

WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES

WESTERN CHAPTER SECRETARY POSITION DESCRIPTION

SUMMARY:

The duties of the Western Chapter Secretary shall be the recorder of the Association. The Secretary shall attend Western Chapter meetings and keep accurate minutes of all meetings. The Secretary shall be custodian of Western Chapter association records.

Term for this office is two (2) years starting on June 1 in the election year; term limits shall be for one consecutive term for the same office.

This office of Western Chapter WAMSS must hold membership in WAMSS.

RESPONSIBILITIES: (include, but are not limited to)

- 1) Western Chapter Board Member
 - a. Attend quarterly Chapter meetings as a voting member; record proceedings and complete minutes.
 - b. Provide minutes to chapter president and the WAMSS webmaster for inclusion on the website.
 - c. Attend State Conference is desired.

- 2) Plan, Coordinate Chapter Meeting with President (four per year minimum):
 - a. Coordinate location/date and teleconference call set up/room details/education need with meeting site.
 - b. Assist in choosing topic/speaker and coordinate agenda and apply for CE from NAMSS.
 - c. Secretary emails meeting details to E-Blast and is responsible for tracking RSVPs for chapter meeting attendance both in person and conference call tracking.
 - d. Email CE certificates to attendees.

CALENDAR OF EVENTS:

1st Quarter (January, February & March)

- Attend and Coordinate Chapter business and CE meeting.

2nd Quarter (April, May, June)

- Attend and Coordinate Chapter business and CE meeting, which is held at the Annual Conference.

3rd Quarter (July, August & September)

- Attend and Coordinate Chapter business and CE meeting.

4th Quarter (October, November & December)

- Attend and Coordinate Chapter business and CE meeting.