

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

EASTERN CHAPTER SECRETARY/TREASURER POSITION DESCRIPTION

SUMMARY:

The duties of the Eastern Chapter Secretary shall be the recorder of the Association. The Secretary shall attend Eastern Chapter meetings and keep accurate minutes of all meetings. The Secretary shall be custodian of Eastern Chapter association records.

Term for this office is two (2) years starting on June 1 in the election year; term limits shall be for one consecutive term for the same office.

This office of Eastern Chapter WAMSS must hold membership in WAMSS.

RESPONSIBILITIES: (include, but are not limited to)

- 1) Eastern Chapter Board Member:
 - a. Attend quarterly Chapter meetings as a voting member; record proceedings and complete minutes.
 - b. Provide minutes to chapter president and the WAMSS webmaster for inclusion on the website.
 - c. Attend State Conference is desired.

- 2) Plan, Coordinate Chapter Meeting with President (four per year minimum):
 - a. Coordinate location/date and teleconference call set up/room details/education need with meeting site.
 - b. Assist in choosing topic/speaker and coordinate agenda and apply for CE from NAMSS.
 - c. Secretary emails meeting details to E-Blast and is responsible for tracking RSVPs for chapter meeting attendance both in person and conference call tracking.
 - d. Email CE certificates to attendees.

- 3) Financial Records:
 - a. Maintain bank account and ledger.
 - b. Pay bills within two weeks of receipt.
 - c. Prepare and submit quarterly reports for the chapter meetings and Board and at the annual state meeting.

CALENDAR OF EVENTS:

1st Quarter (January, February & March)

- Attend and Coordinate Chapter business and CE meeting.

2nd Quarter (April, May, June)

- Attend and Coordinate Chapter business and CE meeting, which is held at the Annual Conference.

3rd Quarter (July, August & September)

- Attend and Coordinate Chapter business and CE meeting.

4th Quarter (October, November & December)

- Attend and Coordinate Chapter business and CE meeting.

STATEMENT OF OPERATION

1. Send email to list serve asking for education needs for the next EWAMSS Chapter Meeting.
2. Send email to person providing meeting location, president and vice president and past president discussing a date and education options.
3. Order Education and CE Credits and make sure location for meeting is set up from 11AM to 3PM, a room for at least 20 people, teleconference phone and lunch options. Expense for lunches is up to the discretion of the location sponsor, they can ask that members pay for their lunches if needed. Let the sponsoring facility know one week prior to the meeting the final count and if there are any food allergies.
4. Send email to list serve "Save The Date"

Email Example:

Date: October 4, 2013

Lunch at 11:30 AM

Business Meeting at 12 Noon

Educational Meeting at 12:30 PM

Education: Webinar at location and Teleconference options. DETAILS TO FOLLOW

Industry Update: The Current State of OPPE and FPPE by Laurel McCourt, MD

1.5 CE

5. Set up agenda and prepare minutes. Email agenda to president, vice and past.
6. Send email to list serve with meeting details

Email Example:

Date:	Friday, October 4, 2013
Lunch:	11:30 AM: Lunch will be provided free of charge to attendees
Business Meeting:	12 noon
Educational Meeting:	12:30 pm – 2 pm
Place:	Hosted by Kittitas Valley Community Hospital 603 S. Chestnut St. Ellensburg, WA 98926
Parking:	Free in lot
Webinar Speaker:	Laurel McCourt, M.D., Surveyor with The Joint Commission
Topic:	Industry Update: The Current State of OPPE and FPPE
CEU:	NAMSS 1.5 continuing education credits
RSVP:	Please RSVP to Shannon Carlson: scarlson@kvhealthcare.org
Teleconferencing:	YES - both Western and Eastern Chapter are welcome Please RSVP to Shannon Carlson: scarlson@kvhealthcare.org To reserve a phone line, if you have more than one person listening in we need names in the RSVP. You must clearly speak/record your name and email address when you call in for the production of the CE certificates

7. The Monday before the meeting finalize the agenda/past minutes and email to the list serve – I put in a .pdf to email.

8. Be sure to write down the balance of the bank account and any \$ spent for your report...I usually pre do my minutes and put that info in there. Print Agenda/Minutes, Sign-In Sheet and CE (if you have it). I make 20 copies.
9. Arrive by 11AM at meeting destination to help set up webinar and teleconferencing. Distribute the Agenda; CE and Sign-In Sheet (make sure everyone signs). Bring laptop to take minutes or do them by hand and type later.
10. Login to AccuConference for the names of the attendees and write them down and email them a CE.
11. Email the minutes to the president, vice and past for review. And in this email I ask about some dates for the next meeting so you can email some possible dates to the next person to see if any of those dates will work.
12. Start all over! 😊