

New Chapter Leader Onboarding

Welcome

Welcome! Thank you for your time, talent, and commitment to HIMSS and your chapter as a volunteer leader. We are pleased to have you onboard! HIMSS staff and the Chapters Task Force is here to support you on your journey as a chapter leader.

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HIMSS Chapter Engagement Team

Angie Claypool

Director, Chapter Engagement
Angie.Claypool@himss.org
312-915-9582
Regions: Canada, Pacific, Southeast, Southwest



Carrie Simon

Manager, Chapter Engagement
Carrie.Simon@himss.org
312-915-9283
Regions: East, Midwest, Rocky Mountain



Maria Escobar

Coordinator, Chapter Engagement
Maria.Escobar@himss.org
312-638-9465



Chapters Task Force

The Chapters Task Force is responsible for providing support and guidance to HIMSS chapters. The Task Force assists HIMSS in achieving specific Chapter-related goals. The FY23 Task Force will focus on governance and tech tools. The Chapters Task Force positively represents HIMSS and its chapters. Learn more about the [Chapters Task Force](#) and its members.

Chapters Task Force One Task Force | Two Focus Areas



Governance & Operations focused

Chair: Brittany Royal-Killam, DFW

Vice Chair: Mary Joy Garcia-Dia, NYS

- Provide feedback, as needed, to HIMSS staff around chapter governance and operations
- Create, review, and update governance material
- Support educating chapter leaders
- Additional tasks as assigned by HIMSS staff



Tech Tools focused

Chair: Sepi Browning, GA

Vice Chair: Rob Gottlieb, IN

- Provide feedback, as needed, to HIMSS staff around the tech tools provided to chapters
- Test new tools and provide usability feedback
- Support training tool users
- Collaborate on supporting material
- Additional tasks as assigned by HIMSS staff

About HIMSS Chapters

Chapters are HIMSS members' local connection to HIMSS. Chapters are responsible for providing local engagement opportunities to members through education, networking, and more. All individual HIMSS members receive one Chapter of Choice, with the option to add additional chapters to their membership for \$39 per year.

Chapter Engagement Stats

- [57 North America chapters](#)
- Over 70,000 chapter members and over 750 chapter leaders
- Annually chapters produce:
 - 370+ events
 - 1,125+ hours of education
 - 400+ hours of networking

U.S. Chapters

- Individually incorporated 501(c)6
 - Registered in Illinois
 - Illinois Secretary of State Annual Report is signed by chapter leadership and submitted by HIMSS staff to keep the chapter incorporated in good standing as a nonprofit.

Chapter Requirements

- Chapters must follow local state (where doing business), Illinois (where US chapters are [registered](#)), and federal association laws
- Submit all components of [Accountability Reporting](#) on time
- Comply with all [governance](#) documents (bylaws, affiliate agreement, and policies and procedures)
- File federal taxes (US chapters with the [IRS](#))

Important Sites / Links

Chapter Leader Resource Area

- This online resource was specially designed to offer Chapter Leaders best practices to manage their Chapters. There are many helpful tools for all leaders including training webinars, request forms, program & policy templates, leadership essentials and much more.
- Chapter leaders can access by going to: <http://clra.himsschapter.org/> (sign-in through green box, not the space for credentials).

Chapter Leadership Academy

- The HIMSS Chapter Leadership Academy provides ongoing training for chapter leaders to learn about HIMSS, the chapter program, and developing effective leadership skills.
- Each session is around 5 minutes to allow chapter leaders to learn at their own pace. Sessions are continuously added and updated.
- To access, go to <http://clra.himsschapter.org/chapter-leader-development> or https://www.youtube.com/playlist?list=PLGFNwETCTdKmY2kQ_jiTJ7Elc7Ho1UTi

Marketing

- Chapters must follow the [HIMSS brand guidelines](#) and only use the logo provided to the chapter by HIMSS
- View and download branded templates (PPT, Word, flyers)
 - Access by going to: <https://storefront.classic-color.com/himss-chapters>
- Order branded promotional items
 - Access by going to: <https://storefront.classic-color.com/himss-chapters>
- For more information, visit the CLRA: <https://clra.himsschapter.org/marketing-materials-0>

Chapter Benefits

- Chapter
 - Dues Revenue Sharing
 - Website
 - Email Tool and email addresses (2)
 - OneDrive
 - Zoom account
 - Accelerate private Group
 - Reports
 - Event & Speaker Assistance
 - Marketing & Event Promotion
 - Leadership Training
 - Access to HIMSS resources
 - Guidance and staff support
- Individual
 - Career Growth, Networking Connections
 - Speaker and Thought Leadership Opportunities
 - Event Discounts (ex: \$100 HIMSS Global Health Conference)

Reporting

Reporting is distributed automatically to the positions designated through the chapter's board list submitted for Accountability Reporting.

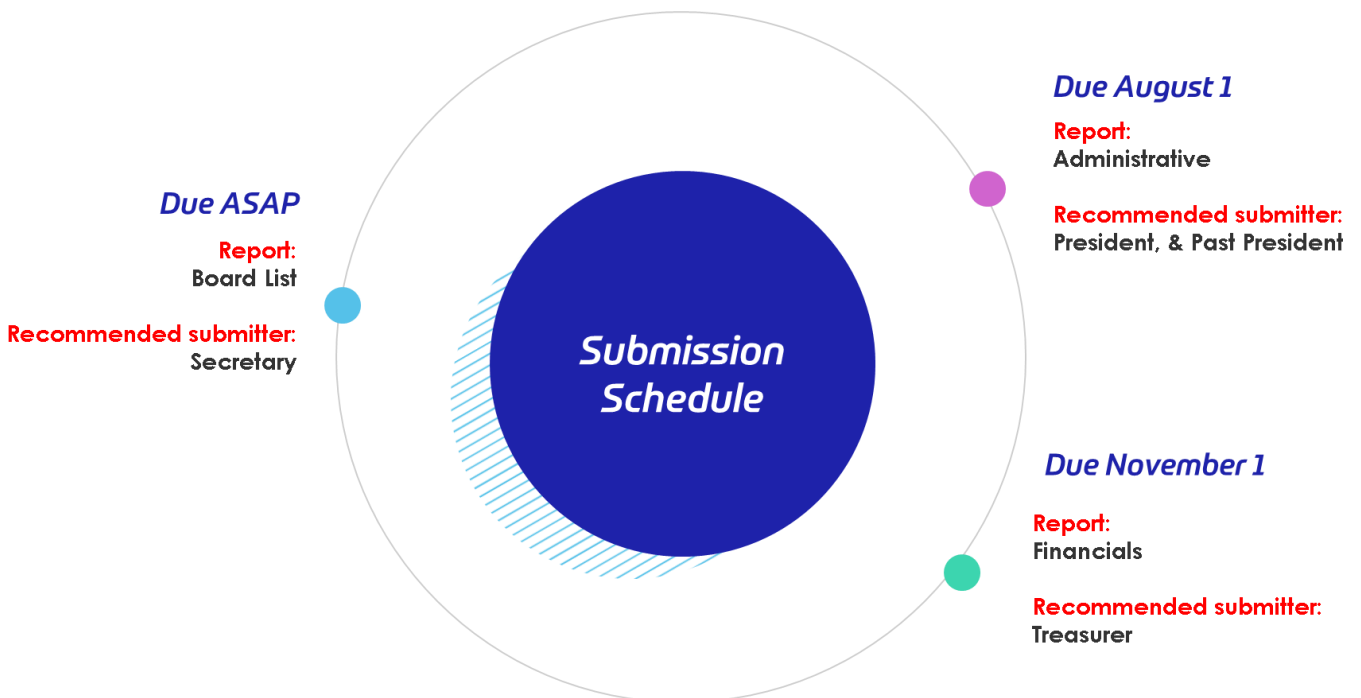
- Monthly membership report (first Friday)
 - Sent to the president, president-elect, membership chair, and communications chair

- Monthly financial report (10th)
 - Sent to the president and treasurer
- Monthly OA report (1st)
 - Email your chapter manager for the most recent report
- Monthly Google analytics report (1st)
 - Sent to info.XXX@himsschapter.org

Accountability Reporting

To provide a high level of service and support to chapters and chapter leaders, HIMSS requires timely information on chapter events, initiatives, and communications. This information will allow HIMSS to promote chapter events, assist with event needs (speakers, financial, thought leadership, etc.), and ensure successful event production.

Refer to the completion guide and templates on the [CLRA Accountability Reporting page](#) for more information.



HIMSS Provided Tools

Chapter tools provided by HIMSS are under review. HIMSS is working with the Chapters Task Force to review the tools for feedback to make enhancements. Tools listed below may change this fiscal year.

Tool Vendor	Description
OneDrive	Document repository.
Chapter website Drupal platform	Backend includes email tool, voting/polling tool, membership list download, free event registration tool.
Chapter email addresses RackSpace	Domain @himsschapter.org – Two emails per chapter at no cost, \$15 per year for additional emails. Chapter board group email, no cost.
Chapter webinar Zoom	Email chapters@himss.org or complete the form to add a Zoom license.
Election polling Self-built into website	Log into chapter specific website.
Event registration Self-built into website	Log into chapter specific website. For free events only.
Email Marketo	Log into chapter specific website.
Chapter Brand Portal Classic Color	Downloadable templates and swag store.
Auto reporting Membership database	<ul style="list-style-type: none"> • Monthly membership report (first Friday) – Pres, Pres-Elect, Membership Chair Comm Chair • Monthly financial report (10th) – Pres and Treasurer • OA PC list: Email your chapter manager • Monthly Google analytics report (1st) – President email provided by HIMSS
Chapter Leader Resource Area Drupal platform	<ul style="list-style-type: none"> • Resources and templates for chapter management.

Non-HIMSS provided tools recommended by other chapters is found on the [tools and resources](#) page.

FAQs

How can I communicate with other chapter leaders?

On [Accelerate](#) there is a Chapter Leader's Group and subgroups by position. Ask questions to get feedback from fellow chapter leaders. Or share answers and best practices with others.

Where can I access the chapter logo?

The [marketing portal](#) has logos, PowerPoint, and word templates available for download.

Can I view previous webinars?

Previous [webinar recordings](#) and slide decks can be accessed on the Chapter Leader Resource Area in the Events & Education section. Also, check out the [YouTube playlist](#).