

# WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

## **PRESIDENT ELECT POSITION DESCRIPTION**

### **SUMMARY:**

The President Elect shall have primary responsibility for the State Annual Conference, shall Chair the Program committee as appointed by the President and shall present updates relative to conference plans, program speakers, accommodations, etc., on a quarterly basis to the WAMSS Board. The President Elect shall perform other duties as directed and/or authorized by the Board of Directors.

This office of WAMSS must hold membership in NAMSS and must be either CPCS or CPMSM certified.

### **DUTIES (include, but are not limited to)**

- 1) Board of Directors:
  - a. Shall report to the board on activities as it pertains to the Annual Conference.
  - b. Shall preside over board meetings or the Annual Conference Business meeting in the absence of the President.
  - c. Be an active voting member of the Board
  
- 2) Management Steering Committee:

Shall serve with the President and Immediate Past President to conduct business between Board sessions with all actions subsequently reviewed by the board in its entirety (Article XII, Section 1)
  
- 3) Program Committee:

The President Elect shall manage the arrangements for the Annual State Conference, this shall include accommodations, catering and program content.
  
- 4) Represent WAMSS at the NAMSS presidents' retreat: All fees and expenses for this event will be paid by the association.

### **CALENDAR OF EVENTS:**

June:

- Conference Location: The location should have been decided at the May Board meeting. Contact the location selected for review and finalization of the date and specifics of the contract. Use the President and Past President as a resource for signing the contract and what is customary in the contract.

July/ August / September / October / November / December:

- Meet with the conference team
  - Major Decisions will include (otherwise follow assignment list)
    - Speakers including confirmation and AV equipment needed
    - Brochure
    - Gift – for the outgoing president

January:

- Publish conference brochure no later than January 15<sup>th</sup>. Coordinate with the Past President for a current WAMSS roster. Also consider sending brochures to CA, ID, MT & AK.

February / March

- Confirm final speakers

April

- Confirm attendance numbers with site location
- Final decisions regarding catering menu
- Coordinate AV equipment with speakers list.
  - Remember that each of the chapter presidents have an LCD for use.

May

- Report to the Annual business meeting, (THANK YOU'S)
- During conference remember to review the bill daily from the site, and fix any discrepancies at that time.