



Ontario Health Information Management Association POSITION DESCRIPTION

POSITION TITLE / PORTFOLIO

Volunteer Professional Development Officer

PURPOSE:

To assume the leadership role in the planning, organization and facilitation of conferences and events

TIME COMMITMENT:

Approximately 25 hours per month, fluctuates with events schedule

QUALIFICATIONS:

- Active member of OHIMA & CHIMA
- Ability to Travel
- Enhanced communication skills, verbal and written
- Ability to give 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
- Report all activities to the Board of Directors regarding the planning and budgeting of conferences
- Responsible to procure and sign all contracts upon Board approval relating to conferences
- Oversee conference Profit and Lost statement with Treasurer
- Liaise with external agencies/associations for opportunities related to conferences and events
- Coordinate event planning duties, lead Conference Planning Committee and chair conferences.
- Initiate contact and obtain final confirmation of conference guest speakers

OPPORTUNITIES:

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