**Chapter President & President Elect Handbook**

***Position***

**President**

The President is the lead officer of the Chapter and is responsible for calling and presiding at Chapter board meetings as well as providing direction and coordination to other board officers, members of the board and the members of the Chapter. Exercises executive leadership and supervision over all business affairs and activities of the Chapter. Acts as a chair of the Chapter Board of Directors.

**President Elect**

The president-elect generally assists and assumes responsibilities of the president when s/he is not available. The president-elect helps to ensure a smooth leadership transition as the future president gains experience in a leadership role prior to becoming president. Assists the Chapter president in conducting the business affairs and activities of the Chapter through special assignments and duties delegated at the direction of the president and/or the Board of Directors. Presides at regular meetings of the Chapter Board of Directors and the membership in the absence of the Chapter president. Assumes the office of the president upon conclusion of the one-year term as president-elect. May be required to complete the unfulfilled term of the current Chapter President due to resignation or special circumstances.

***Term***

**President**

One year; typically following one year as President-Elect and continuing one year as Immediate Past President

**President Elect**

One year; followed by one year as President and one year as Immediate Past President

***Responsibilities***

**President**

* Preside at all meetings of the Board of Directors and the membership
* Establish the agenda and schedule for all regular and special meetings of the Board of Directors and the membership
* Execute contracts and other instruments on behalf of the Chapter designated officers, as duly authorized by the Board of Directors
* Authorize all expenditures of Chapter funds with approval of the Board of Directors
* Appoint chairs and members of all standing committees and special task forces, subject to board ratification
* Facilitate the annual Chapter self-evaluation and audit of activities, including a review of standing committees and special task forces
* Serve as the primary liaison with HIMSS and attend necessary programs and meetings in support of on-going HIMSS/Chapter relations
* Act as chief representative of the Chapter to external audiences, organizations, and agencies including the community at large
* Ensure compliance with all reporting obligations to federal, state, and local governments and to HIMSS, including primary responsibility for Accountability Reporting
* Conduct year-end transition meeting with the outgoing and incoming Chapter Board of Directors
* Perform any other non-specified duties necessary to further the business of the Chapter as duly authorized by the Chapter Board of Directors

**President Elect**

* Attend all regular and special meetings of the Chapter Board of Directors and the membership, and notify the Chapter president if unable to attend.
* Preside over any regular and special meetings of the Chapter Board of Directors or the membership in the event of the Chapter president’s absence.
* May chair a committee or special task force and/or serve as liaison to one or more committees, as assigned by the Chapter President.
* Consider availability to attend Chapter Leader Exchange hosted by HIMSS
* Manage professional relationships with other organizations affiliated with the chapter (collaborators)

***Qualifications***

**President**

* Must be a current member of HIMSS in good standing for the past year.
* Served as President-Elect in the current fiscal year before becoming President (per bylaws)
* Demonstrated leadership skills, strong business acumen and commitment to perform in an orderly and responsible manner, all duties of the office
* Ability to attend the HIMSS training sessions

**President Elect**

* Must be a current member of HIMSS in good standing for the past year.
* Demonstrated leadership skills, strong business acumen and a commitment to perform in an orderly and responsible manner, all duties of the office.

***Annual Checklist***

***Checklist is recommendation and should be edited to align with specific chapter programming***

* Q1 - July, August, September
	+ Hold new board transition and planning meeting
	+ Draft annual plan and self-assessment for board review
	+ Attend Chapter Leader Exchange and encourage other new board members to participate
* Q2 - October, November, December
	+ Reach out to chapters in your region to discuss collaboration opportunities
	+ Hold midyear check in with board
* Q3 - January, February, March
	+ Determine which board members will attend Chapter Leader Workshop
* Q4 - April, May, June
	+ Hold elections

***Accountability Reporting Components***

* Confirm new board list was submitted prior to July 1
* Complete Annual Plan & Self-Assessment before August 1
* Ensure financials are reviewed and submitted before November 1

***Position Resources***

* [Chapter Leadership Academy](http://clra.himsschapter.org/chapter-leadership-academy): New chapter leader onboarding and recordings covering chapter leader essentials
* Webinar recordings:
	+ [Chapter Year-End Wrap Up & Successful New Board Kick-](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/Chapter%20Year-End%20Wrap%20Up%20and%20New%20Board%20Kick%20Off%206-24-20.pdf)Off (June 2020) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/Chapter%20Year-End%20Wrap%20Up%20and%20New%20Board%20Kick%20Off%206-24-20.pdf)
	+ [Membership Overview and Engagement](https://himss.zoom.us/rec/play/Em4gnNTDB9KDw4MSmvIeVl8z77q28JPbgEWfMdEW1-5DBmh-ApNuO5G-vHdbo3wGxTIRlBMA0wNNVtjH.vjtWF8ezmFNuZjGz?continueMode=true) (November 2020) | [Slide Deck](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/11.10.20%20Membership%20Overview%20and%20Engagement.pdf)
* [Elections and Board Transition](http://clra.himsschapter.org/elections-board-transition): review sample communications, listen to overview recordings, and access board retreat templates
* Reports
	+ Dues revenue report - emailed 10th of each month
	+ Membership roster - emailed 1st Friday of each month
* Participate in quarterly president/president-elect call hosted by HIMSS
* Collaborate with other chapter presidents using the chapter.presidents@himsschapter.org group email