

Operational Overview: Reporting and Elections

May 10, 2023

Agenda

1

Elections

- Bylaws and Policies
- Timeline and Communication
- Board Transition

2

Accountability Reporting

- Board List
- Administrative
- Financial

Election Basics

- The current chapter board is responsible for managing the election process
 - Chapter bylaws determines requirements and open positions
 - Chapter board and policies determines the unbiased process
- Chapter leader elected term is July 1 - June 30
- Newly elected officers must be identified **before** July 1
- All current chapter members may vote in the election (refer to your latest chapter roster)

Election Requirements

1

All chapters must hold an election open to full membership vote in accordance with chapter bylaws

2

All officers, directors, and committee chairs must be voting members of HIMSS and the chapter, in good standing, for at least 1-year

3

Submit new board list following election (prior to July 1)

Refer to your chapter bylaws for specific positions, term limits and maximum consecutive terms

Importance of an Unbiased Election

**The chapter is a
volunteer organization**

- Members should be welcomed and encouraged to engage and volunteer
- Per the bylaws, members have the right to hold office, serve in leadership roles and on committees
- All positions up for election must be opened to the full membership, regardless if the person currently serving wishes to remain in the role

**Protects the board from
potential repercussion**

- Ensure the process is well documented
- Proof of election must be submitted to HIMSS

**Those managing election
logistics should not have
a stake in the results**

- May not be a candidate or have conflict of interest

Bylaws and Policies

Review current Chapter Bylaws – review and abide by terms

Note: Officers and Directors are two different sections of the Bylaws

- Review your specific bylaws for term limits
 - Directors: Article V, Section 4 and Officers: Article VI, Section 3
- All chapter members receive 1 vote in the chapter's election (full current roster)
 - Article II, Section 4
- Voting members elect the officers: President-Elect, Treasurer, and Secretary
 - Article V, Section 5
- Review your specific bylaws for electing directors and committee chairs
 - Article V, Section 5

Refer to position descriptions and policies in Chapter policy manual

- Consider if positions can be divided to share the workload
- Create committees – smaller roles are easier to fill and prevent volunteer burnout

Widely Share Position Overviews

Position Description

- Include specific responsibilities

Term and Time Commitment

- How much time is spent per week or month?
- Are certain times of year busier than others?

Skills & Qualifications

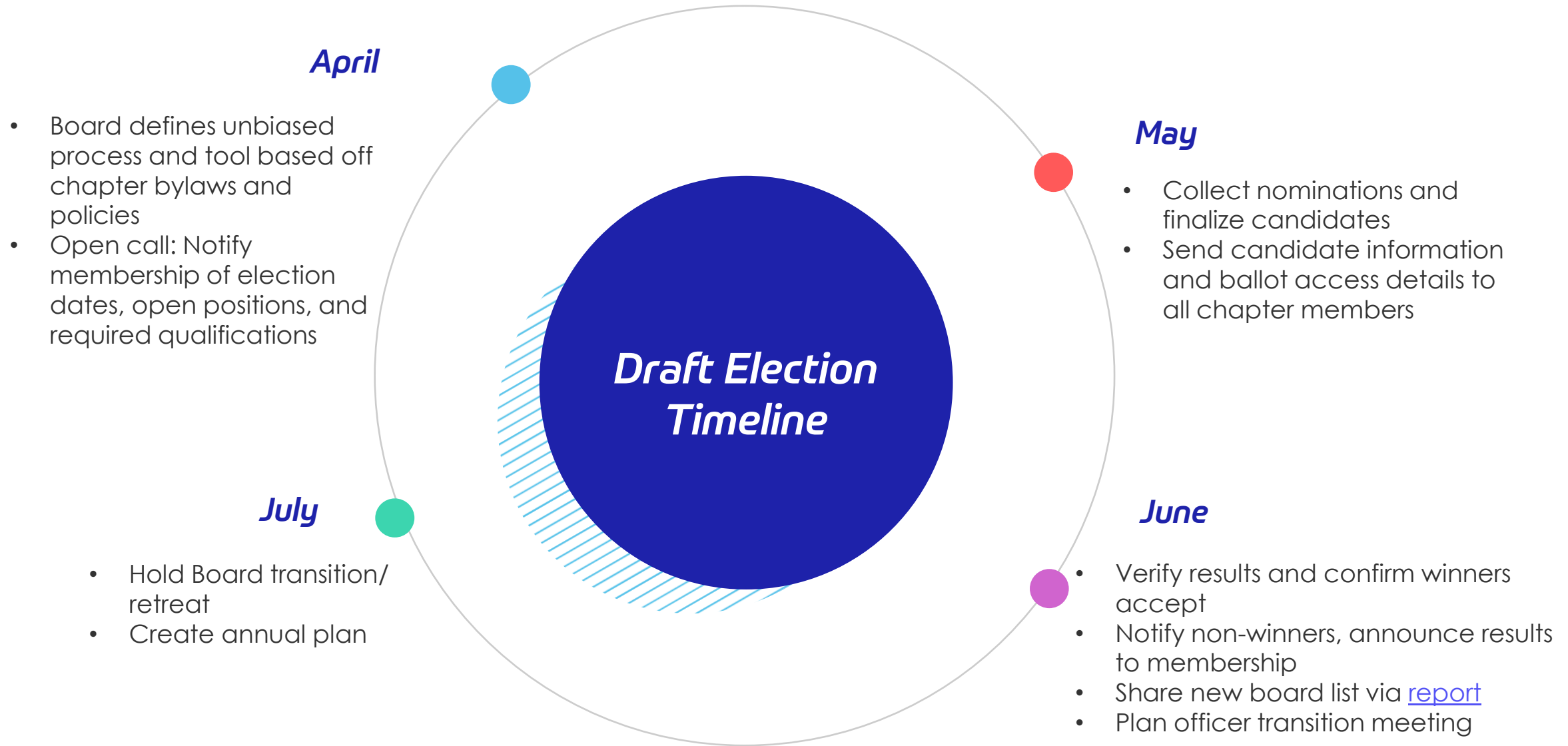
- Clearly state what is required to serve and what is desirable but not required

Additional info

- Why current board member enjoys this position
- How this role ties in to chapter strategic plan

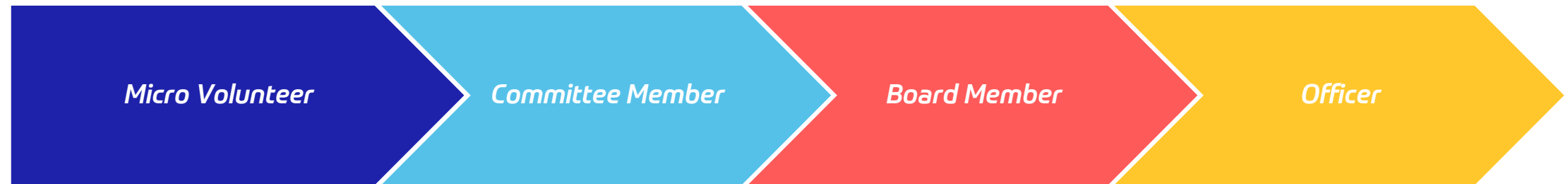
Election Oversight

- Individual (outgoing secretary or president) or committee (election or nominating)
- Sample Nominating Committee Policy
 - A Nominating Committee may be formed through board approval (Article VII, Section 1 of the Chapter Bylaws).
 - The committee is responsible for managing an **open call for nominations** and identifying qualified members for leadership roles on the Board of Directors and other leadership positions.
 - The committee will use a **well documented** vetting process to identify the best possible candidates to be elected to important decision-making roles in the chapter.
 - The current Chapter President (or appointed designee) will ensure the process is being performed with integrity.
- Means – Chapter Board establishes the procedure
 - During a full membership meeting either in-person or virtually
 - Electronically using an election tool



Volunteer Pipeline

- Succession planning and recruiting volunteers is a year-round process
- Clearly communicate the time commitment and offer options based on bandwidth and experience



- Social Media
- New Member Welcome
- Event greeter

- Diversity Comm.
- Nursing Comm.
- Marketing Comm.

- Membership Chair
- Programs Chair
- Member-at-Large

- President
- Treasurer
- Secretary

Transition To-Do's

Once the new board is elected follow these steps:

1

Submit the New Board List

HIMSS staff provides access to resources and reports

2

Pass Down Login & Account Details

Relevant officers should receive email username and password.

3

Determine Email Account Needs

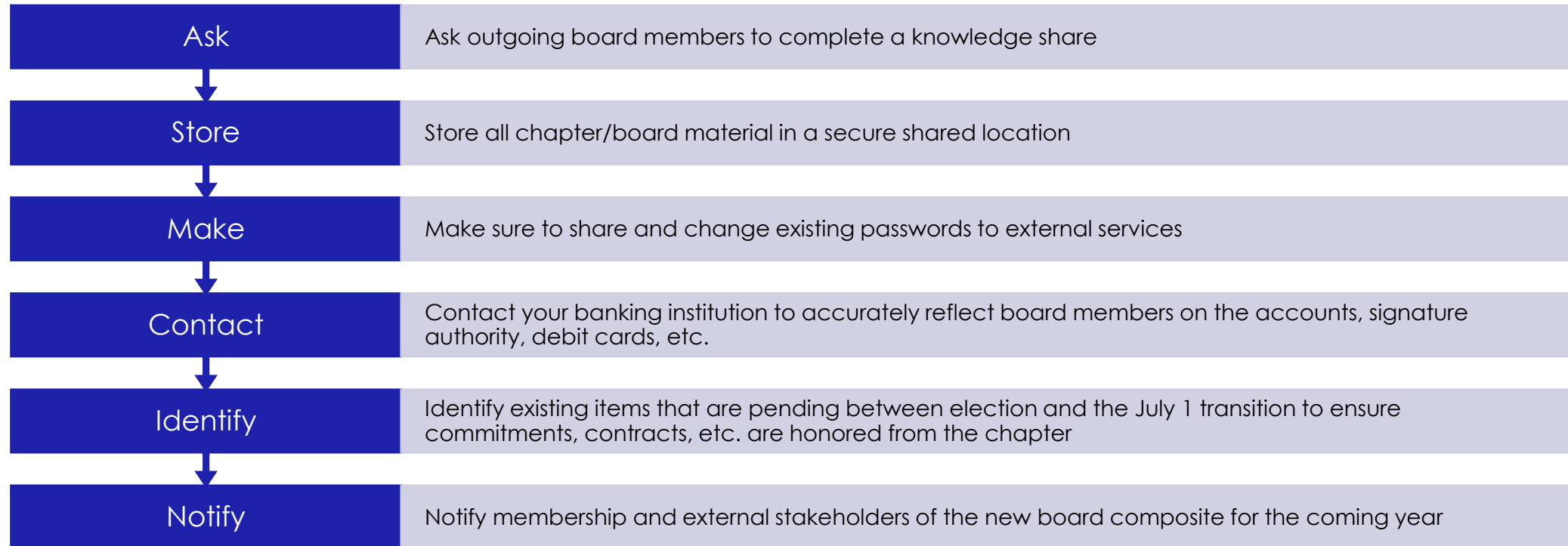
Additional email addresses can be created for \$1.25/month

4

Announce New Board

Share the new board members through email announcement and social media

Board Transition Best Practices

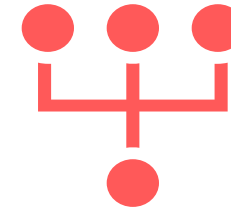


Onboarding



Host a board retreat

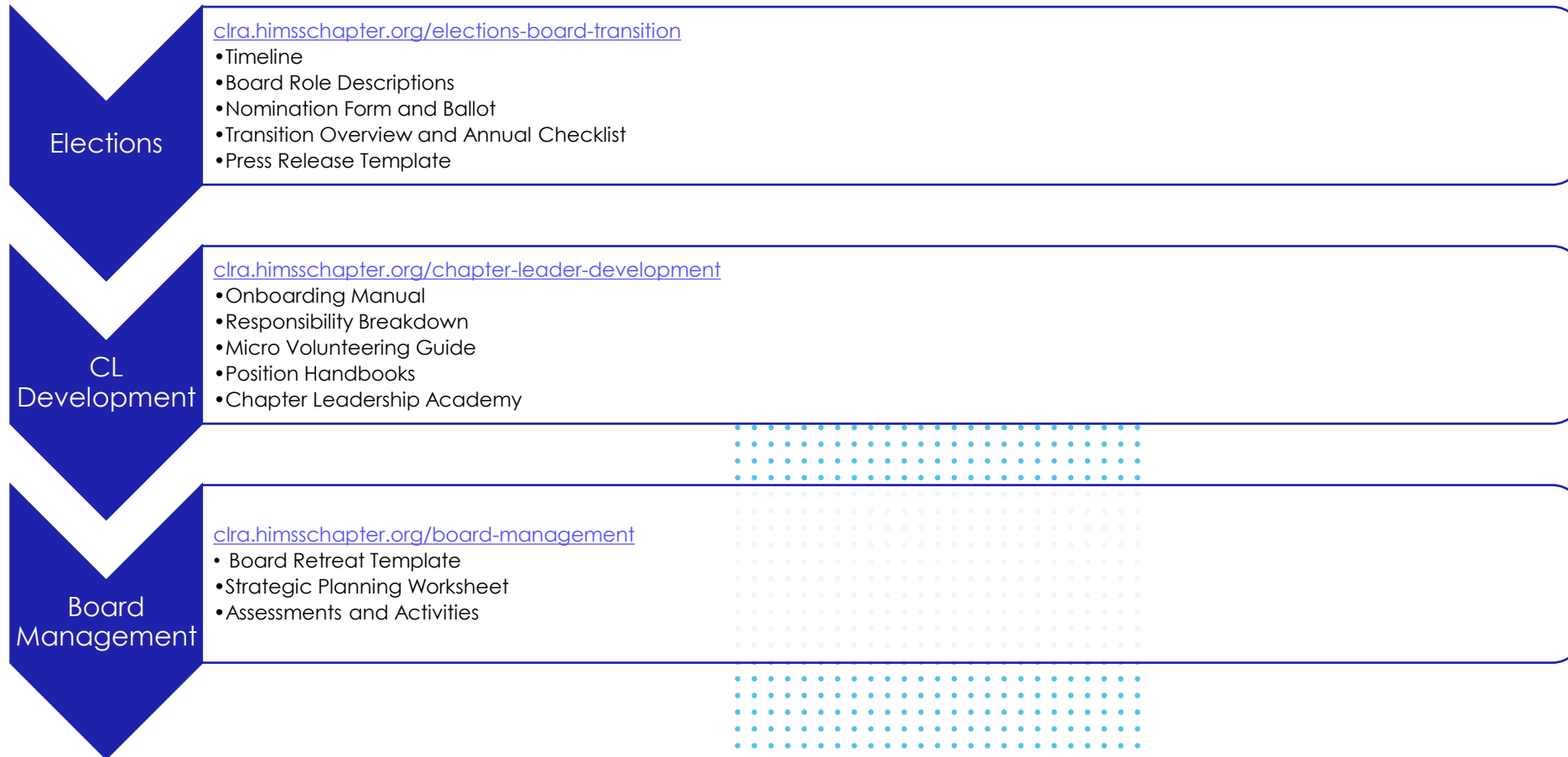
- Separate from board meeting, focused on strategic planning and team building
- Invite outgoing board to share best practices with incoming board



Create board goals and review volunteer structure

- Provide a considerate and collaborative environment
- Answer the question “now what?” at each step so all know what the next expected action is
- Involve new board members as soon as possible in making a difference

Election Resources on the CLRA



Governance Resources on the CLRA

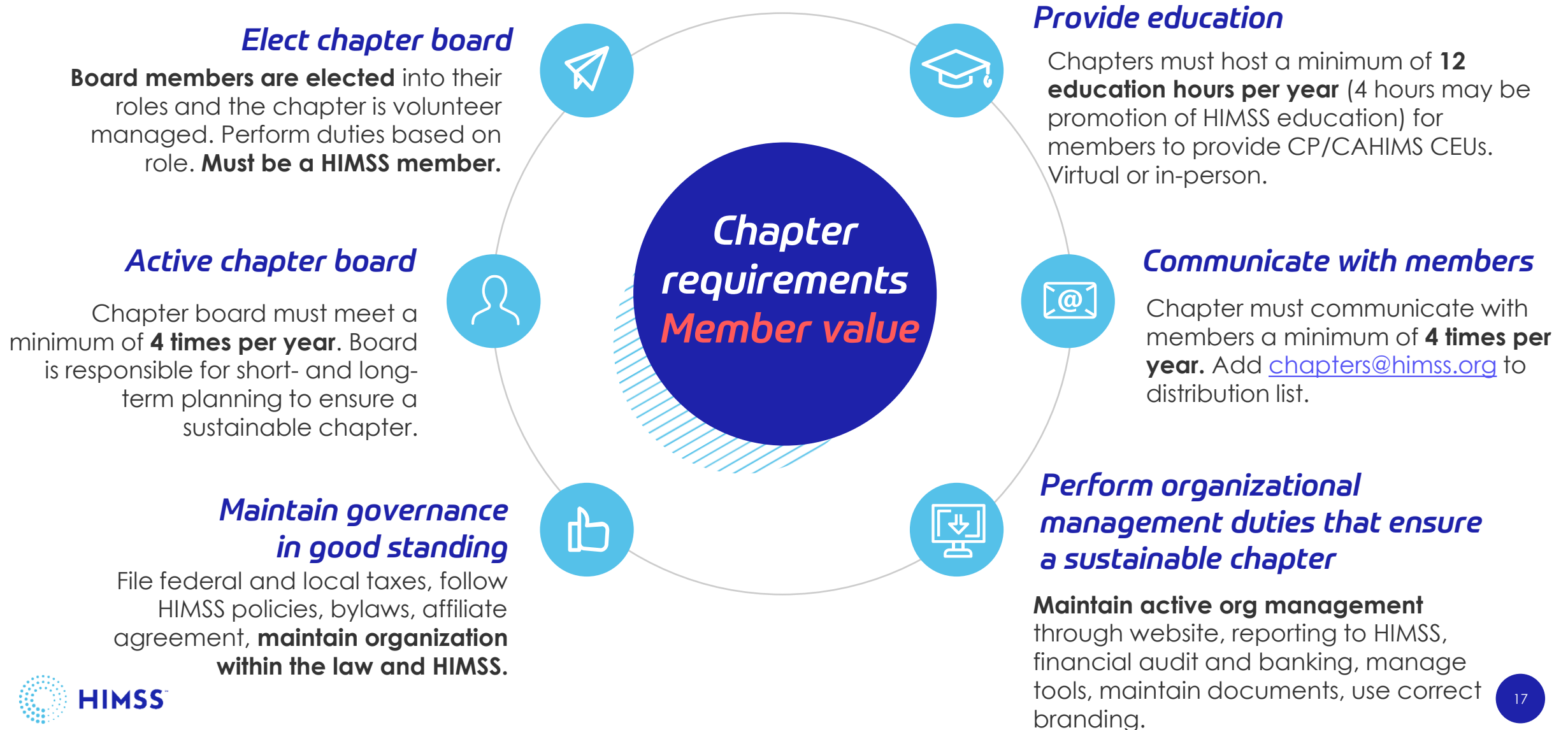
The Chapter Board should review the Chapter Bylaws, HIMSS Policies, and Chapter Policies annually

Updated – Sample Chapter Policy and Procedure Manual Template

Refer to sample policies during annual planning to see if any policies should be edited or added

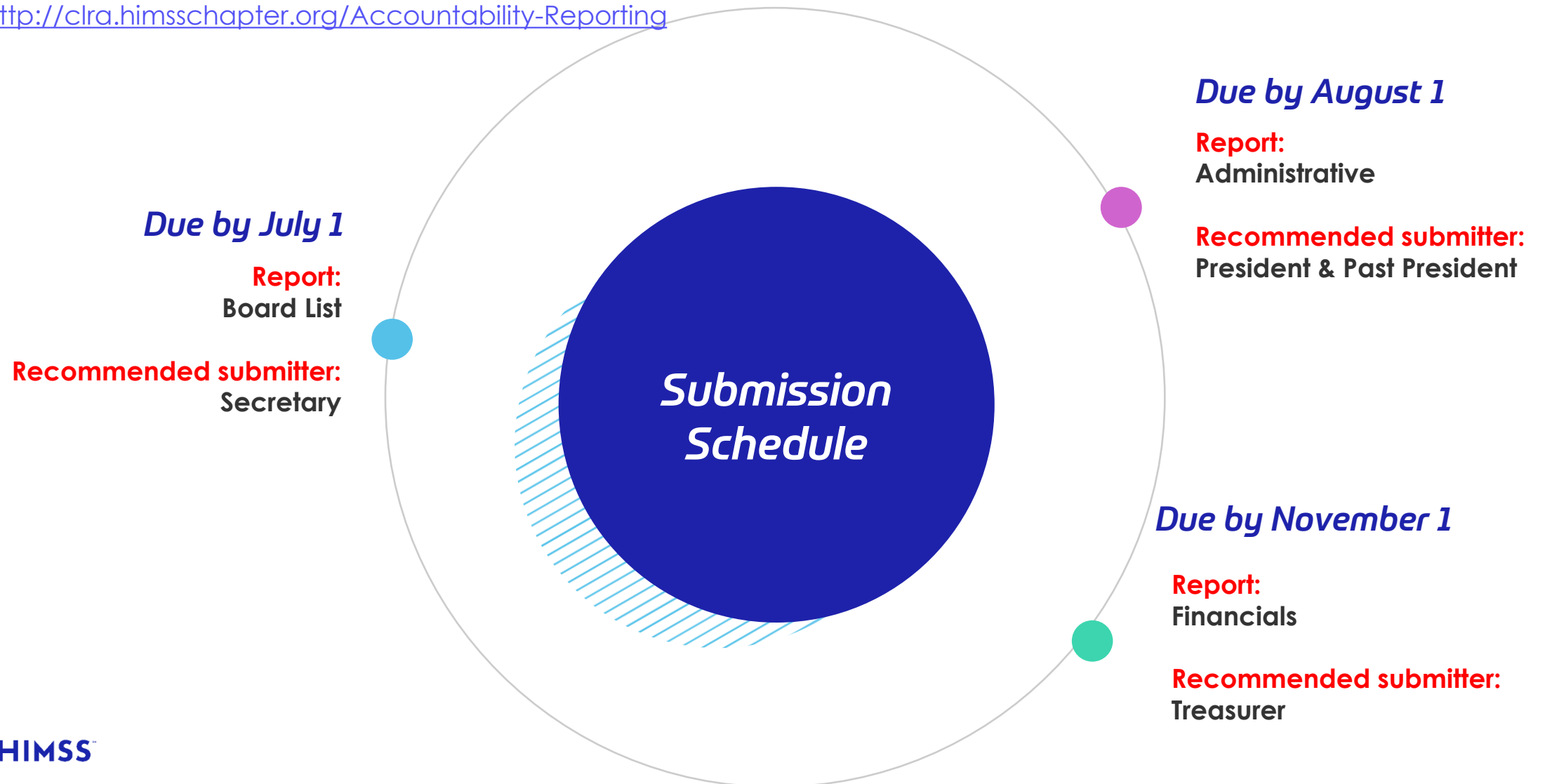
Board Member Behavior

- **Reminders:**
 - Board members are a representation of the chapter and HIMSS, they must act in an appropriate professional manner in all correspondence and at all events.
 - All volunteers should act with a high standard of ethical conduct and should take no action that could discredit the reputation or credibility of the Chapter.
 - Treat others with fairness, equality, dignity, and respect. Act honestly, responsibly, and with integrity.
- **Actions:**
 - Review HIMSS Volunteer Code of Conduct and Chapter Code of Conduct at meetings.
 - clra.himsschapter.org/policies-and-procedures
 - If a situation arises that leads to a negative experience for members or stakeholders, have a conversation to address accountability and a path forward to address conduct.
 - Volunteers may not be removed by a board vote.
 - Notify chapter manager of concerning activities.

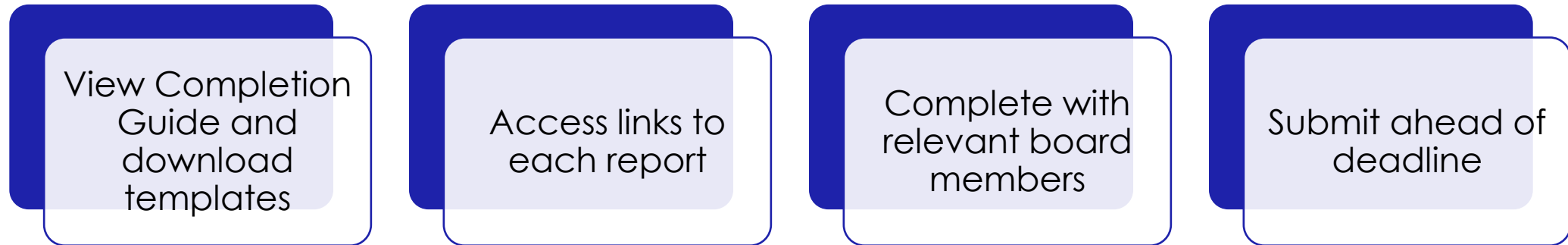


Accountability Reporting Timeline

<http://clra.himsschapter.org/Accountability-Reporting>



Submission Process



[Chapter Leader Resource Area > Chapter Foundation Materials > Accountability Reporting](#)



Board List

Due immediately after election

- The chapter must hold an election, in accordance with the positions and term limits in the chapter bylaws.
- All chapter board members must abide by all HIMSS policies and procedures, bylaws, affiliate agreement, and any additional documentation approved by HIMSS.

Board List & Governance

- **Confirm an election was held in accordance with chapter bylaws**
- **Submit the chapter board list**
 - Include any paid positions for the chapter.
 - All board members must be a HIMSS and chapter member in good standing for a minimum of one (1) year. Individuals may hold more than one position.
- **Why is this important**
 - D&O insurance protection
 - Ensure HIMSS is communicating with the correct individuals
 - Access to chapter leader tools and resources
 - Access to chapter specific reports
 - Ensure correct individuals listed on the chapter's web page



Administrative

Due by August 1

- Submit the number of education, networking, and advocacy hours at events held in the past fiscal year (July 1, 2022 – June 30, 2023)
- Complete a Self-Assessment of the past fiscal year (July 1, 2022 – June 30, 2023)
- The chapter board must meet a minimum of four (4) times per fiscal year and the meeting minutes must be shared with HIMSS.
- Prepare an annual plan for the new fiscal year (July 1, 2023 – June 30, 2024).

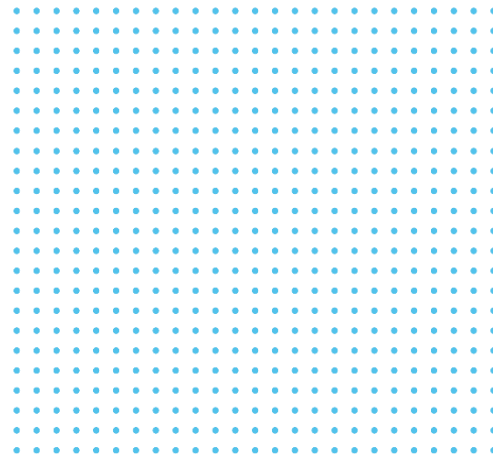
Events

- **The chapter provides a minimum of 12 hours of educational opportunities to members in their territory.**
 - This includes: in person education, virtual education, promoting HIMSS education (max of 4 hours may count towards the 12 hour minimum).
- **Utilize the event calendar template to share event hours from the past year and plan events for next year**



Self-Assessment

- **Complete a self-assessment for the previous fiscal year, share relevant examples regarding successes and/or challenges**
 - **Administration**
 - **Events and Education**
 - **Finance**
 - **Marketing/Communication**
 - **Membership**



Annual Plan

- **Creating an Annual Plan helps the board determine what the chapter will focus on for the upcoming year**
- **There is no required length or format for the Annual Plan**
- **It should address plans around membership growth, member satisfaction, educational programs, member communications, and engagement.**



Financials

Due by November 1

- Submit the previous fiscal year financial report (July 1, 2022 – June 30, 2023)
- Conduct a financial review (audit) of the prior year
- File all required local and federal government obligations
 - U.S. chapters file the IRS form 990
- Prepare a budget for the new fiscal year (July 1, 2023 – June 30, 2024)

Financial Report

- Submit a general ledger or income statement of previous fiscal year
- Prepare budget for current fiscal year

STATEMENT OF ACTIVITIES (INCOME STATEMENT)				
	FYXX ACTUAL	FYXX BUDGET	FYXX ACTUAL V. BUDGET	FYXX ACTUAL
REVENUE				
Membership Dues	\$ 26,000.00	\$ 25,000.00	\$ 1,000.00	\$ 24,000.00
Program Registrations	\$ 45,000.00	\$ 48,000.00	\$ (3,000.00)	\$ 42,000.00
Sponsorships	\$ 33,000.00	\$ 30,000.00	\$ 3,000.00	\$ 32,000.00
Interest Income	\$ 125.00	\$ 125.00	\$ -	\$ 120.00
TOTAL INCOME	\$ 104,125.00	\$ 103,125.00	\$ 1,000.00	\$ 98,120.00
EXPENSES				
Admin Expense/Tools	\$ 2,800.00	\$ 2,750.00	\$ 50.00	\$ 450.00
Bank fees	\$ 600.00	\$ 200.00	\$ 400.00	\$ 200.00
Advocacy	\$ 1,000.00	\$ 800.00	\$ 200.00	\$ 600.00
Board Recognition	\$ 250.00	\$ 250.00	\$ -	\$ 200.00
Board Meetings	\$ 6,000.00	\$ 7,500.00	\$ (1,500.00)	\$ 6,500.00
Program Expenses	\$ 36,000.00	\$ 32,000.00	\$ 4,000.00	\$ 30,000.00
Program Refunds	\$ 160.00	\$ -	\$ 160.00	\$ -
Scholarship	\$ 7,500.00	\$ 14,000.00	\$ (6,500.00)	\$ 9,500.00
Speaker Expense	\$ 1,200.00	\$ 1,000.00	\$ 200.00	\$ 800.00
TOTAL EXPENSES	\$ 55,510.00	\$ 58,500.00	\$ (2,990.00)	\$ 48,250.00
NET OPERATING PROFIT / (LOSS)	\$ 48,615.00	\$ 44,625.00	\$ 3,990.00	\$ 49,870.00
STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)				
Current Assets				
Checking (Operating) Account	\$ 60,000.00			\$ 86,385.00
Savings Account	\$ 150,000.00			\$ 75,000.00
Total Current Assets	\$ 210,000.00			\$ 161,385.00
Liabilities & Equity				
Liabilities	\$ 25,000.00			\$ 15,000.00

Audit

- **The chapter must complete an audit of chapter financials**
- **A review committee of at least 3 individuals from within or outside the chapter membership are required to complete the financial review**
 - An accounting firm is an approved substitution to the review committee to complete the audit and checklist

Financial Review

The chapter must complete an audit of chapter financials. Per HIMSS policy, a review committee of at least three (3) individuals or an accounting firm are required to complete the financial review.

Chapter Financial Review Checklist		Yes No* N/A
* If "No", provide an explanation of the issue and how it is being resolved.		
1.	Was a financial review of the previous year's finances completed and provided to the Chapter Board of Directors and HIMSS?	
2.	Are signature cards on all bank accounts and bank authorizing documents current? (This includes the removal of signatories who are no longer authorized to have access to funds.) Including all credit/debit cards.	
3.	Have the bank statements been reconciled through the close of the fiscal year (June 30)?	
4.	Are bank reconciliations and monthly bank statements reviewed by someone not having signature authority on the account(s)?	
5.	Do all transactions (withdrawals/deposits) have support documents (i.e. vendor invoices – AP, Contracts – Income)?	
6.	In the Chapters Financial Statement, has all activity been identified as separate line items with associated financial information? Examples of line items: Membership Dues, Interest Income under Income Category and Bank Fees, Speaker Fees as Expenses.	
7.	Did the chapter file the appropriate form with their local government? (Check with your local government website to confirm what forms are needed).	
8.	Was the correct IRS form 990-N, 990-EZ, or 990 prepared and submitted to the Internal Revenue Service (U.S. chapters only)? The correct form depends on the Chapter's amount of gross receipts. Attach proof of submission with the financial report.	



Questions?

Now: Chat or come off mute

Later: Reach out to your chapter manager

- Angie: Canada, Pacific, Southeast, Southwest
- Carrie: East, Midwest, Rocky Mountain



Save the Date: Chapter Spotlight Series

1

May 24 – Board Practices

- Onboarding Processes
- Handbook and Policies
- Board Transition
- Event Collaboration

2

June 7 – Member Activities

- Committee Structure
- Event Checklist

3

June 21 – Member Engagement

- Student Engagement
- Member Engagement
- Chapter Collaboration
- New Members