

Health Information Management Association of Australia

CONFERENCE COMMITTEE TERMS OF REFERENCE

1. Purpose

The Conference Committee is responsible for organising the annual HIMAA Conference.

2. Composition

The Conference Committee is comprised of up to two HIMAA Board members, HIMAA CEO, HIMAA Education Services Training Manager, HIMAA Professional Development and IMIT Manager, HIMAA Marketing & Events Coordinator and two additional HIMAA members with relevant experience (e.g. from the conference venue State to assist with sourcing local speakers and engaging the local health information community).

When the conference is held in conjunction with another organisation, senior members of that organisation will be co-opted to the committee, based on a memorandum of understanding between each organisation.

The Convenor of the Conference Committee is ideally a member of the HIMAA Board. However Convenor who is not a Director of the Association can report to the Board through the Board members on the Committee.

3. Accountability

The Committee is to provide a brief quarterly report to the HIMAA National Board, including progress on conference plans and review of the immediate past conference. Matters for Board endorsement or consideration are to be reported via the quarterly report or a separate Board paper. The Convenor of the Conference Committee is responsible for compiling reports to the Board.

A record of actions and decisions will be maintained by the Convenor for each conference. This record will be stored on the HIMAA document portal and made available to all Conference Committee members and HIMAA Board members.

The HIMAA Marketing & Events Coordinato will manage the conference budget in consultation with the Committee and the HIMAA Finance and Corporate Services Manager. The budget will be presented and endorsed by the HIMAA Finance & Risk Management Committee.

4. Frequency and time of meetings

The conference committee will meet monthly via teleconference. Additional meetings may be required to discuss the review of abstracts, etc.

5. Functions and responsibilities

The role of the Convenor is usually assigned to the Junior Vice President of the HIMAA Board, but may be delegated to another Board member or a member of HIMAA selected by the Board. In the absence of the Convenor from a meeting, the Convenor will nominate a delegate from the committee membership.

The Convenor is responsible for:

- Organising and facilitating meetings,
- Preparing the agenda,
- Coordinating attendee's in advance of the meeting,
- Circulating the agenda at least one week prior to a meeting so that members have sufficient time to make arrangements for attendance and consider any agenda items, and
- Maintaining the Decision and Action list and making this available to committee members as a 'live' document.

The Convenor may delegate these functions at their discretion.

The Committee is responsible for:

- Recommending a conference date and location to the HIMAA Board for endorsement,
- Liaising with the relevant local HIMAA branch to select a suitable venue,
- Recommending a conference title to the HIMAA Board,
- Identifying appropriate themes for each conference,
- Organising the Call for Abstracts ten months prior to the next conference,
- Reviewing and selecting conference abstracts,
- Identifying and inviting appropriate keynote speakers,
- Defining the conference program structure and content,

- Recommending and organising conference social events, at minimum the Conference Welcome and the Conference Dinner,
- Monitoring the conference budget,
- Selecting a range of items for the conference satchel within the conference budget,
- Recommending and organising advertising and marketing of the conference,
- Monitoring all logistical arrangements via reports from the Marketing and Events Coordinator,
- Assisting with the menu selection for all conference catering, and
- Reviewing the delegate feedback and providing recommendations for future conferences.

6. Recording and distribution of proceedings

There is no formal requirement for the generation of minutes from the Conference Committee, but the Decision and Action List will be maintained to provide a record of Committee deliberations.

7. Quorum

There is no formal voting within the Conference Committee, but for the purposes of effective decision making the quorum is set at three members, including at least one HIMAA Board member and one HIMAA Office staff member. Where key stakeholders are involved in conference development and delivery, a decision-making quorum should accommodate stakeholder needs.

8. Out of pocket expenses

HIMAA members participate in the Conference Committee as volunteers. However, pre-agreed out-of-pocket expenses incurred directly in Conference business are refundable with the authority of the CEO. Committee members involved as a duty of their employment are subject to their employer's staff expenses and allowances policies and procedures.

Approved HIMAA Board: 13 March 2014

Revision by CEO: 2 December 2015