



Ontario Health Information Management Association POSITION DESCRIPTION

POSITION TITLE / PORTFOLIO

Volunteer Treasurer and Membership Services Officer

PURPOSE:

Maintain the Association finances and membership database

TIME COMMITMENT:

25 hours per month, fluctuates with event registrations and annual membership renewals

QUALIFICATIONS:

- Active member of the 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 accounting software is an asset

RESPONSIBILITIES:

- Attend meetings of the OHIMA Board of Directors

Treasurer:

- Process the financial information using the Association's accepted accounting software
- Present financial reports to Board of Directors
- Liaise with the auditor and accountant
- Present the Association's Financial Report at the Annual General Meeting and make available upon request
- Liaise with the Association's financial institution regarding investments

Membership Services:

- Produce and distribute annual membership form
- Maintain the membership database
- Create and distribute communiqué to membership

OPPORTUNITIES:

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