



Ontario Health Information Management Association POSITION DESCRIPTION

POSITION TITLE / PORTFOLIO

Volunteer Marketing & Membership Recruitment Officer

PURPOSE:

Build and maintain partnerships by marketing the Association and recruitment of membership

TIME COMMITMENT:

25 hours per month, may fluctuate with events schedule

QUALIFICATIONS:

- Active member of the OHIMA & CHIMA
- Ability to Travel
- Enhanced communication skills, verbal and written
- Ability to develop and deliver presentations
- Working knowledge of health information management
- Demonstrated leadership skills
- Experience with committees, task teams and/or working groups
- Understanding of OHIMA's relationship with various provincial and national stakeholders
- Ability to exercise initiative in solving problems and identifying opportunities for OHIMA
- Expertise with Microsoft Office Software
- Working knowledge of Inventory Control Software is an asset

RESPONSIBILITIES:

- Attend meetings of the OHIMA Board of Directors
- Liaise with external agencies and vendors to solicit sponsorship
- Liaise with HIM students and professionals to promote membership
- Design surveys and marketing resources to support and promote the membership growth
- Explore options for potential promotional products and purchase based upon Board approval
- Maintain an inventory of promotional products and materials.

OPPORTUNITIES:

- Personal and professional growth
- Enhanced marketability
- Networking
- Potential to be voted in as a member of the Board of Directors