**POSITION DESCRIPTION**

**AND TIME LINES**

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| **POSITION TITLE** | Past -President of Kentucky Association of Medical Staff Services |
| **DOCUMENT CREATED** | August 2004 | **Term of Office:** One year |

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| **Responsibility** | **When** |
| Will serve as KAMSS Board member |  |
| Will serve as Chair of the Nominating Committee to recruit candidates for nomination to fill upcoming KAMSS Board member open officer positions* President-elect - Annually
* Secretary - Every 2 years
* Treasurer – Every 2 years

Obtain bio/resume of candidates to include in the mailing of the ballots | 3rd Quarter of the year – September/October |
|  Create and email ballot to active KAMSS members with instructions to submit their vote within 15 days from the date of the email. | October |
| Report Nomination Committee list of valid candidates for election of upcoming KAMSS Board officer openings. | October KAMSS meeting |
|  Collect ballots, have 3 KAMSS members validate the results. Contact the winning candidates to verify they accept the positions and report to President for installation of new officers in January of the next year. If a candidate declines the position, the candidate for the position with the next highest number of votes should be contacted and offered the position.  |  November / December |
| Will serve on the Bylaws Committee as directed by the Board  | 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 |   |