


**Committee Volunteer
Structure, Policies and Guidelines**
Updated January, 2009

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Definitions

Statement of Inclusiveness

HIMSS is an egalitarian group - we endeavor to find a place for all members who wish to serve. Anyone who is a current member of HIMSS (either as individuals, through a Corporate Member's complement of representatives, or the Organizational Affiliate membership program) is eligible to serve.

Steering Committees are small groups of highly qualified volunteers guiding the execution of the Society's strategic initiatives. Steering Committees recommend the hierarchy of Committees, Task Forces, and Work Groups to realize the Society's vision, and oversee these groups' work to ensure consistency with the Society's strategic plan. Steering Committees can also be set up as collaborative endeavors between HIMSS and another organization. Steering Committees, and their members, serve at the discretion of the Chairperson of the HIMSS Board of Directors.

Committees are small groups of qualified volunteers executing the Society's strategic initiatives. Committees, and their members, serve at the discretion of the Chairperson of the HIMSS Board of Directors. If an overarching Steering Committee does not exist for a particular Committee, then the Committee can recommend the creation of Task Force(s) and/or Work Group(s).

Sub-Committees are small groups made up entirely of volunteers from a parent committee. At the direction of the Committee Chairperson, they come together to work on committee projects and then disband.

Task Forces are groups of volunteers gathering together to work on narrow-issue projects for the Society. Task Forces convene for a particular period of time to work on the project, and then disband. Task Forces serve at the discretion of the Chair of the HIMSS Board of Directors and nearly always function under the auspices of a HIMSS Steering Committee or Committee.

Work Groups are similar to Task Forces in that they are groups of volunteers gathering together for a particular period of time, and then disband. Work Groups differ in that they gather to work on time-sensitive or single-issue projects for the Society. Work Groups always function under the auspices of a HIMSS Steering Committee or Committee. Further, Work Groups can only be created on the authority of a Steering Committee, Committee or Board of Directors.

Roundtables are Board-created groups focusing on strategic subjects and/or audiences for the Society. Each Roundtable has a specific core constituency – for example, chapter liaisons focusing on state legislative and regulatory issues. Roundtables, and their Chairs, serve at the discretion of the Chair of the HIMSS Board of Directors.

Volunteer Service Criteria and Statements of Purpose

Steering Committees and Committees

Any member who has belonged to HIMSS for more than 12 months and is not currently serving in a leadership position (ex. Committee Chair or Board of Directors) - nor has a current Steering Committee/Committee appointment - within in the Society can apply for a Steering Committee or Committee appointment. Steering Committees and Committees are populated through an application process in which the Chairperson-Elect of HIMSS creates a complement of volunteers that represent the Society's constituencies and have relevant skills and talents needed to achieve the year's goals. Infrequently, to achieve the desired complement of skills and talents, it is necessary to appoint current members who have been a member of HIMSS less than 12 months.

Steering Committee and Committee appointments are two-year terms, commencing on July 1 and ending on June 30. Chair appointments are for a one-year term term – to be considered for a Chair appointment, an individual must have maintained a current HIMSS membership for at least the previous 24 months. Infrequently, to achieve the desired complement of skills and talents, it is necessary to appoint a Chair who has been a member of HIMSS less than 24 months. If a particular skill set is required of the Chair, and no new candidates meet the requirements, the Chairperson may re-appoint the same individual for a second one-year appointment. HIMSS and non-HIMSS members may be appointed in a non-voting capacity on a Committee or Steering Committee to serve as an advisor or as a liaison with another group. Such a nomination is made by the Chairperson-Elect when it is beneficial to include the voice of a HIMSS collaborator (e.g., other associations, governmental agencies, etc.).

A Steering Committee will serve primarily as an oversight or steering body within its scope of responsibility. Each will likely form task forces and/or work groups to address specific topics or tactics who report back to the committee. Steering Committee and Committee chairs are invited to participate in the Annual HIMSS Leadership Meeting with the Board and other chairs. HIMSS travel policy to aid these chairpersons with their travel needs shall apply for this meeting. Most committees convene via conference call although in person meetings may be scheduled as required.

At the discretion of the Committee Chairperson, a Sub-Committee can be formed. Sub-Committees are made up entirely of members from the parent committee. Their function is to focus on specific issues facing the Committee, report their findings back to the parent Committee, and then disband.

Task Forces and Work Groups

Any member who is not currently serving in a leadership position (such as a Steering Committee Chair or serving on the Board of Directors) within in the Society is eligible to serve, depending upon the requirements needed to help the group achieve its stated purpose. Non-members may serve on these groups if they represent an organization or constituency that is typically not a member of HIMSS (e.g., other associations,

governmental agencies, non-IT healthcare professionals, etc.). If a particular skill set is required, but not represented by those who have volunteered to serve, the Chairperson or Staff Liaison is encouraged to recruit an eligible person.

Task Forces and Work Groups exist for a definite time period to achieve one to three goals. If this work exceeds 12 months, the Staff Liaison will work with the Committee Chairperson or HIMSS Chairperson-Elect to, as appropriate, infuse the group with a revised group of volunteers and appoint a new Chair. The Chair of a Task Force or Work Group serves for a one-year term. If a particular skill set is required of the Chair, and no new candidates meet the requirements, the Chairperson may re-appoint the same individual for a second one-year appointment. To be considered for an appointment as a Task Force chair, an individual must have maintained a current HIMSS membership for at least the previous 12 months or demonstrate unique experience that might not be readily found among individuals who have been members at least 12 months.

Task Forces and Work Groups meet exclusively by conference call. If an industry event takes place in which many of the members of a Task Force or Work Group are planning on being in attendance, a face-to-face meeting can be convened on an as-needed basis. HIMSS is not responsible for any travel or out-of-pocket expenses incurred by Task Force or Work Group members.

The Chairpersons of the Task Forces are invited to participate in the Annual HIMSS Leadership meeting with the Board and other chairs. HIMSS travel policy to aid these Chairpersons in their travel needs shall apply for this meeting.

Roundtables

Members can serve in a leadership position within in the Society and also on a Roundtable. Roundtables are chartered and disbanded by the Board of Directors, exist to strengthen a HIMSS strategic initiative, and represent a specific core constituency within the Society's community. Roundtable Chairpersons are appointed by the Chairperson-Elect of HIMSS. To be considered a Chair appointment, an individual must have maintained a current HIMSS membership for at least the previous 24 months. Infrequently, to achieve the desired complement of skills and talents, it is necessary to appoint a Chair who has been a member of HIMSS less than 24 months. Roundtable member appointments are indefinite based on their sponsoring organizations' desires. Chairs are appointed for one year starting on July 1 and ending on June 30. If a particular skill set is required of the Chair, and no new candidates meet the requirements, the Chairperson may re-appoint the same individual for a second one-year appointment.

The Roundtable chairs are invited to participate in the Annual HIMSS Leadership Meeting with the Board and other chairs. HIMSS travel policy to aid these chairpersons with their travel needs shall apply for this meeting.

Creation, Volunteer Selection, Functional Guidelines, and Dissolution Processes

Steering Committees and Committees

1. Through the staff, the Chair or Chair-Elect of Board of Directors identifies an unmet need for a Steering Committee or Committee which includes:
 - What is the proposed purpose of this Committee/Steering Committee?
 - How does this proposal fit into the current HIMSS key subjects and audiences?
 - What current HIMSS member/customer would most benefit from the creation of this group? Roughly, how many are in that constituency?
 - What critical requirements (needs) of our members would be met through the creation of such a group?
 - What new opportunities would this group create for HIMSS? Or, what currently unmet HIMSS need would be addressed?
 - What are proposed, first-year annual deliverables from this group?
 - Who would be the staff liaison?
 - If created, what would be the impact on HIMSS resources (staffing, financial, support departments, volunteers, other)?
 - What are the talent/skills required by volunteers to serve on the Committee/Steering Committee?

2. Using the above information, the Steering Committee or Committee's Staff Liaison annually publishes a call for applications for potential volunteers in the HIMSS Insider and in the weekly individual and corporate eNews. These notices include a date by which members must apply.

3. Members can be appointed to one Steering Committee or Committee at a time and must have maintained a current individual membership within HIMSS for at least the past 12 months. Infrequently, to achieve the desired complement of skills and talents, it is necessary to appoint an individual who has been a member of HIMSS less than 12 months.

4. The Staff Liaison reviews the applications, consults with the committee chair, and makes a recommendation to the HIMSS Chairperson-Elect. The Chairperson-Elect reviews the recommendation, makes the final selection of Committee members, and appoints the Committee Chairperson and Board Liaison (if applicable) for a one-year term. The Chairperson-Elect may also appoint a Committee Vice-Chair, if deemed necessary. The role of Vice-Chair is not a precursor to, nor an implied promise of, a Chair appointment in future. To be considered for either a Chair or Vice-Chair appointment, the individual(s) must have maintained a current HIMSS membership for at least the past 24 months. Infrequently, to achieve the desired complement of skills and talents, it is necessary to appoint an individual who has been a member of HIMSS less than 24 months. If a particular skill set is required of the Chair, and no

new candidates meet the requirements, the Chairperson may re-appoint the same individual for a second one-year appointment.

5. All applicants are contacted with the outcomes of the selection process. Most often, members not selected for involvement in a Steering Committee or Committee are asked to consider involvement in a Task Force, Work Group, or as a Subject Matter Expert.
6. Steering Committees and Committees are expected to produce notes of their meetings and any other written or verbal documentation of their work. Board reports from each group shall be prepared by the staff liaisons annually for a Board meeting.
7. Steering Committees and Committees serve at the discretion of the Board of Directors and can be disbanded at any time deemed appropriate by the Board.

Task Forces

1. An authorizing body identifies an unmet need for a Task Force which includes:
 - What is the proposed purpose of the Task Force?
 - Under what Committee/Steering Committee (if any) would this group serve?
 - What are 2-3 proposed specific deliverables from this group? Within what timeframe?
 - How does this proposal fit into the current HIMSS key subjects and audiences?
 - If created, what would be the impact on HIMSS resources (staffing, financial, support departments, volunteers, other)?
 - What current HIMSS member/customer wants the output from this group? Roughly, how many are in that constituency?
 - What critical requirements (needs) of our members/customers that would be met through the creation of such a group / delivery of the end product?
 - What new opportunities would this offering create for HIMSS? Or, what currently unmet HIMSS need would be addressed?
 - What are the talent/skills required by volunteers to serve on the Task Force?
2. Using the above information, the Steering Committee's Staff Liaison writes up a call for volunteers. This call is published in the individual and corporate eNews and includes a date by which responses are requested. The call may also appear in the HIMSS Insider, if time permits.
3. All applicants are eligible to serve, depending upon the requirements needed to help the group achieve its stated purpose.
4. The Board Chair approves Task Force Chair appointments. Chairs of Task Forces serve a one-year term and must have maintained a current HIMSS membership for at least the previous 12 months or demonstrate unique experience that might not be readily found among individuals who have been members at least 12 months.

5. Task Forces are expected to produce notes of their meetings and any other written or verbal documentation of their work upon request from the Steering Committee.
6. Task Forces serve at the discretion of the Steering Committee or authorizing body and can be disbanded at any time by either of these entities. If a Steering Committee wishes to disband a Task Force before completion of its duties, the Board Chair shall be consulted before any action is taken.

Work Groups

1. The Steering Committee/Task Force identifies an unmet need for a Work Group which includes:
 - What is the proposed purpose of this Work Group?
 - What is the proposed specific deliverable from this group? Within what timeframe?
 - Under what Committee/Steering Committee/Task Force would this group serve?
 - How does this proposal fit into the current HIMSS key subjects and audiences?
 - If created, what would be the impact on HIMSS resources (staffing, financial, support departments, volunteers, other)?
 - What current HIMSS member/customer wants the output from this group? Roughly, how many are in that constituency?
 - What critical requirements (needs) of our members/customers would be met through the creation of such a group / delivery of the end product?
 - What new opportunities would this offering create for HIMSS? Or, what currently unmet HIMSS need would be addressed?
 - What are the talent/skills required by volunteers to serve on the Work Group?
2. Members of a Work Group are drawn from members of the authorizing Task Force or Steering Committee, and the membership at-large.
3. A call for volunteers is published in the individual and corporate eNews and includes a date by which responses are requested. The call may also be published in HIMSS Insider if time permits.
4. All applicants are eligible to serve, depending upon the requirements needed to help the group achieve its stated purpose.
5. The Steering Committee/Task Force names a Chairperson for the Work Group, and identifies a member of the Work Group as the Liaison back to the full Steering Committee/Task Force. Work Group Chairs serve a one-year term and must have maintained a current HIMSS membership for at least the previous 12 months or demonstrate unique experience that might not be readily found among individuals who have been members at least 12 months. The Steering Committee/Task Force Liaison is responsible for ensuring that full and accurate reporting occurs between the Steering Committee/Task Force and the Work Group.

6. Work Groups are expected to produce notes of their meetings and any other written or verbal documentation of their work upon request from the Steering Committee/Task Force or Board of Directors.
7. Work Groups serve at the discretion of the Steering Committee/Task Force or authorizing body and can be disbanded at any time by either of these entities.

Roundtables

1. The Board of Directors ratifies the creation of a Roundtable upon submission of the following:
 - What is the proposed purpose of this Roundtable?
 - How does this proposal fit into the current HIMSS key subjects and audiences?
 - If created, what would be the impact on HIMSS resources (staffing, financial, support departments, volunteers, other)?
 - What membership criteria (i.e. A Diamond Member or a Chapter member) fits this group? Roughly, how many are in that constituency?
 - What critical requirements (needs) of this constituency would be met through the creation of such a group?
 - What new opportunities would this offering create for HIMSS? Or, what currently unmet HIMSS need would be addressed?
2. Using the above information, the staff liaison(s) periodically publishes a call for potential volunteers.
3. The board Chair approves Roundtable chair appointments. Chairs of Roundtables serve a one-year term and must have maintained a current HIMSS membership for at least the previous 24 months. Infrequently, to achieve the desired complement of skills and talents, it is necessary to appoint a Chair who has been a member of HIMSS less than 24 months.
4. Roundtables serve at the discretion of the Board of Directors and can be disbanded at any time deemed appropriate by the Board.

Collaborative Efforts with External Entities

From time to time to achieve a goal of the Society, it will become advantageous to develop a close working relationship with one or more external organizations. This close working relationship can take many forms – one of which may be a Collaborative Committee or Work Group.

To create a Collaborative Committee or Work Group, a Statement of Purpose must be signed by an authorized person from each organization, and the CEO of HIMSS.

The Statement of Purpose must include, but is not limited to, the following items:

1. Objective and desired outcomes of the collaboration
2. Names of collaborating organizations
3. Scope and timeline of the Committee or Work Group and what is expected of the volunteers
4. Identification of a Staff Liaison from each organization and statement of their responsibilities
5. Identification of financial and logistical responsibilities of each organization
6. Number and qualifications of volunteers needed from each organization

The existing guidelines for committee involvement also apply to those HIMSS representatives on a Collaborative Committee or Work Group.

Roles & Responsibilities

Role of the Chairperson

The Chairs of the various HIMSS volunteer groups serve a crucial leadership role. Chairs are considered to be experts in the topic area of the volunteer group, demonstrate strong leadership roles, and be significantly interested in the topic. It is a distinct advantage if the Chairperson also has substantive industry connections to link the work of the volunteer group to other initiatives and entities.

Specifically, the Chairperson is expected to:

1. Lead all group meetings
2. Bring the group to consensus regarding scope of work, priorities, white papers, position papers, etc
3. Ensure that group members feel appreciated, valued, and involved
4. Ensure that no one group member – or small group of members – dominates the discussions or the scope of work
5. Keep the group engaged, motivated, focused on outcomes that will achieve the group's charter, and delivered in a timely manner
6. Recognize that a volunteer leader role is public and that comments made surrounding the group's work must be made carefully in context with the larger HIMSS strategic vision.
7. Upon reasonable request by HIMSS leadership, offer public comments on behalf of the Society. For example, to provide testimony, give a presentation, or be interviewed by a journalist
8. Participate in quarterly conference calls of all the Chairs of HIMSS Committees and Steering Committees.

Role of the Vice Chairperson

If deemed appropriate for the Steering Committee, the HIMSS Board Chairperson may, on occasion, appoint a Vice Chair. Serving as Vice Chair is a one-year appointment with no implied or overt intent to step into a future role as Chairperson. Vice Chairs, in the absence of the Chair, run meetings. The Vice Chair may also lead a Steering Committee effort on a particular topic or area.

Role of the Volunteer Participants

The volunteers of the many HIMSS initiatives are keys to the success of the organization. Their value cannot be overestimated and their input is welcomed and encouraged at every level within HIMSS.

Specifically, volunteers are expected to:

1. Actively participate in all group meetings and events
2. Volunteer to perform specific duties that enable the group to achieve its goals
3. Complete volunteer work within the scope and timeline
4. Work as a member of a collaborative team – balancing the interests of HIMSS with each person's interests for professional development, learning, and contributions

5. Focus on the “win” for the industry, rather than a sale for a corporation or benefit for an organization or individual

Role of the Board Liaison

Each Steering Committee, several Committees, and a few Task Forces are appointed a Board Liaison. This individual, a current member of the HIMSS Board of Directors, serve as the link between the volunteer groups and the Board of Directors.

Specifically, the Board Liaison is expected to:

1. Help maintain the Chairperson's and appointees' focus on the stated purpose of the group and its current year's work plan.
2. Keep the group apprised of the Board of Directors' vision and expectations for the volunteer group
3. Attend and actively participate in all group meetings.
4. Ensure that group members feel appreciated, valued, and involved
5. Make public comments on behalf of the volunteer group, as appropriate
6. Raise the Board's attention to valuable outcomes achieved by the volunteer group

Role of the Staff Liaisons

The staff liaison is part of the national HIMSS staff assigned to work with specific groups. Staff liaisons take their roles very seriously, doing their utmost to work collaboratively with all volunteers, enabling them to achieve and improve the industry for all.

For Steering Committees, Committees, Task Forces, and Roundtables, the staff liaison is expected to:

1. Draft agendas for meetings which are reviewed and approved by the Chairperson
2. Record notes, make any changes requested by group members, and disseminate
3. Ensure that group members feel appreciated, valued, and involved
4. Ensure that group members who volunteer for specific tasks complete their work within the scope and timeline
5. Provide reasonable support and direction to volunteers, when possible, to help ensure that they can complete their work in a quality and timely fashion

As a rule of thumb, there is no Staff Liaison appointed to a Work Group.

Responsibilities of Volunteers

As a Society, HIMSS is devoted to providing any interested current member with a way to serve. Volunteers bring many unique characteristics, talents, and skills to Society activities. Once a part of a group, a volunteer is expected to actively participate throughout the term of service, while maintaining a current membership.

Second, there is a culture within the volunteer groups that calls for a collaborative style. Volunteers are expected to comply with the HIMSS Code of Ethics, adopted by the Board of Directors in 1994. While vendors, consultants, clinicians, administrators, staff, end-users, etc. serve side-by-side in volunteer groups within HIMSS, all are expected to set aside their competitive or personal agendas. It is inappropriate for a vendor or consultant to try and sell a product or service, or to influence a group towards a position that would favor one vendor or consulting firm. Conversely, it is inappropriate for an end-user to influence the group towards projects that would benefit their own organization.

Third, for volunteer groups to create excellent work, an atmosphere of trust must exist. To engender trust within various groups, HIMSS has established a Statement of Confidentiality. Information obtained during the natural course of discussions during any conference calls and/or meetings are for the sole purpose of the group's activities. Transcripts, summaries of discussions, minutes, and work products are to remain private unless explicit written authorization is secured from HIMSS. Volunteers representing their group in a public forum will submit all materials (presentations, opinion pieces, status reports, etc) to their staff liaison for approval prior to the event.

If a member of a volunteer group does not comply with the HIMSS Code of Ethics, the HIMSS collaborative culture, or the Confidentiality Statement, they will receive a call from their Chairperson to discuss the situation. If, upon conclusion of the intervention, the situation is not rectified, the member will be removed from the group.

Steering Committee & Committee Responsibilities

At the Steering Committee and Committee level, there is a formal application process. If selected, the volunteer is expected to fully participate in the group and to volunteer to perform needed duties. If, after joining, the volunteer finds that s/he will not be able to honor their commitment to the Steering Committee or Committee, that individual is expected to formally resign from the group in a timely manner.

If a Chairperson of a Steering Committee or Committee misses any combination of two meetings, events, deadlines, or commitments, they will receive a call from the HIMSS Staff Liaison or Executive Vice President to confirm that they are still able and willing to serve as Chairperson. If the Chairperson misses one additional meeting, event, deadline, or commitment, the HIMSS Board Chairperson will remove this individual from their position and appoint a replacement.

If a member of a Steering Committee or Committee misses two meetings, events, deadlines, or commitments, they will receive a call from the Chairperson of the group to confirm that they are still able and willing to serve. If they miss one additional meeting, event, deadline, or commitment the HIMSS Board Chairperson will remove this individual from the group and appoint a replacement.

HIMSS leadership understands that life and work situations can change dramatically, making it impossible to honor the commitment to a HIMSS Steering Committee or Committee. In these cases, the Board Chair will name a replacement appointee. If, in future, the individual believes s/he has regained the ability to assume the responsibilities of a volunteer, HIMSS encourages him/her to contact the staff liaison assigned to the Steering Committee or Committee to which they were originally appointed. HIMSS will examine the situation and make a re-appointment, if possible.

Task Force & Work Group Responsibilities

At the Task Force and Work Group level, any current member is eligible to serve, depending upon the requirements needed to help the group achieve its stated purpose and the requirements of membership tenure (if any). If, after joining, the volunteer finds that there is not a clear fit, the volunteer is under no obligation to remain involved in the group. As a professional courtesy, it is expected that the volunteer will contact the group's Chairperson to formally resign from the group.

Roundtable Responsibilities

For Roundtables, once an individual is appointed based upon the eligibility criteria outlined earlier in this document, s/he is expected to actively participate. If the member misses two meetings, events, deadlines, or commitments, they receive a call from the Chairperson of the group to confirm that they are still able and willing to serve. If they miss one additional meeting, event, deadline, or commitment the staff liaison will reach out to the Corporate Member or Chapter responsible for this individual's participation to ensure that the Corporate Member/Chapter is still interested in participating on the Roundtable. If so, a replacement will be recommended to the HIMSS Chairperson of the Board.

HIMSS Position Statement Creation & Approval Process

Through the normal course of their work, HIMSS volunteer groups occasionally undertake the effort to create a document that may result in being adopted as an official position of the Society. To assist groups in their efforts, the Society developed a seven-step process. This process was ratified by the HIMSS Board of Directors in December, 2005.

1. HIMSS Communities (ie. Chapters, SIGs) may take regional positions that are not in conflict with an existing Society position. Prior to release, such positions need to be reviewed and approved by the HIMSS Executive Vice President to ensure they are consistent with the national goals and objectives of the Society.
2. Any member or Community of HIMSS can suggest a national topic on which they would like the Society to comment regarding a healthcare technology and management system issue. The HIMSS Board of Directors is the single governing entity with the authority to approve a position statement on a national topic on behalf HIMSS.
3. All such suggestions are to be sent to appropriate HIMSS staff liaison, who will forward the request to the appropriate Steering Committee (i.e. Advocacy; EHR; Ambulatory Care; etc.) for review and recommendation.
4. The Steering Committee will validate that the proposed position topic is consistent with the national goals and objectives of the Society. If it is, the Steering Committee will then draft a position statement and communicate back with the submitting group. The originator is encouraged to suggest communication and implementation strategies.
5. The Staff Liaison will then circulate a working consensus position statement to other appropriate Steering Committees for comment. Once a final consensus statement has been crafted, the HIMSS Executive Management team will review it prior to submission to the Board of Directors. The submitter of the proposed position will be kept in communications throughout this process.
6. Normally, position statements are reviewed during a regular meeting of the Board of Directors. If there is a special need, the Board can expedite position statements for approval.
7. If approved, the position statement is returned to the primary HIMSS Steering Committee to communicate the position and implement other activities as needed. The submitter is also notified at the same time that the position has been adopted by HIMSS.

The HIMSS EHR Association may adopt position statements pertaining directly to their topic area for which a consensus may not have been achieved. The following identifies the alternative process by which such actions can be taken.

5.(alt.) In the event, during step 5, no consensus can be achieved, the process shall follow this alternative procedure for these two groups:

- a. The staff liaison shall facilitate a conversation between the Chair of the originating group and the HIMSS Board Chair to attempt to reconcile differences.
 - i. If common ground is reached, the proposed statement as agreed upon shall be submitted to the HIMSS Board of Directors for approval as an official position of HIMSS.
 - ii. If reconciliation of views cannot be achieved:
 1. The group's Chair may submit the issue to the HIMSS Board of Directors for resolution; or
 2. The group's Chair may initiate a vote of the group's membership to solicit the group's approval of the position as originated by the group. At least 75% of the group's membership must participate and the statement shall be adopted as the group's position with a 51% affirmative vote.

6. (alt). If adopted by the group, the Chair develops a written communication to the Board of Directors clearly articulating the outcome and rationale for the decision.

7. (alt). The position statement is communicated externally as a position of the originating group, and the group implements other activities as needed.

Committee Balance, Rotation and Selection Process

There is an appointment process for Steering Committees and Committees. Task Forces or Work Groups do not appoint volunteers; all members are eligible to serve (some requirements for membership tenure may apply to leadership roles). It is up to the Chairperson to ensure that the group complement both represents HIMSS membership constituencies and has the necessary skills and talents to achieve its goals. Visit the [Committees page](#) on the HIMSS website to learn more about the active groups. Included on that page are the names, phone numbers, and email addresses of the staff liaison. If you'd like to become involved in a Task Force, Roundtable or Work Group, please contact the appropriate HIMSS staff liaison and indicate your interest.

Achieving Equity in Rotation and Balance of Committees:

HIMSS has designed its committees in such a way that approximately 50% of the volunteers on each committee rotate annually. This results in somewhere in the neighborhood of 4-7 openings for new volunteers to be selected for an appointment on each committee, allowing for an influx of new volunteers while preserving some measure of continuity in a committee's work.

Annually, HIMSS encourages all members who have been members for at least 12 months to apply for service on a Steering Committee or Committee. Once the committee application period has closed, all applications are carefully reviewed. The complement of volunteers who will remain on the committee for the following fiscal year is assessed and needs identified (such as a lack of clinician participation).

Members can be appointed to one Steering Committee or Committee at a time. Their appointment is for a two-year term. If a member is currently serving on a Steering Committee or Committee, that individual is not eligible for a second appointment.

Chairs are appointed for a one-year term and must have been HIMSS members for at least the previous 24 months. If a particular skill set is required of the Chair, and no new candidates meet the requirements, the Chairperson may re-appoint the same individual for a second one-year appointment. Infrequently, to achieve the desired complement of skills and talents for the group, it is necessary to appoint a Chair who has been a member of HIMSS less than 24 months.

Committee Selection Criteria:

The criteria used to select new committee members includes (1) ensuring each committee represents, in microcosm, the entire HIMSS community [example: military, clinician, vendor, CIO, etc]; (2) that the committee is represented to the best of HIMSS ability in regards to gender, ethnicity, and other such criteria; (3) that the committee includes those who demonstrate content expertise on their application and those who are relatively new to the content area; (4) members who are relatively new to HIMSS volunteer work balanced against those members who have had some or much experience in HIMSS volunteer work; (5) that the group is representative geographically of the nation and

according to work setting [example: provider, vendor, payer, ambulatory, etc], (6) balancing the incoming committee appointee attributes with those of the existing complement; and, (7) that the volunteers will attend conference calls, complete assignments, and demonstrate other attributes of a committed volunteer.

Committee Selection Process:

The existing Steering Committee/Committee Chairperson and the staff liaison carefully review the applications; they may convene interview-type calls with candidates and check references. Once this investigative work is complete, a formal presentation of recommendations is made to the Chair-Elect; who also has a full listing of all the committee applications. The Chair-Elect of the HIMSS Board of Directors makes the final committee appointments.

Annual Conference Education Committee Standard Operating Procedures

Committee Change Structure and HIMSS Membership Roles

The Annual Conference Education Committee (ACEC) is a HIMSS Board-appointed committee comprised of members each of whom represents a profession, community or industry within HIMSS.

Committee member terms run from one Annual Conference until the next, with the new Committee Chair taking office on the last day of the Annual Conference. The Committee chair term is for one year, while Committee members serve a three-year term. HIMSS Standard Operating Procedures for the “committee selection process,” “committee selection criteria,” and “roles and responsibilities” apply to ACEC appointees. However, in addition to the standard selection criteria, applicants are chosen by taking into consideration their topic category expertise, their years of experience within a specific industry. Finally, to be considered for ACEC, applicants must have served as an Annual Conference Reviewer for at least two years, not necessarily consecutively.

The Rotation Schedule for ACEC Committee members is approximately 33% per year. This schedule provides continuity in ACEC committee work from one year to the next.

Purpose:

- To identify key topics for the Call for Proposal process.
- From the pool of eligible presentation proposals, select high-quality sessions for the HIMSS Annual Conference & Exhibition. This work is performed in conjunction with, and with recommendations from, Annual Conference reviewers.

The planning year for the ACEC runs from Annual Conference to Annual Conference; the committee meets face-to-face twice a year and via conference call as needed.

To assist the ACEC in their task to select high quality presentations for the Annual Conference, proposals are first reviewed and discussed by a team of Annual Conference Reviewers; input is also received from ACEC Liaisons and HIMSS staff. Each member of ACEC sits on a review task force, guides that group's work, and presents the group's recommendations to the ACEC.

ACEC Committee Appointees and Structure

ACEC Committee Chair Appointment:

In addition to standard criteria for service as Chair to any HIMSS Committee, to be eligible for the role of ACEC chair, volunteers must have participated as an Annual Conference Reviewer for at least two years, not necessarily consecutively; and must have participated on the ACEC for at least one Annual Conference cycle before applying for the position.

ACEC Members:

In addition to the standard criteria for service on any HIMSS Committee, ACEC appointees' selection is based on topic category expertise, years of experience within industry, and service as an Annual Conference Reviewer for at least two years, not necessarily consecutively.

ACEC Liaisons:

In addition to the members of the ACEC, liaisons may also be asked to serve. Liaisons are added to the ACEC to represent emerging audiences that are not represented among the appointed ACEC members. These are non-voting members who may serve up to two years in this capacity. Liaisons are approved by the HIMSS Board of Directors and must be HIMSS members.

Other than non-voting, Liaisons serve the same function as other ACEC members. They are highly involved in the proposal selection process and must be present for the ACEC face-to-face meetings, and all conference calls.

Other Roles involved in the ACEC

To ensure that the call for proposals is fair, unbiased, and commensurate with the strategic goals of HIMSS, several different communities are engaged in the ACEC process.

Annual Conference Reviewers:

To facilitate proposal selection by the ACEC, each proposal is first reviewed and scored by a panel of Annual Conference Reviewers.

Annual Conference Reviewers are HIMSS members who lend their time and expertise to review proposals submitted to HIMSS through its call for proposal process. Their reviews are based on defined criteria and there is a reviewer panel for each topic category. A member of ACEC facilitates each reviewer panel.

Each reviewer panel is responsible for the review of all proposals in their topic category which they evaluate through an online system. Each proposal is reviewed at least three times by at least three different reviewers specializing in that topic category. Reviewers score proposals and provide constructive feedback to the proposal submitters.

During a series of reviewer conference calls, scheduled approximately two months prior to the ACEC face-to-face conference planning meeting, the panel works to produce a list of proposal selection recommendations. During these calls, the panel also identifies gaps - if any - in the proposal pool that prevent the panel from offering up a robust, comprehensive set of recommendations meeting the criteria of the topic.

At the ACEC planning meeting, the reviewers' recommendations are discussed in detail before a determination is made regarding each proposal. ACEC members have the authority to override the reviewers' recommendations as necessary to achieve a robust, comprehensive educational agenda.

Once proposals have been selected by the ACEC, reviewers may be assigned to:

- mentor presenters,
- assist speakers in developing optimal presentations,
- evaluate presentation materials in advance of Annual Conference,
- evaluate sessions on-site.

Calls for Reviewers are published annually. Reviewers are selected by the ACEC. To qualify, an individual must be a current HIMSS member who has not submitted a presentation proposal in the topic category for which s/he will be reviewing. Once selected, Reviewers may continue to serve indefinitely, as long as they continue to meet the above two criteria.

Continuing Education Accrediting Agency Representative (USUHS):

A USUHS Staff Member attends both face to face meetings of the ACEC as a non-voting member who serves in a continuing education consultant role.

Davies Standard Operating Procedures

Committee Selection, Rotation, and Balance Process

The Davies Committees are populated through three-year appointments by the Chairperson of the HIMSS Board of Directors. With two exceptions, the existing HIMSS standard operating procedures for “committee selection process” and “committee selection criteria”, and “roles & responsibilities” applies to Davies appointees.

The first exception is that preferential consideration is given those applicants who demonstrate proficient knowledge of the domain space addressed by the particular Davies Committee on which they serve, and those applications who were the lead person responsible for applications which have received a Davies Award.

The second exception is that individual members of HIMSS are ineligible for a Davies Committee appointment if they are either (a) employed by a vendor company or (b) directly working in an extensive consulting capacity with/for a vendor company. If a current member of a Davies Committee takes a job with a vendor company, s/he must resign his/her position on the Committee.

On average, 30% of Davies committee members rotate annually. This results in approximately 2-5 openings for new volunteers, while preserving continuity in a Davies’ committee work.

Committee Appointees

Davies Recipients: HIMSS strongly encourages and welcomes the active engagement of Davies recipients as members of the Davies Committees. The individual who led the Awardee’s application effort throughout its process will be offered a three-calendar-year appointment, with a maximum of two consecutive terms, to the Davies Committee that awarded their application. For purposes of transition, this rule will be implemented on a go-forward basis beginning January 1, 2007.

HIMSS Member Volunteers: Appointments of non-Davies recipients with domain expertise, as described above, to the Davies Committees are three-year terms January 1 – December 31. Such volunteers are eligible to serve a maximum of two consecutive terms. For purposes of transition, this rule will be implemented on a go-forward basis beginning January 1, 2007.

Davies Chair Appointments

The existing HIMSS standard operating procedures for Committee Chair appointment and the Chairperson’s roles & responsibilities apply to the Davies Committees with two additional requirements – to be eligible to serve as Chair, an individual must have (1) served on the Davies Committee for at least two years and (2) participated in at least one

applicant site visit. It is preferred that the Chair of each Committee be filled by a Davies recipient; however, HIMSS recognizes that it may be impossible to secure a recipient's services as Chair – this is a preference only.

Recusal Process

There are four situations requiring the recusal of Davies Committee members from the full Davies process for a calendar year. These four situations are:

1. If a Davies Committee member's organization or client of a consulting firm member wishes to submit an application, that individual must recuse themselves from the Committee upon receipt of the application. If they have not recused themselves, their organization or client cannot apply for a Davies award in that calendar year. The recusal period is for as long as the application is active.
2. If a Davies Committee member is employed by a potentially competitive entity, (i.e. same geographic area, similar population pool, or performs consulting services for a facility that competes with an applicant entity) that individual must recuse themselves from the Committee upon receipt of the application. The recusal period is for that calendar year.
3. If a Davies Committee member is employed by the same corporate structure as an applicant, that individual must recuse themselves from the Committee upon receipt of the application. The recusal period is for as long as the application is active.
4. If a Davies Committee member changes jobs, or engages in a consulting engagement, and their new employer/client applies for a Davies Award, they must recuse themselves from the Committee upon receipt of the application. If they have not recused themselves, any application submitted by their organization or client will not be considered for a Davies award in that calendar year. The recusal period is for as long as the application is active.

If, due to the number of recusals, a Davies Committee's subject matter expertise is compromised, then the Committee Chair will recommend to the Chair of the HIMSS Board of Directors names of individuals from the Davies Roundtable to round out the complement of the Committee for that calendar year.

Voting

1. Prior to group discussion, all members of the Davies Committees are to submit a completed "Davies Scoring Guide". Only those members who complete the "Guide" for a specific application are eligible to vote for that application.

2. For voting to occur, a quorum of at least 50% of the Committee's membership must be present.
3. Voting is conducted at the conclusion of the review of each application. To cast a ballot, a Committee Member must be present during the full discussion of, and during the voting for, an applicant. For an application to move forward, at least 51% of the ballots must be affirmative. Once a vote is complete, it cannot be re-opened for discussion.