



## **IFHIMA Regional Director Job Specification 2013 – 2016**

### **1. Overview of the Role**

The General Assembly, which is the highest authority of the Federation, is composed of the National Directors (one per national association) nominated by each National Member Association, the President, the President Elect, the Immediate Past President (ex-officio) and the Membership Director (ex-officio). The General Assembly holds a face to face meeting at the time of the triennial Congress with the Executive Board conducting the business of the Federation during the time between Congresses. The Executive Board is the governing body of the Federation consisting of eight (8) members who are the officers of the Federation. The Officers are the President, the President-Elect and six (6) Regional IFHIMA Directors who have oversight of one of the six (6) IFHIMA regions: Africa, the Americas, the Eastern Mediterranean, Europe, South East Asia, and the Western Pacific. The Regional Directors are elected by and from the National Directors (one per National association) appointed by each National Member association which comprises the General Assembly. The Immediate Past President and the Director of Membership serve on the Executive Board in an ex-officio capacity. The IFHIMA Executive Board meets quarterly by conference call and face-to-face once in each calendar year. Each Regional Director leads the regional team of National IFHIMA Directors from countries in their own region and they also have assigned responsibility for one of IFHIMA's strategic themes and associated position papers. The IFHIMA Handbook is provided for the guidance and information of all IFHIMA Directors and Officers and it is updated after each meeting of the General Assembly.

### **2. Requirements of Regional Directors:**

- i. Regional Directors are elected from and by the National Directors at the triennial General Assembly of the Federation to serve a 3-year term of office and they take office at the closure of the triennial General Assembly of the Federation at which they are elected. Expenses incurred by the Regional Director throughout their term of office are the responsibility of the National Member Association.
- ii. Regional Directors may serve two consecutive terms of office.
- iii. To be eligible to hold office in the Federation, an individual must be the nominated Director of a national association which is a member in good standing of the Federation.
- iv. Regional Directors represent one of the six IFHIMA Regions which are co-terminus with the WHO Regions. They do not necessarily need to reside in the region which they represent. The key criterion is the ability to contribute fully to the work of the IFHIMA Executive Board (see requirements v & vi below).
- v. Nominees should have access to reliable electronic communications in order to participate fully in the work of the IFHIMA Executive Board and they are expected to respond promptly to e-mail communications.
- vi. Regional Directors are expected to participate in a minimum of 75% of Executive Board meetings which are held quarterly by telephone conference plus one face to face meeting annually.
- vii. Each Regional Director leads the regional team of National IFHIMA Directors from national member associations in their own region.

- viii. Regional Directors have assigned responsibility to lead one of IFHIMA's strategic themes and have responsibility for any associated position papers.
- ix. The Executive Board may remove a director for unprofessional behaviour or failure to perform the duties of the office.

### **3. Constitutional Requirements for National Member Associations:**

- i. Expenses incurred by the Regional Director throughout their 3-year term of office are the responsibility of the National Member Association.

### **4. Duties & Responsibilities of the IFHIMA Executive Board:**

The IFHIMA Executive Board has the following duties and responsibilities as prescribed by the Constitution of the Federation:

- i. Develop and implement strategic goals.
- ii. Develop revisions to the Constitution for recommendation to the General Assembly, which has the authority to approve any changes to the constitution.
- iii. Approve, based on the President's recommendations, chairpersons and members of committees and task groups.
- iv. Act upon membership applications and appeals.
- v. Develop and approve the budget.
- vi. Provide for an audit of accounts.
- vii. Approve disbursement of funds.
- viii. Fill vacancies in office as provided for in the Constitution.
- ix. Approve special meetings of the General Assembly and interim conferences.
- x. Approve on-site meetings of the Executive Board.
- xi. Provide information to the General Assembly on a regular basis.
- xii. Perform other duties and activities as necessary for the business of the Federation.

### **5. Duties of Regional Directors during the Three-Year Term of Office**

- i. Participate in quarterly Executive Board conference calls, the annual face-to-face meeting and produce regular quarterly reports for the region and the strategic initiative for which they are responsible for quarterly conference calls of the Executive Board. This will enable the Executive Board to monitor activities in the region and to build up a picture of the region over time.
- ii. Convene a short meeting after the General Assembly with National Directors present from the region to discuss the challenges for their region for the forthcoming term of office and ways of working going forward to build an effective regional team.
- iii. Be pro-active and innovative and work with the regional team to generate new ideas to create interest in HIM more widely and to raise the profile of IFHIMA.
- iv. Identify IFHIMA stakeholders in the region and foster relations with them in agreement with the Executive Board.
- v. Be progressive and forward thinking and develop and agree goals and objectives in collaboration with the regional team and put in place measures to track progress against them.
- vi. Ensure that increasing national and associate membership in the region is a priority to which National Directors and their Deputies can contribute.
- vii. Raise the profile and promote national membership of IFHIMA in collaboration with regional team members. This can be achieved by seeking opportunities to meet with national associations' Boards, which are non-members of the Federation. This would be a way of engaging with Boards face-to-face to raise IFHIMA's profile and visibility, to provide information about the Federation and to answer questions. Making contributions to seminars or conferences or responding to a request to make a short presentation to the national Board on behalf of IFHIMA to raise awareness of IFHIMA's activities and the

- benefits of membership, which may encourage the association to remain a member or to become a new national member of IFHIMA. IFHIMA Board meetings held alongside national board meetings are another very useful way of promoting interest in and membership of the Federation.
- viii. Develop a tailored outreach strategy for developing countries and lapsed national and associate members in the region.
  - ix. Encourage and support the formation of new national associations in the region using the IFHIMA Guidelines which are posted on the IFHIMA website  
<http://www.ifhima.org/membership.aspx>
  - x. In collaboration with regional team members introduce and distribute a regional Newsletter for each region e.g. the Western Pacific Newsletter, which should also be posted on the IFHIMA website in the appropriate section under the “Regions” tab  
<http://www.ifhima.org/reports.aspx>
  - xi. Build a good working relationship with the relevant WHO Regional Office through the WHO lead person for Health Information in the region.
  - xii. Access the WHO Regional Office website regularly to find out who is who, what is happening in the region and its constituent countries, what the regional priorities are and to check for short WHO bulletins that can be reproduced in Global News and on the website e.g. regional activities on World Health Day each year, which is an annual event on April 7 to draw attention to particular priorities in global health.
  - xiii. Try to have an IFHIMA presence at WHO regional meetings where possible e.g. Regional Council for Europe, Pan American Health Organisation. This has been achieved previously by using IFHIMA members who live in the locality where the meeting is held which keeps costs down and increases IFHIMA’s visibility. A written report to the IFHIMA Board on each meeting attended will provide feedback and intelligence and it can be developed into an article for Global News and for posting on the IFHIMA website page for the region.
  - xiv. Solicit articles from colleagues in the region for IFHIMA’s Global News.
  - xv. Visit the IFHIMA website frequently and ensure that information, reports, newsletters etc from the region are posted regularly on the website page for the region  
<http://www.ifhima.org/reports.aspx>
  - xvi. If designated as a “Lead” on one of IFHIMA’s Strategic Themes, report regularly to the IFHIMA Board and progress work to support IFHIMA’s strategic plan throughout the term of office.