

## **MAINE ASSOCIATION MEDICAL STAFF SERVICES MEMBERSHIP CHAIR – POSITION DESCRIPTION**

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

### **Function:**

The Membership Chair plays a key role in the Association's success by attracting new members to the Association and retaining existing members. The Membership Chair is informed about the Association's mission, policies, programs and services. The Membership Chair 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. Disseminates dues notices and welcome letters
2. Maintains membership roster
3. Email network manager

### **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. In collaboration with the Treasurer, disseminates dues notices.
4. Maintains current membership roster working closely with the Treasurer and Media Chair.
5. Provides mailing rosters/sign-in sheets to the Education Chair for each Association meeting and to the Board members as needed.
6. With guidance from the Board, establishes programs for recruitment and retention of members.
7. Sends welcome letters to new members and confirmation letters to members renewing membership
8. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
9. Prepares report for each Board and Chapter meeting as necessary, as well as an annual summary report.
10. 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 Membership Chair 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 \_\_\_\_\_