



POSITION DESCRIPTION

PRESIDENT-ELECT

The position of President-Elect is an elected office of the organization. The term of office is for two years beginning January 1st of the year following the year in which they were elected. The President-Elect automatically succeeds to the office of President upon completion of two-year term.

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 Specialists (CPES)**.
- Must have served as a member of the OAMSS Board for at least 2 years.

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

1. Assume the responsibilities of the President in the event of his/her absence or incapacity to fulfill the duties of that office.
2. The President-Elect shall coordinate, plan and organize an annual statewide continuing education program each year.
3. Specific conferences duties: Refer to the Board's document of Conference Duties.
4. 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
5. Attend all meetings of the Board of Directors. Excuse from two board meetings may be granted by the President and one other Officer; absence from the third meeting shall be automatic relinquishment of board responsibilities.
6. Attend NAMSS Leadership Conference during 1st year of term with the President to become familiar with NAMSS expectations for

State Leaders. (Unless there is no cost for the NAMSS Leadership Conference, and then will attend both years of terms)

7. Perform other such duties as may be necessary to coordinate and advance the Association's mission.
8. File the Articles of Incorporation with the Ohio Secretary of State when due.
9. Will be invited to attend the Fall Board meeting prior to taking office.

Reviewed/revised: 4/14/2010; 7/27/18; 5/15/2020 ; 03/14/2024; **05/2026**

Board approval: 4/14/2010; 7/27/18; 7/29/2020; **07/2026**