**POSITION DESCRIPTION**

**AND TIME LINES**

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| **POSITION TITLE** | Webmaster of Kentucky Association of Medical Staff Services |
| **DOCUMENT CREATED** | October 2016 | **Term of Office:** One year |
| **Review/Revision** | January 2017  |  |

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| **Responsibility** | **When** |
| Will serve as ex-officio member of the KAMSS Board |  |
|  Receive new member registrations and review for completeness and accuracy. Send New Member Letter to all applicants, and include Membership Committee members in the email and signature lines.  |   |
|  Confirm dues payment with Treasurer prior to accepting and processing new registrations.  |   |
| Once dues payment has been confirmed, and approval by Membership Committee has been secured, change Applicant Status in KAMSS website Dashboard accordingly.  |   |
|  Update the membership roster bi-weekly, at minimum, and publish on the KAMSS website. Serve as the point of contact for any and all “changes of information” from current members.  |   |
|  Serve as the point of contact for any website content additions (forms, files, pinned discussion board topics, conference/meeting information and attachments, etc).  |   |
| 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 |   |
| Serve as the point of contact with our Website Manager, WebDitty (Shannon and Alex Savage), and alert them immediately if site issues or outages are occurring.  |  |