

## MAINE ASSOCIATION MEDICAL STAFF SERVICES MEDIA SPECIALIST – POSITION DESCRIPTION

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

### **Function:**

The Media Specialist plays a key role in promoting the organization and serves as liaison between the individual assigned the website development and the Board of Directors. The Media Specialist is informed about the Association's mission, policies, programs and services. The Media Specialist 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. Website liaison
2. Lighthouse Proofreader

### **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. Works closely with the President in helping to promote the association.
4. Updates information on the website as requested and approved by the Board.
5. Works closely with the individual responsible for the website development.
6. Serves as *Lighthouse* proofreader prior to publication.
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 Media Specialist 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 \_\_\_\_\_