

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

BYLAWS COMMITTEE CHAIR – Job Description

Bylaws Committee Chair is appointed by the President for a two-year term and is an ex-officio member of the Board of Directors without vote. Limited to two consecutive terms.

Duties include, but are not limited to:

- Review Bylaws at least annually for conformity with the National Association's Bylaws, and submit recommendations for revisions to the Board of Directors.
- Point of contact for any inquires/questions related to the WAMSS Bylaws through management of the WAMSSBylaws@gmail.com mailbox.
- Submit proposed amendments to the general membership at the next Annual Conference or distributed by a method approved by the Board.
- Ensure new Board Members have reviewed/signed Confidentiality / Conflict of Interest Agreement.

CALENDAR OF EVENTS:

1st Quarter (January, February & March)

- Board Meeting

2nd Quarter (April, May & June)

- Board Meeting
- Annual Business Meeting
 - Present annual report of activities

3rd Quarter (July, August & September)

- Board Leadership Retreat
- Board Meeting
- Send Bylaws to NAMSS for annual review.
- Have new Board members sign Confidentiality / Conflict of Interest Agreement

4th Quarter (October, November & December)

- Board Meeting