

**POSITION DESCRIPTION
AND TIME LINES**

POSITION TITLE	Webmaster of Kentucky Association of Medical Staff Services	
DOCUMENT CREATED	October 2016	Term of Office: One year

Responsibility	When
Will serve as ex-official 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.	