

MAINE ASSOCIATION MEDICAL STAFF SERVICES PRESIDENT – POSITION DESCRIPTION

Revised 08/13/2010

Function:

The position of President is a result of the natural succession from President-elect, which is an elected office of the Association. The term of office is two years. The President serves as Chairperson of the Board of Directors. The President's main responsibilities are to provide leadership to the Board of Directors and the Association as a whole and to assure that the Board fulfills its responsibilities to the Association as outlined in job descriptions. To effectively lead meetings, the President works with other Board members as necessary to prepare an agenda and other meeting documents, keeps meeting discussion and debate focused on issues, and leads the Board to decisions on key issues. The President's authority is derived from the Bylaws of the Association. The President is informed about the Association's mission, policies, programs and services. The President contributes skills, knowledge and experience when appropriate by keeping current on developments in the Medical Staff Services field.

Qualifications:

1. Demonstrated leadership ability as evidenced by previous Board experience as President-elect
2. Active MeAMSS member.
3. Active NAMSS member.
4. Certification by NAMSS, preferred.

Summary of Responsibilities

1. Chairperson of the Board of Directors
2. NAMSS liaison
3. Presides over business meetings of the Association

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. Presides over meetings of the Board and calls special meetings as the need arises.
4. Provides oversight on all activities of the Association.
5. Establishes an agenda for upcoming meetings, and distributes the agenda, notice of meetings, and related documents at least two weeks prior to meeting date.
6. Arranges for Board meeting space and other accommodations as necessary.
7. Assures direct communication is maintained with the membership on the progress of Board initiatives. Prepares an annual report to the membership; a copy of which is maintained in the permanent files of the Association.
8. Appoints chairpersons and members of committees, groups, and special projects upon the approval of the Board of Directors
9. Serves as liaison between NAMSS and the members of MeAMSS.

10. Timely submits written reports of the Association activities to the Northeast Regional Representative of NAMSS, as requested.
11. Provides a current roster of State leadership to NAMSS.
12. Participates on the national level, as required, and to the extent possible.
13. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
14. Performs other such duties commensurate with th office as may be necessary to coordinate and advance the Mission of MeAMSS, it's link to NAMSS and other organizations e.g. MHA, MMA, MBOLIM and MBOOM, CMS, etc.

ACCOUNTABILITY STATEMENT

I _____, duly elected 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.

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 _____