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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 |
| **President Elect****SUMMARY**The President-Elect shall act for the President in her/his absence and at the direction of the President, serve as member of the Conference Planning Committee and Chair of the Membership Committee. As Chair of the Membership Committee, the President-Elect shall be responsible for the collection of membership dues. The President-Elect shall be a current member of WAMSS and NAMSS and be Certified.**DUTIES (INCLUDE, BUT ARE NOT LIMITED TO)*** Board of Directors:
	+ Shall preside over board meetings and/or the Annual Conference Business meeting in the absence of the President.
	+ Be an active voting member of the Board.
	+ Attend Board meetings, the Annual Conference Business meeting, and other meetings that are needed for WAMSS business.
* Management Steering Committee:

The Management Steering Committee shall consist of the immediate Past President, President, and President-Elect who will be delegated operational management responsibility by the Board to conduct business between the Board sessions with all actions being subsequently reviewed by the Board in its entirety. (WAMSS Bylaws Article XII, Section 1).* Represent WAMSS at the NAMSS Leadership retreat:

All fees and expenses for this event will be paid by the association. * Membership Committee:
* President Elect shall serve as Membership Chair.
* In promoting the growth of the organization, the President Elect will:
1. Prepare quarterly membership reports for the Board of Directors for inclusion with the minutes of the meeting.
2. Prepare membership report for presentation at the annual state meeting
3. Respond to inquiries from prospective members.
4. Notify members of renewal of annual dues on or before October 1 to be payable prior to January 31.
5. Certify the active voting members prior to the annual business meeting.
6. Partner with Treasurer to ensure memberships reflect receipt of dues.Partner with Conference Registrar to collect membership applications during conference registration.
* Appoint Committee Chairs:

Work with the President and outgoing Committee Chair to determine a replacement for those positions becoming vacant.* Conference Planning Committee
* Participate on the Committee and work with the current Conference Chair for experience in planning future conference.
* Research conference venues for board decision for future year this individual is Conference Chair.

**CALENDAR OF EVENTS**Ongoing* Provide notifications to the President and Communications E-Blast team of email additions or changes to membership as they come up.
* Process all incoming Initial and Renewal Membership Applications.
* Manage Membership mail Account: membership@wamss.org
* Provide assistance in all areas as needed.
* Start process for annual conference site.
* Board of Director Meetings quarterly.

June:* Re-do WAMSS membership application with current contact information and submit to web-master to update on the website as well as change the current information to Past-President.
* Submit a current membership roster to NAMSS: Lindsey Kim: lkim@namss.org>

October 1st* Send out renewal notices via e-mail to current WAMSS members and E-Blast, place renewal information in the next issue of the PI newsletter.

October- January * January 31- Provide an updated email list of current paid members to President and Communications E-Blast team.
* Follow the strategic plan for expanding membership,
* Submit a current membership roster to NAMSS: Lindsey Kim: lkim@namss.org>.
* Attend NAMSS Leadership Conference in January.

February* Order out going President plaque

April/May* Provide an annual report at the board meeting and at the annual business meeting regarding membership statistics.
* Present plaque to President with a short speech.
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President-Elect

**Standard Operating Procedures**

Membership Committee Reports for Board Meetings typically consist of total membership; total new members; total not renewed members. In addition, any information on membership committee activities.

Annual Report at State Conference typically consists of the above.

Membership Committee Meetings are ad hoc.

Quarterly PI Newsletters- submitted upon request, usually includes updates from recent membership committee meetings; total current membership; total new members; total not renewed members. Prior to October include article for members to plan to renew membership. If possible, try to provide this in every PI for those that need to ask for it to be included in their budget. Refer to the membership justification letter as a resource.