

# WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

## COMMUNICATIONS CHAIR POSITION DESCRIPTION

### **SUMMARY:**

The Communications Chair shall preside at all meetings of the State Association and shall serve on the Board of Directors. The Communications Chair will supervise the activities of the State Association website.

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

- 1) Board of Directors:
  - a. Serve as the Communications Chair, appointed by the President, for the Board of Directors as a non-voting member
  
- 2) Management Communications Committee:

Serve with the PI Newsletter Editor, Webmaster, Assistant Webmaster, and other volunteers to conduct business between Board sessions with all actions subsequently reviewed by the Board in its entirety (Article XII, Section 8). Develop ways to share information with WAMSS members and to foster a dialogue on issues important to members.

  - a. Support PI Newsletter Editor with collecting articles and coordinating distribution dates. PI Newsletter review prior to distribution.
  
- 3) Website Registration:
  - a. Oversee Member data that populates the membership roster to ensure completed
  - b. Forward membership roster to Membership Chair monthly
  - c. Set up registration for Annual Renewal and Annual Conference
  
- 4) Business Meeting – State Annual Conference:
  - a. The Communications Chair will report at the Board meetings and the Annual meeting the current activities of the Committee.
  
- 5) Appointments:
  - a. Two-year term, limited to two consecutive terms.

### **CALENDAR OF EVENTS:**

#### 1<sup>st</sup> Quarter (January, February & March)

- Board Meeting
- Winter PI Due End of January

#### 2<sup>nd</sup> Quarter (April, May & June)

- Board Meeting
- Annual Business Meeting

- Present annual report of activities
- Spring/Conference PI Due in April or May after Conference

3<sup>rd</sup> Quarter (July, August & September)

- Board Meeting
- Board Leadership Retreat
- Summer PI Due in July

4<sup>th</sup> Quarter (October, November & December)

- Board Meeting
- Fall PI Due in October