

# MAINE ASSOCIATION MEDICAL STAFF SERVICES LIGHTHOUSE EDITOR – POSITION DESCRIPTION

Created 01/26/2004  
Revised 04/28/2006  
Revised 08/13/2010

## **Function:**

The Lighthouse Editor plays a key role in the association by keeping the membership informed of current developments. The Lighthouse Editor is informed about the Association's mission, policies, programs and services. The Lighthouse Editor contributes skills, knowledge and experience when appropriate by keeping current on developments in the Medical Staff Services field.

## **Qualifications:**

1. Previous MeAMSS board experience, preferred.
2. Active MeAMSS member.
3. Certification by NAMSS, preferred.

## **Summary of Responsibilities**

1. Lighthouse Editor
2. Library Resources

## **Duties and Responsibilities:**

1. Makes a serious commitment to attend board meetings, actively participating in committee work.
2. Comes to Board meetings prepared and informed about issues on the agenda and reviews materials which are sent between Board meetings. Responds as requested.
3. Publishes the Lighthouse as directed by the Board.
4. Solicits and compiles items and articles to be considered for inclusion in the Lighthouse. Members will be encouraged to forward materials of interest to the Editor.
5. Submits the draft Lighthouse for review by the proofreader prior to distribution.
6. The Editor shall make every effort to assure the information published in the newsletter is accurate and presented in a professional manner. In the event that materials for articles, reports, publications, or presentations used on behalf of MeAMSS are taken from other sources, permission will be obtained from the original source and it shall be credited.
7. Forwards the Lighthouse to the Membership Chair for distribution or other means as determined by the Board.
8. Collects names of Lighthouse contributors for a drawing to award a complimentary membership the following year.
9. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
10. Prepares a report for each Board and Chapter meeting as necessary, as well as an annual summary report.
11. Performs such other duties commensurate with the office as may from time to time be requested by the President and as may be necessary to coordinate and advance the mission of MeAMSS.

## ACCOUNTABILITY STATEMENT

I \_\_\_\_\_, duly elected Lighthouse Editor of the Maine Association Medical Staff Services Board of Directors, hereby agree to perform the above responsibilities in a timely fashion, as determined by this policy and the President.

I hereby agree to consider and acknowledge the needs of the entire membership when carrying out decision-making responsibilities.

I hereby agree to maintain confidentiality as required of information discussed and presented at Board meetings.

Signed \_\_\_\_\_

Date \_\_\_\_\_