

## MAINE ASSOCIATION MEDICAL STAFF SERVICES PRESIDENT-ELECT – POSITION DESCRIPTION

Created 10/29/03  
Revised 04/28/06  
Revised 08/13/2010

### **Function:**

The President-elect plays an important role in ensuring the orderly transition of Board leadership. The President-elect must be familiar with the Board's various projects and the work of its committees in the event that he or she must take over the duties of the President. The President-elect acts in the absence of the President as Chairperson of the Board of Directors; works closely with the President to ensure continuity of leadership; supports the efforts of the President, and learns the duties of the President's office. The President-elect is informed about the Association's mission, policies, programs and services. The President-elect 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. Active NAMSS member.
4. Certification by NAMSS, preferred.

### **Summary of Responsibilities**

1. Assists the President
2. Bylaws Chairperson
3. Policies Review in accordance with the timeline guideline

### **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. Assumes the office of President when the current President's term expires.
4. Serves as Bylaws Chairperson.
  - a. Plays a key role in the Association by maintaining and updating the Bylaws of the Association;
  - b. Conducts a biennial review of the Bylaws;
    1. Submits recommendations for revisions to the MeAMSS Board of Directors;
    2. Arranges for proposed revisions, as approved by the MeAMSS Board of Directors, to be forwarded to the Active members for vote and tallying of results;
    3. Arranges to provide revised Bylaws to the President for signature and subsequent forwarding to NAMSS for approval; and
    4. Arranges to provide the approved Bylaws to the Membership Chairperson for posting on the MeAMSS website,
5. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
6. Assists the President in administrative matters as needed and performs responsibilities as delegated by the President.

7. Attends the NAMSS leadership conference in accordance with the Leadership Training Policy.
8. Prepares a 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 President-elect 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 \_\_\_\_\_