

## MAINE ASSOCIATION MEDICAL STAFF SERVICES PAST PRESIDENT – POSITION DESCRIPTION

Created 01/26/2004  
Revised 04/28/2006  
Revised 08/10/2010

### **Function:**

The Past President's main responsibility is to ensure the orderly transition of Board leadership and to offer counsel and support to Board members. The Past President is informed about the Association's mission, policies, programs and services. The Past President contributes skills, knowledge and experience when appropriate by keeping current on developments in the Medical Staff Services field and serving as a technical resource for the Association as requested.

### **Qualifications:**

1. Demonstrated leadership ability as evidenced by previous Board experience having served as President and President-elect of the Association.
2. Active MeAMSS member.
3. Certification by NAMSS, preferred.

### **Summary of Responsibilities**

1. Summary of Responsibilities Board Consultant
2. Nominating Committee Chair
3. Facilitates Golden Star Award

### **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. Acts as consultant to the President and Board of Directors
4. Serves as Chairperson of the Nominating Committee as outlined in the Bylaws.
5. As Nominating Committee Chairperson, the Past President will:
  - a. Become familiar with the position descriptions and qualifications for each elected office.
  - b. Request volunteers from the membership, when appropriate, for at least two active MeAMSS members to serve on the Nominating Committee.
  - c. Submit names of prospective nominees for consideration by the Board.
  - d. Evaluate the credentials of individuals nominated for elected offices and present a slate of candidates for these positions to the membership.

- e. Oversee the function of the Nominating Committee and has the option of assigning specific responsibilities of the committee to members; e.g. mailing of ballots, having ballots returned to a another member for compilation, etc.
  - f. Carry out the election process and report results to the President for announcement to the membership and the candidates.
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- 6. Facilitates the selection process for the Golden Star Award.
  - 7. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
  - 8. Prepares report for each Board and Chapter meeting as necessary, as well as an annual summary report.
  - 9. 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 Past President 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 \_\_\_\_\_