**POSITION DESCRIPTION**

**AND TIME LINES**

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| **POSITION TITLE** | President-Elect 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 a KAMSS Board Member in the absence of President | As needed |
| Serve as Chair of Continuing Education Committee. Plan at least 10 hours of credit per year [including annual conference] | Annual Conference – Spring each year  Quarterly meetings scheduled by President |
| Obtain information sufficient for submission to the National Association for CE credits (speaker CV, program outline & objectives) Request check from KAMSS Treasurer for NAMSS CE Fee. Information is obtained through the host facility. | Submit NAMSS request at least 1 month prior to the program date |
| Prepare and distribute continuing education certificates for all CE programs |  |
| Assist host facility with sending meeting notices | Quarterly |
| Assist President with Annual Conference and will be the contact person listed on conference flyer. Upon closing of current Annual Conference, begins planning of next year’s conference and remains chair of the Conference Committee through its completion. | Annual Program held in Spring- Planning begins in the year prior. |
| Assume all responsibilities of the President in the President’s absence. (includes preparing agendas, chairing meetings, serving on committees) | 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. |  |
| Contact vendor to obtain plaque for current year Immediate Past President. Pick up the plaque(s) prior to the January KAMSS meeting for the President to present to the Immediate Past President, Give the bill to the KAMSS Treasurer to make payment. | November or December for the January meeting. |
| Create certificate for the Board member that is/are completing their term on the Board at the end of the current year (Secretary or Treasurer). Give certificate to the President prior to the January KAMSS meeting so President can present to the outgoing Board member. | Prior to January meeting. |