

INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS)
POLICY & PROCEDURE MANUAL

Subject:	Vice President - Elect
Responsible to:	Board of Directors
Adopted by INAMSS:	12/01/2012
Adopted by NAMSS:	NA
Date Revised:	09/13/2021

Position Summary:

The position of Vice President-Elect is an elected office of the organization. The term of office is for two years beginning January 1st of the election year through December 31st of the second year following election. The Vice President-Elect shall, in the absence of, or because of incapacity of the President-Elect, perform the duties and assume the responsibilities of President-Elect. The Vice President-Elect shall serve as a member of the Board of Directors. The President-Elect will work closely with and mentor the Vice President-Elect prior to the time of assuming President-Elect responsibilities.

Duties and Responsibilities:

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

- 1) Assume the responsibilities of the President-Elect in the event of the absence or incapacity to fulfill the duties of that office.
- 2) Serve on the Education Committee, which consists of the Immediate Past President and other members as appointed.
- 3) Assist the President-Elect in coordination, planning, and organization of the Annual Educational Conference.
- 4) Assist the President-Elect in coordinating continuing education programs for meetings of the Association.
- 5) Assist the President-Elect in submission of information to Website Committee Chair regarding dates/topics of meetings and annual educational conference in order to update the website.
- 6) Perform such other duties as may be necessary to coordinate and advance the Association's mission.
- 7) Attend the regularly scheduled Board meetings and be available for conference calls.

Reference:

- Board of Directors
- Education Committee