**POSITION DESCRIPTION**

**AND TIME LINES**

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| **POSITION TITLE** | 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 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:* Meetings
* Ongoing projects
* Nominations for Outstanding Professional Award
* Nominations for incoming officers
 | 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  |