

MAINE ASSOCIATION MEDICAL STAFF SERVICES SECRETARY – POSITION DESCRIPTION

Revised 10/13/2006
Revised 08/13/2010

Function:

The Secretary plays a key role in maintaining an orderly record of all proceedings of the Board and Association. The Secretary is informed about the Association's mission, policies, programs and services. The Secretary 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.

Duties and Responsibilities

1. Records Board minutes
2. Tracks Board actions

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. Records the minutes of Board and Association meetings and distributes to the Board members within two weeks after each meeting. In the absence of the Secretary, the Member-at-Large, or other volunteer (if the Member-at-Large is unavailable) will be asked to fulfill those recording duties.
4. Submits, in a timely fashion, all invoices for expenses to the Treasurer.
5. Prepares report for each Board and Chapter meeting as necessary, as well as any annual summary report.
6. 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 Secretary 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 _____