

MAINE ASSOCIATION MEDICAL STAFF SERVICES EDUCATION CHAIRPERSON – POSITION DESCRIPTION

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

Function:

The Education Chairperson plays a key role in planning and organizing educational programs for the membership of MeAMSS. The Education Chairperson is informed about the association's mission, policies, programs and services. The Education Chairperson 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. Quarterly Education meetings
2. Biennial Conference

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 Chairperson of the Education Committee who shall
 - a. Appoint at least two Active MeAMSS members to serve on the Education Committee;
 - b. Coordinates planning and organizing of continuing educational programs;
 - c. Ensures education credits from NAMSS and other applicable organizations are applied for timely and awarded appropriately;
 - d. Solicits and tabulates evaluations for all programs.
4. Prepares and presents to the Board of Directors the biennial conference budget
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 which shall be used as a resource in developing proposed annual budgets.
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.
8. The Education Chair holds overall responsibility for the Library and will maintain the catalog of resources to be published in the *Lighthouse* and posted on the MeAMSS website. The Chair shall ensure that resources are made available for lending at each continuing educational program.

8. The Chairperson shall consider the following when planning continuing educational programs.

A. Catering

1. The Education Chair, or designee, shall coordinate with the hosting facility prior to any catering purchase.
2. If the hosting facility requires catering reimbursement, the Education Chair, or designee, will notify the Treasurer of the need for reimbursement to the hosting facility.
3. The Treasurer and hosting facility representative shall coordinate 1-2 weeks in advance of the scheduled activity accurate totals for attendees, guests, and catering requirements.
4. The hosting facility will present an invoice for payment of catering services to the Treasurer within 30 days after the event.

B. Room Rental

1. In the event MeAMSS must rent a room for an event, the Education Chair, or designee, shall submit an estimate to the president-elect, or designee, for prior approval and authorization.
2. Once prior approval/authorization has been obtained from the Board of Directors, or designee, the Treasurer will be notified.

C. Gifts

1. The Education Chair, or designee, will determine whether door prizes will be given at Association meetings and, if so, set a limit for each meeting.
2. The hosting facility will be presented with a "thank you" gift to be purchased and presented by the Education Chair, or designee, at each meeting, not to exceed the pre-determined amount set by the Board of Directors.
3. Any other gifts must receive prior approval from the Board of Directors.

ACCOUNTABILITY STATEMENT

I _____, duly elected Education Chairperson 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 _____