

MAINE ASSOCIATION MEDICAL STAFF SERVICES TREASURER – POSITION DESCRIPTION

Created 01/26/2004
Revised 04/28/2006
Revised 08/13/2010

Function:

The Treasurer works closely with the Board to assure financial support for planned projects. The Treasurer is informed about the Association's mission, policies, programs and services. The Treasurer 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. Maintains financial records
2. Manages financial activities
3. Prepares proposed biennial budget
4. Prepares financial reports as requested

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. Maintains the financial records of the Association.
4. Provides the Membership Chairperson with information pertaining to new members and renewals of current memberships.
5. Collects and deposits money received in a timely manner.
6. Pays all invoices of the Board and Association in a timely manner.
7. Submits at each Board and Association meeting a year-to-date financial report.
8. Presents a proposed biennial budget to the Board of Directors as scheduled.
9. Establishes and/or maintains a checking account at a bank approved by the Board that has branches throughout the State.
10. Periodically reviews forms (such as reimbursement request, membership registration and dues invoice) and recommends changes to format and content as needed.
11. 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 Treasurer 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 _____