



POSITION DESCRIPTION

PRESIDENT

The position of President is an elected office of the organization. The President serves as the Chief Executive Officer of the State association and serves as Chairman of the Board of Directors. The term of office is for two years beginning January 1st following the year in which elected. The President may serve one term only.

Minimum Qualifications:

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

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

1. Supervise all activities of the State Association, including the Annual Conference program.
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. Report to the membership at the education program. A copy of this presentation is maintained in the permanent files of the State Association.
5. **Serve as Vendor Chair** and oversee the development and securing of vendors and evaluating vendor satisfaction for Annual Conference, which includes:
 - a. Collaborates with President-Elect, in recruiting Vendors for Annual Conference
 - b. Prepares Vendor Committee reports for the Board of Directors and

Document activity level on spreadsheet to track financial commitments & vendor set up needs

6. Appoint members of the following committees as outlined in the Bylaws and with the approval of the members of the Board of Directors:
 - a) Membership Committee
 - b) Bylaws Committee
 - c) Nominating Committee
 - d) Special committees as needed on an ad hoc basis
7. Serve as a liaison between the National Association Medical Staff Services (NAMSS) and members of the State Association. The President shall attend NAMSS Leadership meeting the first year of term and report these activities to the Board of Directors and members. (Unless there is no cost for the NAMSS Leadership Conference and then will attend both years of terms.)
8. Report activity of the State Association to the Regional Representative of NAMSS and provide input as requested for NAMSS publications, i.e., Synergy.
9. Inform membership of pertinent news from NAMSS through the OAMSS website, or special mailings as deemed appropriate. The President shall also keep members of the Board of Directors informed of pertinent news from NAMSS on a timely basis.
10. Attend all meetings of the Board of Directors. Excused from two board meetings may be granted by the President-Elect and one other officer; absence from the third meeting shall be automatic relinquishment of board responsibilities.
11. Attend one NAMSS annual conferences to represent OAMSS. If employer does not pay, then OAMSS will pay conference fees and travel expenses.
12. Facilitator of the OAMSS Annual Awards.
13. Perform other such duties as may be necessary to coordinate and advance the Associations.