

**POSITION DESCRIPTION  
AND TIME LINES**

<b>POSITION TITLE</b>	President of Kentucky Association of Medical Staff Services	
<b>DOCUMENT CREATED</b>	August 2004	<b>Term of Office:</b> One year

<b>Responsibility</b>	<b>When</b>
Will serve as KAMSS Board Chair	
Presides over all KAMSS Chapter Meetings, Annual Education Conference and any special called meetings	
Assist President-elect to ensure that pertinent data has been submitted for continuing education credit at each meeting	Submit NAMSS request at least 30 days in advance to the program date
Assist President-elect with distribution of continuing education certificates for all CE programs	
Assist host facility with sending meeting notices	Quarterly
Maintains communication with KAMSS members on: <ul style="list-style-type: none"> <li>◆ Meetings</li> <li>◆ Ongoing projects</li> <li>◆ Nominations for Outstanding Professional Award</li> <li>◆ Nominations for incoming officers</li> </ul>	As needed/required per Bylaws
Responsible for sending annual listing of KAMSS officers to NAMSS for posting on the NAMSS website.	January of each year
Overall responsible for Annual Conference and works closely with President-elect	Annual Program held in Spring- Planning begins in the year prior.
Works with planning committee in preparation of the Annual Conference	As needed
Serve on special committees and projects	As needed
Promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff activity, credentialing/verification, and healthcare activities through this the Kentucky Association of Medical Staff Services.	
Presentation of Outstanding Professional Award	Annual State Conference
At the end of term, Officer Position Statements are reviewed annually and sent to the incoming President in Word Format.	January of each year