

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

EASTERN CHAPTER PRESIDENT POSITION DESCRIPTION

SUMMARY:

The Eastern Chapter President shall be the Executive Officer of the Eastern Chapter. The official headquarters of the organization shall be in the city of the residence of the President. The President shall preside at all meetings of the Eastern Chapter, serve as Chair of the Eastern Chapter Association and will supervise the activities of the Eastern Chapter. The President shall represent the Eastern Chapter on the State Board of WAMSS as a voting member.

TERMS OF OFFICE:

The term of office shall be one year, commencing June 1st following a year as President-Elect. The term is limited as a consecutive office holder for three years, President-Elect (one year), President (one year), and Past President (one year).

QUALIFICATIONS:

This position must meet state level criteria including but not limited to holding membership in NAMSS and must be either CPCS or CPMSM certified and in good standing of the Associations.

DUTIES (include, but are not limited to)

- 1) Represent the Eastern Chapter on the WAMSS State Board of Directors. The Eastern Chapter President is expected to teleconference or attend all State Board meetings. Present a chapter report and documents to the Board and meeting directives from the state organization and provide an annual report at the WAMSS State Conference.
- 2) Plan, Coordinate and Chair Chapter Meetings (four per year minimum, which includes Annual Conference):
 - a. Coordinate location and date with Secretary / Treasurer.
 - b. Choose topic/speaker and act as liaison for speakers.
 - c. Assist Secretary / Treasurer in CE and E-Blast.
 - d. Write thank you notes to speakers (if applicable).
- 3) Write a quarterly newsletters article for the WAMSS PI Newsletter regarding Eastern Chapter quarterly activities.
- 4) Participate in the Annual State Board Strategic Planning Retreat.
- 5) Assure that the Eastern Chapter organization is meeting the parameters of the Eastern Chapter Guidelines and the Bylaws of WAMSS.
- 6) Appoint committees and committee leadership. The President will recruit Eastern Chapter members to volunteer for the Nominating and Scholarship Committees in

- January and present those members at the Chapter business meeting held at Annual Conference in April/May, commencing June 1st.
- a. Two active members to sit on the Nominating Committee.
 - b. Two active members to sit on the Scholarship Committee.
- 7) Appoint Eastern Chapter Secretary / Treasurer when applicable. If Secretary / Treasurer give notice or moves into another position, the Eastern Chapter Officers will recruit Eastern Chapter members to volunteer.
 - 8) Responsible for recognition and ‘token’ thank you gift for outgoing Secretary / Treasurer for volunteer service to be presented at the Chapter business meeting held at Annual Conference.
 - 9) When the opportunity arises, the Eastern Chapter President shall serve as the voice of the chapter promoting its goals and working with others on special projects that may involve development or implementation of State or Federal healthcare standards, legislation or public awareness, etc.
 - 10) Coordinate time to Mentor the President-Elect, which includes training of duties to prepare to take over as Chapter President when their term as Chapter President goes into effect.

CALENDAR OF EVENTS (FY June 1 to May 31):

3rd Quarter (July, August & September)

- Attend Annual State Board Strategic Planning Retreat. This would be the time to assign all below dates for the fiscal year.
- Attend State Board level meeting held in Eastern Washington in late September.
- Plan and coordinate with Secretary / Treasurer the Chapter Business / CE Meeting starting in July for the meeting to be held in late September.

4th Quarter (October, November & December)

- Teleconference or Attend State Board level meeting usually held in December / January and a Holiday Party coincides.
- Plan and coordinate with Secretary / Treasurer the Chapter Business / CE Meeting starting in September for the meeting to be held in late January.

1st Quarter (January, February & March)

- Teleconference or Attend State Board level meeting usually held in late February.
- Plan and coordinate with Secretary / Treasurer the Chapter Business / CE Meeting starting in January for the meeting to be held in late March.

2nd Quarter (April / May)

- Attend Annual Conference Board Meeting.
- Plan and coordinate with Secretary / Treasurer the Annual Conference Chapter Business Meeting.
 - Present annual report of activities of previous year
 - Recruit nominations for committee membership, as described above.
 - Appoint Eastern Chapter Secretary / Treasurer if applicable.