



IMIA VP MedInfo Position and Responsibilities

The IMIA VP MedInfo is responsible for facilitating the proposal, bidding and selection process for MedInfos - IMIA's biennial international congress.

The VP MedInfo chairs the MedInfo Steering Committee, which establishes the contract between IMIA and the MedInfo host country; appoints the Scientific Program Committee and the Editorial Committee; and approves fees, financial arrangements and other issues as appropriate in accordance with the SOP for MedInfo Steering Committee.

General Responsibilities

- Encourages IMIA Member Societies to submit proposals to host MedInfo congresses.
- Establishes and maintains guidelines and a master plan for bidding member countries.
- Maintains and updates the MedInfo Manual, which describes the details involved in MedInfos.
- Ensures that update material is delivered by the host country within one year after the conclusion of the MedInfo.
- Ensures that the MedInfo database is transferred to the host country of the next MedInfo.
- Monitors progress to ensure that target dates are met by all MedInfo Committees.
- Arbitrates differences that might arise between committees.
- Ensures that contractual matters are adhered to by all parties.
- Hands over all documentation and correspondence relating to the office of the VP MedInfo to his/her successor at the end of the term of office.

The VP MedInfo is additionally expected to assist informally for a short period (up to 3 months) in any 'wrap up' of issues and handover to the next MedInfo teams, at the end of the MedInfo for which they are responsible.

The IMIA VP MedInfo works with the IMIA CEO, who is an ex-officio member of the MedInfo Steering Committee throughout the entirety of the MedInfo process and their term.

A successful candidate will be expected to

- have attended MedInfo's in the past
- have held a previous leadership position at a MedInfo such as a SPC or Editorial Chair, Track Chair, etc.
- have past experience working within a budget and a good knowledge of the

Scientific Review Process

- have good written and verbal English skills
- be able to lead and work with international teams
- attend all IMIA Board meetings, Executive Committee meetings and IMIA General Assembly meetings and MedInfo (during their term)
- be able to make themselves available throughout their term for multiple meetings involving the conference.