



IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a member for the Board of Directors. The term of office is for two years beginning January 1st of the year following his/her term of office as President has ended.

Minimum Qualifications:

- Must be member of the National Association Medical Staff Services (NAMSS) and maintain NAMSS membership in accordance with OAMSS By-Laws.
- Must be employed in the capacity of healthcare professional staff management professionals.
- Must be a Certified Professional Medical Staff Manager (CPMSM) or Certified Provider Credentialing Specialist (CPCS).

The duties of the Immediate Past President include, but are not limited to, the following:

1. Act as a consultant and advisor to the President and Board of Directors.
2. Specific conferences duties: Refer to the Board's document of Conference Duties.
3. OAMSS Conference Expenses Paid:
 - Hotel (conference rate; no upgrades)
 - Mileage at IRS mileage rate
 - Meal expenses (Must submit itemized receipts)
 - There are no conference registration fees for Board members
4. Serve as Chair of the Nominating Committee and oversee the election of officers annually in the month of August, which includes:
 - a. Dissemination of ballots to the membership, inclusive of a completed biography of each candidate
 - b. Notify the President of the results of the election ballot for ratification at the Fall Forum
 - c. Notify the candidates of the official election results
5. Serve as Membership Chair. The duties of the Membership Chairman include, but are not limited to, the following:
 - a. Send renewal application to the membership by November 1 of each year. The treasurer will forward the renewal applications to

- the Membership Chair to prepare and update member statistics on renewals, i.e., title changes, addresses, etc.
- b. Contact new members of the National Association Medical Staff Services as membership lists become available for potential recruitment as OAMSS members.
 - c. Conduct membership recruitment drives in conjunction with each Regional at Large Member.
 - d. Maintain current membership roster in conjunction with Treasurer. Provide mailing labels upon request to members of the Board of Directors.
 - e. Provide membership application at each educational conference.
 - f. Provide membership updates on the OAMSS Web Site.
6. Maintain current membership roster and submit to Board officers and Region Representatives, and update the OAMSS Website on a quarterly basis, or upon request.
 7. Attend all meetings of the Board of Directors. Excuse from two board meetings may be granted by the President and President-Elect; absence from the third meeting shall be automatic relinquishment of board responsibilities.
 8. Perform other such duties as may be necessary to coordinate and advance the Association's mission.