

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

PRESIDENT ELECT POSITION DESCRIPTION

SUMMARY:

The President-Elect shall act for the President in her/his absence and at the direction of the President, serve as member of the Conference Planning Committee and Chair of the Membership Committee. As Chair of the Membership Committee, the President-Elect shall be responsible for the collection of membership dues.

The President Elect 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:
 - a. Shall preside over board meetings or the Annual Conference Business meeting in the absence of the President.
 - b. Be an active voting member of the Board.

- 2) Management Steering Committee:

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

- 3) Represent WAMSS at the NAMSS Leadership retreat:

All fees and expenses for this event will be paid by the association.

- 4) Membership Committee:
 - a. President Elect shall service as Membership Chair.
 - b. In promoting the growth of the organization, the President Elect will:
 - i. Prepare an annual membership roster for distribution to all members (usually in the annual conference materials).
 - ii. Prepare quarterly membership reports for the Board of Directors for inclusion with the minutes of the meeting.
 - iii. Prepare membership report for presentation at the annual state meeting
 - iv. Respond to inquiries from prospective members.
 - v. Bill annual dues on or before November 1 to be payable January 1.
 - vi. Collect dues and send collected dues to the Treasurer for deposit.
 - vii. Certify the active voting members prior to the annual business meeting.

- 5) Appoint Committee Chairs:
Work with the President and outgoing Committee Chair to determine a replacement for those positions becoming vacant.
- 6) Conference Planning Committee
 - a. Participate on the Committee and work with the current Conference Chair for experience in planning future conference.
 - b. Research conference venues for board decision for future year this individual is Conference Chair.

CALENDAR OF EVENTS:

Ongoing

- Assist Communication Chair in notifications to the E-Blast lead of email additions or changes to membership as they come up.
- Process all incoming Initial and Renewal Membership Applications.
- Manage Membership Gmail Account: wamssmembership@gmail.com
- Provide assistant in all areas as needed.
- Start process for annual conference site.
- Board of Director Meetings quarterly.

June:

- Re-do WAMSS membership application with current contact information, submit to webmaster to update the roster on the website as well as change of current information to Past-President.
- Submit a current membership roster to NAMSS: Andrew Miller: amiller@namss.org

October:

- Send out renewal notices via e-mail to current WAMSS members and E-Blast, place renewal information in the next issue of the newsletter.

October- January

- January 31- Provide an updated email list of current paid members to E-Blast lead.
- Submit a current membership roster to NAMSS.
- Attend NAMSS Leadership Conference in January.

May

- Provide an annual report at the board meeting and at the annual business meeting regarding membership statistics.
- Present token of appreciation to President with a short speech.

