



POSITION DESCRIPTION

SECRETARY

The position of Secretary is an elected office of the organization. The term of office is for two years beginning January 1st of the following 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 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 Secretary include, but are not limited to the following:

1. Record proceedings and prepare minutes of the State Association business meetings which shall be available to all members for inspection.
2. Record proceedings and prepare minutes of the Board of Directors meetings and promptly distribute to all members of the Board.
3. Serve as custodian of all minutes of the OAMSS Board of Director's and OAMSS business meetings, Bylaws, Job Descriptions and Policies.
4. Serve as Chair of the Bylaws Committee. Beginning of the 2nd year of term and to be completed by the end of second year of term, coordinate the review of the Association Bylaws and submit recommendations for revisions to the Board of Directors. Submit membership approved, state association bylaws to the National Association Medical Services (NAMSS) Bylaws committee in accordance with NAMSS Bylaws requirements.
5. Attend all meetings of the Board of Directors. Excused 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.
6. Ensure revisions to Bylaws, Policies and Job Descriptions are updated on the OAMSS website.

7. Specific conferences duties: Refer to the Board's document of Conference Duties.
8. 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
9. Perform other such duties as may be necessary to coordinate and advance the Association's mission.
10. Will be invited to attend the Fall Board meeting prior to taking office.