

# WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

## IMMEDIATE PAST PRESIDENT POSITION DESCRIPTION

### SUMMARY:

The duties of the Immediate Past President shall be to act as consultant to the President and members of the Board of Directors; (Article X, Section 5). The Past President shall have primary responsibility for the State Annual Conference, shall Chair the Conference Planning 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 Past President 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:

Serve as a voting member of the Board of Directors of the State Association.

Attend and actively participate in quarterly Board meetings.

2) Management Steering Committee:

Shall serve with the President and President-Elect to conduct business between Board sessions with all actions subsequently reviewed by the Board in its entirety. (Article XII, Section 1)

3) Conference Planning Committee:

The Past President shall manage the arrangements for the Annual State Conference; this shall include accommodations, catering and program content. As Chair of the Conference Planning Committee, the Past President shall be entitled to one of the complimentary rooms awarded by the hotel, if awarded. Each year the Past President shall have the option to give this room to the Conference Planning Committee to help off-set speaker costs. Shall serve with the President-Elect and other members to plan with educational content of the Annual Conference.

### CALENDAR OF EVENTS:

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

January:

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

February / March / April

- Confirm final speakers
- Confirm attendance numbers with site location

- Final decisions regarding catering menu
- Coordinate AV equipment with speakers list.

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.

Board of Director Meetings quarterly

Management Steering Committee – as needed in between Board Meetings