

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

**STRATEGIC PLANNING CHAIR
POSITION DESCRIPTION**

SUMMARY:

The Strategic Planning Chair shall preside at all meetings of the Strategic Planning team and shall serve on the Board of Directors. The Strategic Planning Chair will champion and support the WAMSS Board of Directors in fulfilling the organization’s mission and pursuing vision through the design, implementation, and monitoring of the strategic plan.

DUTIES (include, but are not limited to)

- 1) Board of Directors:
 - a. Serve as the Strategic Planning Chair on the Board of Directors as a non-voting member

- 2) Management Strategic Planning Committee:

The Committee shall consist of the Chair, who is appointed by the President, and 3-4 members whose function is to supervise the strategic planning efforts of WAMSS, giving guidance to strategic initiatives and process to carry forward the adopted plan. Although the plan’s implementation will be carried out by the established committees of WAMSS, the SP committee will assist in sharing overall information with WAMSS members and foster a dialogue on new and evolving issues important to members. The committee will meet as needed to review the plan, but at least annually to propose adjustments to the plan as needed to the Board and membership. The team shall enlist the expertise and services of others in WAMSS to meet the outcomes of the Plan.

- 3) Appointments: Two-year term

- 4) Business Meeting – State Annual Conference:
 - a. The Strategic Planning Chair will report at the Board meetings and the Annual meeting the current activities of the Committee.

CALENDAR OF EVENTS:

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| <p>1st Quarter (January, February & March)</p> <ul style="list-style-type: none">• Board Meeting• Strategic Planning Team develops annual summary and revised plan if needed | <p>3rd Quarter (July, August & September)</p> <ul style="list-style-type: none">• Board Leadership Retreat• Board Meeting |
| <p>2nd Quarter (April, May & June)</p> <ul style="list-style-type: none">• Board Meeting• Annual Business Meeting<ul style="list-style-type: none">○ Present annual report of activities | <p>4th Quarter (October, November & December)</p> <ul style="list-style-type: none">• Board Meeting• Strategic Planning Team meets for semi-annual review |