair Extraordinary and Annual General Meetings</li> <li>- Arrange for the Vice President to Chair meetings in their absence</li> <li>- Be a signing authority on behalf of the Board for financial and legal purposes</li> <li>- Represent HIMAA to all key stakeholders, including:                             <ul style="list-style-type: none"> <li>- governments</li> <li>- community groups</li> <li>- other professional bodies</li> </ul> </li> <li>- Enhance relationships with other professional groups and agencies</li> </ul>	<p>Anna Coote</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Represent HIMAA at Clinical Coder Society of Australia meetings</li> <li>- Report to the Board on relevant issues and events relating to coding and CCSA</li> <li>- Provide CCSA with information on issues and events from the HIMAA Board</li> <li>- Support the principles as started in the CCSA/HIMAA Memorandum of Understanding</li> </ul>	<p>Sallyanne Wissmann</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Facilitate the creation of a marketing plan with input from HIMAA membership, as required</li> <li>- Ensure ongoing promotion of HIMAA and the profession</li> <li>- Develop and implement strategies and ideas to:                             <ul style="list-style-type: none"> <li>- encourage new members</li> <li>- retain current members</li> <li>- promote relevant academic programs</li> <li>- promote the HIMAA brand (logo)</li> </ul> </li> </ul>	<p><b>NSW/ACT</b> Stefan Perkovic</p> <p><b>QLD</b> Alex Toth</p> <p><b>VIC/TAS</b> Claire Pierce</p> <p><b>SA/NT</b> Sallyanne Wissmann</p> <p><b>WA</b> Kerryn Butler – Henderson</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Maintain regular contact with allocated state branch/networks of HIMAA</li> <li>- Keep the state branch / network executive up to date with key issues and events regarding HIMAA</li> <li>- Provide the Board with updates on issues and key events happening at state branches/networks</li> <li>- Encourage state branch / network participation in National events (conferences etc)</li> <li>- Encourage activities, education and networking</li> </ul>

Director Responsibilities	Office Bearer Responsibilities	Board Representatives / Liaison Officers	Portfolio Responsibilities	State/Network Board Relations
<ul style="list-style-type: none"> <li>- Ensure appropriate succession planning within the roles of the Board</li> <li>- Attend 80% of scheduled meetings</li> <li>- Ensure the Memorandum &amp; Articles of Association of HIMAA are upheld</li> </ul>	<p style="text-align: center;"><b>Senior Vice President</b></p>	<p style="text-align: center;"><b>HIMAA Education Committee</b></p>	<p style="text-align: center;"><b>Conference</b></p>	
	<p><b>Kerryn Butler – Henderson</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Fulfil Chair position in the absence of the President at Board meetings</li> <li>- Be a signing authority on behalf of the Board for financial and legal purposes</li> <li>- Assist the President in the execution of their responsibilities.</li> </ul>	<p><b>Alex Toth</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Represent the Board at Education Committee meetings</li> <li>- Report to the Board on relevant issues and events relating to education</li> <li>- Collaborate with institutions involved in education for HIMs</li> <li>- Work with the Education Committee to review and ensure the currency of HIM Competencies</li> </ul>	<p><b>Natalie Sims</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Convene conferences and symposia on alternate years</li> <li>- Determine conference and symposium locations in advance, in consultation with the Board</li> <li>- Report to Board progress of conferences and symposia</li> <li>- Chair Conference Committee meetings</li> </ul>	
	<p style="text-align: center;"><b>Junior Vice President</b></p>	<p style="text-align: center;"><b>HIMAA Journal Editorial Board</b></p>	<p style="text-align: center;"><b>Professional Development</b></p>	
	<p><b>Natalie Sims</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Assist the President and the Senior Vice President in the execution of their responsibilities</li> <li>- In the absence of the Senior Vice President accept the responsibilities of that position</li> <li>- In the absence of both the President and the Senior Vice President accept the responsibilities of the President</li> </ul>	<p><b>Anna Coote</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Represent HIMAA Board at Editorial Committee meetings</li> <li>- Report to the Board on relevant issues and events relating to the HIM Journal</li> <li>- Provide the Editorial Committee with relevant information on issues and events from the HIMAA Board</li> </ul>	<p><b>Kerryn Butler – Henderson</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- In collaboration with the Board promote and improve professional development activities for HIMAA members</li> <li>- Provide ideas and options for HIMAA member's professional development to the Board</li> </ul>	
<p style="text-align: center;"><b>Treasurer</b></p>	<p style="text-align: center;"><b>IHE Australia</b></p>			
<p><b>Stefan Perkovic</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Read/understand/interpret financial statements for Board members in discussion with HIMAA accountant</li> <li>- Present financial statements to the Board</li> <li>- Ensure audited financial statements are presented to the Board on an annual basis</li> </ul>	<p><b>Sallyanne Wissmann</b></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>-</li> </ul>			

