



REQUIREMENTS TO APPLY FOR IMIA LEADERSHIP IMPORTANT INFORMATION

Requirements to apply for an IMIA Board of Directors, International Chapter, Division, and Committee Chair or Vice Chair Positions:

http://www.imiaweb.org/uploads/docs/Requirements_for_IMIA_Representation.pdf

Please forward all requirements to: nominations@imiaweb.org

Elected Officers, President, Vice-President, Treasurer, Secretary (*2 years of service*)

Member of the Board of Directors (*4 years of service*)

International Chapter Chair/Vice Chair (*4 years of service*)

State and City Chapter Chair/Vice Chair (*4 years of service*)

Division and Committee Chair/Vice Chair (*4 years of service*)

Please note: *All approved leaders must use the designated IMIA email address exclusively for all IMIA communications without redirecting it to private email addresses*

Board Member Responsibilities:

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in board and committee work.
3. Volunteers for and willingly accepts assignments and completes them on time.
4. Stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other board and members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the board's annual evaluation and planning efforts.
7. Participates in fund raising for the organization (nonprofit only).
8. Is a mentor for Committees, Divisions, and Chapters.

Mentor Guidelines:

- Provide guidance and support to the Chair and Vice-Chair of the Committee/Division
- Join the monthly meeting of the Committee/Division
- If Chair of Vice-Chair is not available, call in as moderator and lead the meeting
- Participate in the committee/division initiatives
- Report to the Board as requested on the activities of the Committee/Division

Chairperson Responsibilities:

- To represent the IMIA members in the division/committee

To promote the profession and the IMIA organization to their division/committee members



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- Act as a liaison between the IMIA committee/division members with the IMIA Board of Directors
 - Moderate periodic conference calls with members of their division/committee (could be monthly, bimonthly or quarterly)
 - To attend periodic IMIA Chairpersons meetings via conference call
 - To moderate our yearly Division/Committee face-to-face meeting at IMIA conference or designate an adequate moderator
 - Update the specific division/committee webpage on IMIA website with information relevant to the initiatives of that division/committee interests
 - Other initiatives as deemed necessary for the specific needs of each committee/division
 - Chairpersons receive mentoring, assistance, and support to accomplish their goals, by counting on a Chairperson
 - Liaison and also by the Executive Director and the Administrator of the IMIA
- Vice Chairperson Responsibilities:
- To assist and work closely with the Chairperson in all their responsibilities as requested
 - To assume the duties of the Chairperson when the chairperson is not present or available
 - To apply for the chairperson position when the chairperson ends their term

If you need further information about the work of the Board, International Chapters, Country or State Chapters, Committees or Division, please email:

IMIA President: President@imiaweb.org

IMIA Outreach: Outreach@imiaweb.org

IMIA Administrator: info@imiaweb.org