

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES
SECRETARY
POSITION DESCRIPTION

SUMMARY:

The duties of the Secretary shall be the recorder of the Association. The Secretary shall attend Board meetings and keep accurate minutes of all meetings. The Secretary shall be custodian of association records, with the exception of the financial records.

This office of WAMSS must hold membership in NAMSS. Be able to attend the WAMSS Annual State Conference.

DUTIES (include, but are not limited to)

- 1) Board of Directors:
 - a. Attend meetings, record proceedings and complete minutes. All meeting minutes need to be submitted to the President within two weeks of the meeting. After approval then submit to WAMSS Webmaster for inclusion on the website

- 2) Business Meeting – State Annual Conference:
 - a. Record proceedings with special attention made to nominations from the floor for the following committees:
 - 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

- 3) Special Notices:
 - a. The Secretary shall be responsible for dissemination information to the board members as well as to the membership as requested by the President.
 - b. All minutes are kept on a jump drive.

CALENDAR OF EVENTS:

1st Quarter (January, February & March)

- Attend Board Meeting.

2nd Quarter (April, May, June)

- Attend Board Meeting, which is held at the Annual State Conference on a Tuesday.

3rd Quarter (July, August & September)

- Attend Board Leadership Retreat.
- Attend Board Meeting.

4th Quarter (October, November & December)

- Attend Board Meeting.