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| \\c1-v-file.ch.rmc\users\e13091\Desktop\WAMSS JD\logo@2x.png  *WASHINGTON ASSOCIATION MEDICAL STAFF SERVICES* |

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| POSITION |
| **Bylaws Committee Chair**  **SUMMARY**   * Bylaws Committee Chair is appointed by the President for a two-year term and is an ex-officio member of the Board of Directors without vote. Limited to two consecutive terms. Review Bylaws at least annually for conformity with the National Association’s Bylaws, and submit recommendations for revisions to the Board of Directors.   **DUTIES (INCLUDE, BUT ARE NOT LIMITED TO)**   * Point of contact for any inquires/questions related to the WAMSS Bylaws. * Submit proposed amendments to the general membership at the next Annual Conference or distributed by a method approved by the Board. * Procedure for sending Bylaws out for a vote:   + Send notice of changes to Membership via email with timeframe to respond with comments in regards to the change.   + Compile all comments and send to Board for review/discussion.     1. If further changes are made, resend to Membership for comments.     2. If no further changes are made, send to Membership for vote to approve/reject changes with timeframe to respond by.   + Compile votes and send to Board.   + Once approved:   + President needs to sign/date revised copy.   + Send copy to NAMSS to file and/or review if needed.   + Ensure updated copy of Bylaws gets posted to WAMSS Website by sending to WAMSS Webmaster.   + Send revised copy to Membership with notice of results of vote. * Manage [WAMSSBylaws@gmail.com](mailto:WAMSSBylaws@gmail.com) mailbox; Password: WAMSS2015 * Confidentiality / Conflict of Interest Agreement:   + Have new Board Members sign as they star usually after the annual conference when they are sworn in.   + Send to WAMSS Board Secretary to keep on file.   **CALENDAR OF EVENTS**  1st Quarter (January, February & March)   * Board Meeting   2nd Quarter (April, May & June)   * Board Meeting * Annual Business Meeting   + Present annual report of activities   3rd Quarter (July, August & September)   * Board Leadership Retreat * Board Meeting * Send Bylaws to NAMSS for annual review. * Have new Board members sign Confidentiality / Conflict of Interest Agreement   4th Quarter (October, November & December)   * Board Meeting |
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