**POSITION DESCRIPTION**

**AND TIME LINES**

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| **POSITION TITLE** | Secretary of Kentucky Association of Medical Staff Services | |
| **DOCUMENT CREATED** | August 2004 | **Term of Office:** Two years |

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| **Responsibility** | **When** |
| Will serve as KAMSS Board Member |  |
| Assist President in preparing agenda for KAMSS meetings | 2 weeks prior to every meeting |
| Maintain accurate minutes at all meetings (or insures someone else can in their absence) | Quarterly |
| Insure agenda and supporting materials are prepared by President/Secretary and distributed, along with copies of the previous meeting minutes and sign-in sheets at each KAMSS meetings. | Quarterly |
| Types all meeting minutes within one month from the date of the meeting and submits them to the President for review. Make document changes suggested, if any. |  |
| Update and revise Bylaws with any recommended changes by the Bylaws Committee. | Annually |
| Type other correspondence(s) | As needed |
| Serve on special committees and projects | As needed |
| Send cards for special occasions of KAMSS members, or immediate family members of same (hospitalization, death, etc) as directed by the Board | As needed |
| Promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff activities, credentialing/verification, and healthcare activities through this the Kentucky Association of Medical Staff Services. |  |
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