

# WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

## **WESTERN CHAPTER PRESIDENT POSITION DESCRIPTION**

### **SUMMARY:**

The Western Chapter President shall be the Executive Officer of the Western Chapter. The President shall preside at all meetings of the Western Chapter, serve as Chair of the Western Chapter Association and will supervise the activities of the Western Chapter. The President shall represent the Western Chapter on the State Board of WAMSS as a voting member.

### **TERMS OF OFFICE**

The term of office shall be four years, commencing June 1<sup>st</sup> following a year as President-Elect.

The term is limited as a consecutive office holder to four years, President-Elect (one year), President (two years), and Past President (one year).

### **QUALIFICATIONS**

Individual shall have a minimum of three years membership in the WAMSS organization prior to nomination for election as President-Elect. Participation in other State-NAMSS sponsored associations may be considered equivalent.

This position will be a WAMSS State Officer by virtue of a voting Board Position and must also meet state level criteria including but not limited to holding membership in NAMSS and must be either CPCS or CPMSM certified

### **RESPONSIBILITIES (include, but are not limited to)**

- 1) Represent the Western Chapter on the WAMSS State Board of Directors:
  - a. Western Chapter President is expected to attend all State Board meetings, present a chapter report and documents to the Board and meeting directives from the state organization and provide an annual report at the WAMSS State Conference.
  - b. Attend State Conference
- 2) Plan, Coordinate and Chair Chapter Meetings (four per year minimum):
  - a. Coordinate location and date
  - b. Choose topic/speaker and act as liaison for speakers
  - f. Write thank you notes to speakers (if applicable)
- 3) Appoint committees and committee leadership to meet the needs of the Western Chapter.
- 4) Assure that the Western Chapter organization is meeting the parameters of the Western Chapter Policies and the Bylaws of WAMSS.

- 5) Mentor the President Elect
  - a. Train and prepare to take over as Chapter President when their term as Chapter President goes into effect.
- 6) Write a quarterly newsletter article for the PI Newsletter regarding Western Chapter.
- 7) Participate in State Strategic Planning Retreat
- 8) Promote the Chapter:
 

When the opportunity arises, the Western Chapter President shall serve as the voice of the chapter 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.
- 6) Responsible for recognition and 'token' thank you gift at for outgoing secretary and treasurer for volunteer service at Chapter business meeting held at annual conference.

## **CALENDAR OF EVENTS:**

### 1<sup>st</sup> Quarter (January, February & March)

- Attend Board Meeting
- Plan and Coordinate Chapter business and CE meeting
- Query Members to Volunteer for Nominating Committee (Two) and Scholarship Committee (Two).

### 2<sup>nd</sup> Quarter (April, May, & June)

- Attend Board Meeting/Annual Conference
- Plan Chapter Business Meeting at conference
  - Present annual report of education activities of previous year.
  - Announce Nominating and Scholarship Volunteers, if none, solicit volunteers at this time.

### 3<sup>rd</sup> Quarter (July, August & September)

- Attend Board Leadership Retreat
- Select Chapter business dates and locations for the calendar year
- Attend Board Meeting
- Plan and Coordinate Chapter business and CE meeting

### 4<sup>th</sup> Quarter (October, November & December)

- Attend Board Meeting
- Plan and Coordinate Chapter business and CE meeting