



## POSITION DESCRIPTION

# TREASURER

The position of the Treasurer is an elected office of the organization. The term of office is for two years beginning January 1<sup>st</sup> of the year following the year in which they were 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) or Certified Provider Credentialing Specialist (CPCS).

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

1. Maintain the financial records of the Ohio Association of Medical Staff Services
2. Prepare financial statements for distribution to all members at each education conference/business meeting.
3. Reimburse Board of Directors members for travel expenses directly related to the Board of Director's meetings, upon receipt of an appropriately completed travel expense form which include documentation as defined in the "Expense and Travel Policy".
4. Establish a checking account at a discretionary bank which is both convenient and accessible. The account should be "either/or may draw" with the President and Treasurer on the signature card.
5. Maintain OAMSS corporate credit card through the bank currently holding the business checking account. Monitor appropriate use in accordance with "Use of Credit Card" policy.
6. Obtain postal service (P.O.) box to serve as primary state association address for appropriate mailings, return/receipt of membership dues billing, conference registration fees, invoices, W-9 requests, etc.
7. Arrange for bonding in the appropriate amount of the OAMSS Board of Directors.

8. Attend all meetings of the Board of Directors. Excuse from two consecutive board meetings may be granted by the President and President-Elect; absence from the third meeting shall be automatic relinquishment of board responsibilities.
9. Collect monies for the OAMSS Conferences
10. Specific conferences duties: Refer to the Board's document of Conference Duties.
11. 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
12. Perform other such duties as may be necessary to coordinate and advance the Association's mission.