

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

PRESIDENT POSITION DESCRIPTION

SUMMARY:

The President shall be the Chief Executive Officer of the State Association. 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 State Association and shall serve as Chair of the Board of Directors. The President will supervise the activities of the State Association. The President will serve as Chair of the Nominating Committee. The Board of Directors shall authorize the committees of WAMSS. The President shall be an ex-officio member of all committees, except the Nominating Committee. The President shall appoint the chair and members of the committees, upon approval of the Board of Directors. Committee chairs will be invited to attend Board meetings and will participate as ex-officio members without a vote. Members who chair a committee or task force must complete the conflict of interest agreement.

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. Serve as the Chair for the Board of Directors as an active voting member
 - b. Set quarterly agendas and direct activities of the Board of Directors

- 2) Management Steering Committee:

Serve with the President-Elect 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) Appointments:

Work with the President-Elect and outgoing Committee Chair to appoint new chair(s) of the following Committees when needed:

 - Bylaws Committee: The President will appoint Chair person for annual review of the bylaws.
 - Scholarship Committee: The President will appoint one member to this committee.
 - Conference Planning Committee: The President will act in an advisory capacity to assist the Past-President with this committee.
 - Strategic Planning Committee: The President will appoint a Chair.

- 4) Special Committees:

The President May constitute special committees as needed

- 5) Nominating Committee:
The Nominating Committee shall be composed of the President, who shall serve as Chair, with two members from each Chapter elected by the active Membership during the Annual Conference or by mail if no conference is held (Article XII, Section 5)
- a. Serve as Chair of the Nominating Committee, calling and presiding at meetings or telephone conferences during the month of October keeping in mind that nominees must be members of WAMSS, NAMSS and must be certified (CPCS or CPMSM), except for the positions of Secretary and Treasurer.
 - b. The Nominating Committee's proposed Slate of Officers shall be distributed by November 15th each year to the Active members for upcoming terms as follows:
 - i. President-Elect (1 year term; automatically succeeds to the office of President)
 - ii. Secretary (2 year term; elected during even years)
 - iii. Treasurer (2 year term; elected during odd years)
 - c. Inform voting members by mail, e-blasts or an article in the state newsletter of the proposed Slate of Officers and that write-in nominations may be submitted. Additional nominations should be submitted to the Chair of the Nominating committee within 15 days of publishing the proposed slate.
 - d. Ballots will be distributed by a method approved by the Board two weeks following the initial mailing of the Slate, with ballots to be returned within two weeks of the distribution. Ballots will be distributed by December 1st each year.
 - e. Count returned ballots and notify newly elected officers and the Board of Directors of the election results.
 - f. Publish the results of the election in the state newsletter and by e-blast.
 - Coordinate the installation of officers at the annual meeting
- 6) Business Meeting – State Annual Conference:
- a. The President will report at the annual meeting the activities of the Association for the past year.
 - b. The President will solicit nominations from the floor in order to elect:
 - i. Four active members (Two Western and Two Eastern) to sit on the Nominating Committee:
 - ii. Four active members (Two Western and Two Eastern) to sit on the Scholarship Committee
- 7) NAMSS:
The President shall represent WAMSS at the NAMSS annual conference. (All fees and expenses for this will be paid by WAMSS.)
- 8) PROMOTE THE ASSOCIATION:
When the opportunity arises, the President shall serve as the voice of the organization, 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.

CALENDAR OF EVENTS:

Ongoing:

- Process all incoming Job Postings and distribute to Webmaster and E-Blast for posting.
- Mentor President-Elect.

3rd Quarter (July, August & September)

- Email NAMSS to update Position changes (New President-Elect and Present) for NAMSS Website. NAMSS - Zhang, Annie at azhang@namss.org
- Notify WAMSS Webmaster to update Position and Committee changes as needed.
- Update Board/Committee Roster and distribute.
- Board Leadership Retreat – Coordinate and ask Education Chair to Apply for CE.
- Board Meeting.
- Attend NAMSS.

4th Quarter (October, November & December)

- Board Meeting.
- Solicit nominations for Board Officers and Committee Appointments.
- Send Ballots to Active Members for Board Officer Elections.

1st Quarter (January, February & March)

- Board Meeting.

May:

- Board Meeting.
 - This meeting happens during the annual conference on Tuesday.
- Annual Business Meeting.
 - Present annual report of activities of previous year.
 - Solicit nominations for committee membership, as described above.