

## **IDAHO HEALTH INFORMATION ASSOCIATION EXECUTIVE BOARD RESPONSIBILITIES**

### **EXECUTIVE BOARD**

The IHIA President, President-Elect, Secretary-Treasurer, Immediate Past President, and, by invitation, the Idaho State Library Special Libraries Consultant shall constitute the Executive Board.

The Executive Board shall conduct the business of the organization in the period between annual meetings; select the site, dates and agenda for the business portion of the annual meeting; decide and arrange for educational offerings at Association meetings, appoint committees as needed; appoint members to fill any vacancies that may occur in the Executive Board if needed before the next Association meeting; review and approve the annual budget; and administer IHIA Professional Development Fund grants.

The President shall call Executive Board meetings, or arrange to confer or consult with the Executive Board members, as required. The Executive Board may confer and vote by mail, telephone, or other communication, and need not hold meetings that would require travel.

Any action by the Executive Board must have the approval of the majority of the members of the Executive Board, with each member having one vote. If there should be a tie vote, the President may make the final decision.

### **PRESIDENT**

The President of IHIA shall be responsible for planning and presiding over the IHIA portion of the Idaho Hospital Association's Annual Conference. The President shall arrange for the program topic and speakers, shall provide IHA with the appropriate printed program information, and shall arrange for appropriate travel, honoraria and program expenses.

The President shall plan the agenda, educational program and location of the Spring IHIA meeting.

The President shall be responsible for the official IHIA publication, the Citation. The Citation will be published at the President's discretion, but at least twice a year.

The President shall act as IHIA liaison with the Idaho State Library, shall serve on the National Network/Libraries of Medicine Regional Advisory Committee (RAC), and represent the IHIA at any meeting or function requiring the Association's representation.

### **PRESIDENT-ELECT**

The President-elect shall serve as President Pro Tem at any business meeting, executive meeting, workshop or other designated meeting in the absence of the President.

The President-elect shall aid in the publication of the Citation by gathering pertinent information and articles.

The President-elect shall assist the President in planning and preparation of the Spring and Fall IHIA meetings and will be responsible for arranging the social function to be held at each fall meeting.

The President-elect will aid the President in any other manner deemed necessary.

### SECRETARY-TREASURER

The Secretary-Treasurer shall be responsible for recording the minutes of all IHIA meetings, documenting all important facts and decisions made at those meetings, supplying a copy of the minutes for inclusion in the Citation, and presenting the minutes at the next meeting for approval.

The Secretary-Treasurer shall be responsible for custodianship of all IHIA records assigned to her/him, and will handle correspondence as assigned by the President.

At the request of the President, the Secretary-Treasurer may be asked to send notification of meetings, resolutions or proposals to the general membership when it is not feasible to include such information in the Citation.

The Secretary-Treasurer shall provide the President assistance by calling attention to dates and deadlines decided upon for certain actions.

The Secretary-Treasurer shall keep an accurate current membership list and provide that list to the membership at the spring meeting.

The Secretary-Treasurer shall be responsible for collecting membership dues and keeping a record of the monies collected.

The Secretary-Treasurer will pay any outstanding bills of the organization, keeping accurate records of all transactions.

The Secretary-Treasurer will report the status of the IHIA accounts at all regular business meetings.

### IMMEDIATE PAST PRESIDENT

The Past-President shall aid in the publication of the Citation by gathering pertinent information and articles.

The Past-President shall assist in planning and preparation of the Spring and Fall IHIA meetings.

The Past-President shall act as a resource person and guide to the President as needed.

Approved by IHIA membership at meeting 4/7/95

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The following are recommended procedures for the offices of President, President-elect, Secretary, Treasurer and Executive Board. The current Board feels these procedures would be helpful to the newly elected officers by presenting them with guidelines for their respective offices.

Please read these procedures carefully and come to the Business Meeting May 12th prepared for discussion and a vote.

PRESIDENT

The President of IHIA shall be responsible for planning and presiding over the IHIA portion of the Idaho Hospital Association's Annual Conference held each year at Sun Valley, Idaho. The President shall attend or appoint someone to attend the IHA's conference-planning meeting, shall arrange for program topic and speakers, shall provide IHA with the appropriate printed program information, and shall arrange for appropriate travel, honorary and program expenses.

The President shall be responsible for the official IHIA publication, the Citation, by soliciting information and by arranging typing of the final format to be sent to the Idaho State Library for printing. The Citation will be published three times per year (Spring, Fall, Winter).

The President shall act as IHIA liason with the Ida-Heal-Net coordinator, relaying to the IHIA membership as necessary any consortium news, new search techniques, personal interest items, changes in the Union List, etc.

appoint members to fill any vacancies that may occur in the positions of President-elect, Secretary, Treasurer; and review and approve the annual budget.

The President shall call Executive Board meetings or arrange to confer or consult with the Executive Board members, as required. The Executive Board may confer and vote by mail, telephone, or other communication, and need not hold meetings that would require officers to travel.

Any action by the Executive Board must have the approval of the majority of the members of the Executive Board, counting the President. The President may vote in any case in which his or her vote would affect the result.

In voting on the Executive Board, each Board member shall have one vote, regardless of dual membership status in IHIA.