



POSITION DESCRIPTION

REGIONAL REPRESENTATIVE

The position of Regional Representative is an elected position on the Board of Directors. The Regional Representatives shall serve a two year term beginning January 1st of the year in which elected.

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 Active member of Ohio Association Medical Staff Services.

The duties of the Regional Representatives include, but are not limited to the following:

1. Provide support to the Board of Directors.
2. Responsible for contacting and recruiting new members in their region.
3. Coordinate at least one regional networking/education meeting annually and request CEU credit through NAMSS.
4. Serve as the liaison/resource person within the region for information pertaining to the goals and mission of OAMSS.
5. Serve as the regional liaison to the Board of Directors to provide input from their membership regarding suggestions, issues, and concerns to be addressed by the Board.
6. 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.
7. Serve as a member of the Program Committee.
8. Attend spring and fall conferences. Specific conferences duties: Refer to the Board's document of Conference Duties.
9. 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
10. Perform other such duties as may be necessary to coordinate and advance the Association's mission. Assigned as designated by the elected officers of OAMSS.
 11. Will be invited to attend the Fall Board meeting and conference prior to taking office.
 12. Responsible for managing budgeted dollars not to exceed allowed budget of \$750 annually. Expenses must be directly related to administrative expenses and regional networking/education meetings such as education CEU submission, speaker honoraria, meals, door prizes. The "Expense and Travel" policy documentation requirements must be followed.