

## MAINE ASSOCIATION MEDICAL STAFF SERVICES MEMBER- AT- LARGE – POSITION DESCRIPTION

Created 11/13/2003  
Revised 04/28/2006  
Revised 08/13/2010

### **Function:**

The Member-at-Large plays a key role in the ongoing compilation of Association history and is a resource to members pursuing NAMSS certification. The Member-at-Large is informed about the Association's mission, policies, programs and services. The Member-at-Large contributes skills, knowledge and experience when appropriate by keeping current on developments in the Medical Staff Services field

### **Qualifications:**

1. Active MeAMSS member.
2. Certification by NAMSS, preferred.

### **Summary of responsibilities**

1. Organization historian
2. Resource to new members
3. Secretary pro tem

### **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. Serves as association historian, and as such works closely with the Past President and Secretary in the ongoing collection and archiving of association history.
4. In the event the Secretary is unavailable, the Member-at-Large will be asked to record meeting minutes.
5. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
6. Prepares report for each Board and Chapter meeting as necessary, as well as an annual summary report.
7. 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 Member-at-Large 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 \_\_\_\_\_