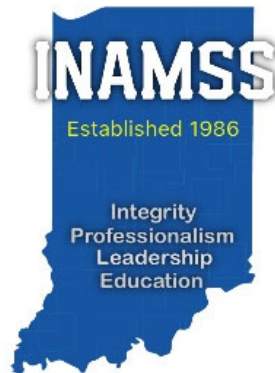


# INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS)



INDIANA ASSOCIATION OF MEDICAL  
STAFF SERVICES

# POLICIES & PROCEDURE MANUAL

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

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<b>Subject:</b>	<b>Board of Directors</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

## **Board Composition:**

The Board of Directors is composed of the President, President-Elect, Immediate Past President, Vice President – Elect, Secretary, and Treasurer. The IHA Representation shall serve as an ex-officio member of the Board. Board members do not pay conference fees.

## **Duties and Responsibilities:**

The duties and responsibilities of the Board of Directors of INAMSS shall be as follows:

- 1) Attend the regularly scheduled Board meetings and be available for conference calls.
- 2) Review and/or revise, on an annual basis, the Goals, Objective, Strategies, and Mission Statement of the Association.
- 3) Approve the INAMSS annual budget.
- 4) Adopt policies and procedures, as needed, for the Indiana Association and its Board of Directors.
- 5) Review all Committee reports and provide direction/assistance as necessary.
- 6) Maintain and transfer any files and pertinent correspondence pertaining to their INAMSS Activities to successors.
- 7) Encourage INAMSS and NAMSS membership.
- 8) Encourage the promotion of continuing education of medical professionals.
- 9) Perform such other duties, as may be necessary, to coordinate and advance the Association's mission.

## **Reference:**

- Incoming Board Orientation Policy
- IHA Representative
- President
- President-Elect
- Vice President-Elect
- Immediate Past President
- Secretary
- Treasurer
- Membership Committee
- Bylaws Committee
- Nominating Committee
- Education Committee
- Website Committee
- Scholarship Committee
- Dues Policy
- Gifts for Members Policy
- Reimbursement Policy

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

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<b>Subject:</b>	<b>President</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

## **Position Summary:**

The President serves as the Chief Executive Officer of the State Association and Chair of the Board of Directors. 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 President shall preside at all meetings of the State Association and serve as Chair of the Board of Directors. It shall be the President's duty to supervise the activities of the State Association; to present a report at the annual meeting (a copy of which shall be kept in the permanent files of the State Association); to appoint the chairs and members of committees upon approval of the Board of Directors; and to perform such other duties as authorized by the Board of Directors.

## **Duties and Responsibilities:**

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

- 1) Supervise all activities of the State Association, including the Annual Educational Conference, as well as preside at all meetings and serve as Chair of the Board of Directors.
- 2) Report to the members at meetings and the annual educational conference. A copy of each presentation is maintained in the permanent files of the State Association.
- 3) The President shall also appoint special committees as needed on an ad hoc basis.
- 4) Serve as a liaison between the National Association Medical Staff Services (NAMSS) and the members of the State Association. The President shall attend NAMSS Leadership meetings and report these activities to the Board of Directors and members.
- 5) Provide input as requested for NAMSS publication, i.e. Synergy.
- 6) Inform members and Board of Directors of pertinent news from NAMSS through the INAMSS Website and at meetings.
- 7) Attend the regularly scheduled Board meetings and be available for conference calls.
- 8) Notify members of meetings.
- 9) Serves as Leadership Council Representative, the duties include, but are not limited to, the following:
  - a) Maintain contact with the NAMSS Educational Board.
  - b) Provide updated information regarding changes in the NAMSS policies to the Board of Directors for dissemination to the state members.
  - c) Provide news and items of interest for publication on the website.
  - d) Provide a current roster of state leadership to the NAMSS Executive Office.
  - e) Serve as a resource for special projects.

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

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- f) Attend the Leadership Council meeting that meets in conjunction with the winter NAMSS Board of Directors meeting for the purpose of:
  - i) Furthering communication and interaction with State leadership.
  - ii) Obtaining input for strategic planning.
  - iii) Problem-solving issues vital to the organization's effectiveness, growth and viability.
  - iv) Providing leadership training for State officers.
  - v) Evaluating state leadership to recommend for future NAMSS leadership positions.
  - vi) Access to additional learning <https://www.namss.org/About/Affiliated-State-Resources/State-Affiliate-Information>
- 10) Perform such other duties as may be necessary to coordinate and advance the Association's mission.

### **Reference:**

- Immediate Past President
- President-Elect
- Treasurer
- IHA Representative
- Nominating Committee
- Scholarship Application
- Reimbursement Policy
- Board of Directors
- Scholarship Policy

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

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<b>Subject:</b>	<b>President - Elect</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	04/12/2021

**Position Summary:**

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 President-Elect shall, in the absence of, or because of incapacity of the President, perform the duties and assume the responsibilities of President. The President-Elect shall serve as Chair of the Education Committee and as a member of the Board of Directors.

**Duties and Responsibilities:**

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

- 1) Assume the responsibilities of the President in the event of the absence or incapacity to fulfill the duties of that office.
- 2) Complete the NAMSS Leadership Certificate Program over the course of the 2-year appointment (INAMSS covers the cost). The President, in coordination with the Board of Director may approve alternate leadership training as requested.
- 3) Serve as Chair of the Education Committee, which consists of the Immediate Past President and other members as appointed.
- 4) As Education Committee Chair, the President-Elect shall coordinate, plan, and organize all Education Conferences.
- 5) Coordinate continuing education programs for all education conferences of the Association, and request CE credit through NAMSS for these programs.
- 6) Submit information to Website Committee Chair regarding dates/topics of meetings and annual educational conference in order to update the website.
- 7) Perform such other duties as may be necessary to coordinate and advance the Association's mission.
- 8) The President – Elect will involve the Vice President – Elect as training prior to assuming President – Elect responsibilities.
- 9) Attend the regularly scheduled Board meetings and be available for conference calls.

**References:**

- Education Committee
- President
- Vice President-Elect
- Treasurer
- Nominating Committee

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

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<b>Subject:</b>	<b>Vice President - Elect</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	12/01/2012
<b>Adopted by NAMSS:</b>	NA
<b>Date Revised:</b>	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

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

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<b>Subject:</b>	<b>Immediate Past President</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

**Position Summary:**

The Immediate Past President shall serve as a member of the Board of Directors. The term of office is for two years beginning January 1st of the year in which the term of office as President has ended. The duties of the Immediate Past President shall be to act as consultant to the President and the Board of Directors; serve as Chair of the Nominating Committee, and as a member of the Education Committee.

**Duties and Responsibilities:**

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

- 1) Act as a consultant and advisor to the President and Board of Directors.
- 2) Serve as a member of the Education Committee.
- 3) Serve as Chair of the Nominating Committee and oversee the biennial election of officers, which includes:
  - a) Informing Secretary of nominees, so that ballots can be disseminated to the membership.
  - b) Notify the candidates of the official election results.
- 4) Submit information to Website Committee Chair on a regular basis to post on the website.
- 5) Attend the regularly scheduled Board meetings and be available for conference calls.
- 6) Perform such other duties as may be necessary to coordinate and advance the Association's mission.

**Reference:**

- Nominating Committee
- Board of Directors
- President-Elect
- Vice-President-Elect

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

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<b>Subject:</b>	<b>Secretary</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

## **Position Summary:**

The position of Secretary 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 Secretary shall record the proceedings of all meetings and prepare the minutes of the State Association, which shall be available to all members for inspection. The Secretary shall perform such other duties as may be necessary to coordinate and advance the Association's objectives. The Secretary shall be custodian of all minutes.

## **Duties and Responsibilities:**

The duties and responsibilities 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 INAMSS Board of Director's and INAMSS business meetings.
- 4) Attend the regularly scheduled Board meetings and be available for conference calls.
- 5) Distribute and receive ballots for biennial officer election.
- 6) Notify the Chair of the Nominating Committee and the Website Committee Chair of the election results for inclusion on the website.
- 7) Perform such other duties as may be necessary to coordinate and advance the Association's mission.

## **Reference:**

- Nominating Committee
- Website Committee
- Immediate Past-President
- Treasurer
- Board of Directors

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

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<b>Subject:</b>	<b>Treasurer</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	4/22/2022

### **Position Summary:**

The position of Treasurer is an elected office of the organization. The Treasurer position is 2-year term, with auto renewal for an additional 2-year term. Incumbent is given the option of auto renewal for additional 2-year term. The Treasurer shall be custodian of the funds of the Association and shall be responsible for the collection of membership dues. The Treasurer shall keep a record of the payment of dues, render a quarterly financial statement, and perform such other duties as may be necessary to coordinate and advance the Association's objectives.

### **Duties and Responsibilities:**

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

- 1) Maintain the financial records of the Indiana Association Medical Staff Services (INAMSS).
- 2) Prepare financial statements for distribution to all members at each educational conference/business meeting.
- 3) Reports expenditures from the treasury established by the Board of Directors and approved by the membership. They consist of, but are not limited to, the following:
  - a) Honorariums for speakers
  - b) Travel expenses for speakers
  - c) Expenses incurred for each education conference
  - d) Expenses for the President and President-Elect to attend NAMSS Leadership meetings.
  - e) Incidental expenses incurred in the general operation of the organization and reported in the quarterly financial statements.
  - f) Registration, transportation, and hotel expenses for NAMSS Annual Meeting for one INAMSS member annually. INAMSS member selected at INAMSS annual educational conference.
- 4) Establish a checking account at a discretionary bank, which is both convenient and accessible. The President and Treasurer may be on the signature card.
- 5) Keep Membership Chair alerted to those who have not paid dues. Also, notify of any informational changes submitted by the membership. Also advises Website Committee to add to email listings and for OCR badge.
- 6) When membership is paid will provide information to Communications Committee, Website Committee, and Membership Committee.
- 7) Attend the regularly scheduled Board meetings and be available for conference calls.
- 8) Perform such other duties as may be necessary to coordinate and advance the Association's mission.

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

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- 9) Facilitates sending CPMSM & CPCS pins as acknowledgement for newly certified members.
- 10) Maintain tax exempt status with the Internal Revenue Services (IRS)
- 11) Maintain Nonprofit Status
  - a) File annual NP-20 Nonprofit Organization's Annual report with the Indiana Department of Revenue (DOR)
- 12) Maintain INAMSS Articles of Incorporation Status
  - a) File Business Entity Report at least every two years with the Indiana Office of the Secretary of State

### **Reference:**

- Membership Committee
- Education Committee
- Dues Policy
- Sponsorship Liaison
- Scholarship Committee

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

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<b>Subject:</b>	<b>Sponsorship Liaison</b>
<b>Responsible to:</b>	Education Committee
<b>Adopted by INAMSS:</b>	10/11/2019
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	N/A

**Position Summary**

The Sponsorship Liaison is appointed by the Board of Directors and is a member of the Education Committee. The term of appointment is for two years, beginning January 1st of the year in which appointed through December 31st of the second year following appointment. The duties of the Sponsorship Liaison shall be to obtain sponsorships to support education initiatives of INAMSS.

**Duties and Responsibilities**

As Sponsorship Liaison responsibilities would include:

- 1) Promote INAMSS to build vendor relationships
- 2) Solicit sponsorships for INAMSS education conferences
- 3) Follow-up with vendors
- 4) Attend Education Committee meetings
- 5) Report sponsorship efforts and initiatives to the Education Committee
- 6) Send thank-you cards to sponsors
- 7) Maintain sponsorship roster
- 8) Collaborate with the Education Committee to secure sponsorships
- 9) Collaborate with the Website Committee to ensure sponsors logos are on the Website
- 10) Collaborate with the INAMSS Treasurer to ensure monetary sponsorships are received
- 11) Develop solicitation materials (approved by Board of Directors)

**Reference:**

- Education Committee

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

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<b>Subject:</b>	<b>Communications Representative</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

## **Position Summary:**

A Communications Representative will be appointed by the Website Committee and is an active member in good standing.

## **Duties and Responsibilities of the Communications Representative:**

The duties and responsibility of the Communications Representative include, but are not limited to, the following:

- 1) Initial set-up of a Distribution List
  - a) The Communications Representative will maintain a current electronic roster.
  
- 2) Maintenance of Distribution List
  - a) New members will be added to the electronic roster as soon as their application for membership is received and processed (Treasurer will provide information when payment is received). The Membership Committee will forward this information to the Communications Representative.
  - b) The Communications Representative will make deletions and updates to the electronic roster as soon as information is provided to him/her.
  - c) If a member would prefer to not be included in the distribution list, they need to contact the Communications Representative of such.
  
- 3) Sending an Email
  - a) When an INAMSS member has something to request to send to the membership, the following guidelines should be followed:
    - i) Items appropriate to be sent:
      - (1) Educational opportunities
      - (2) Questions as they pertain to the medical staff professional or credentialing specialists' scopes of practice.
      - (3) Important alerts
      - (4) Job opportunities in the MSP field
      - (5) Other items as professionally applicable to the membership
    - b) Members are requested to send the Email request to the Communications Representative in the following manner:
      - i) The subject should read "INAMSS: *Topic of the email*"
      - ii) Members are requested to include their full contact information in the body of the email.

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

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- c) The INAMSS President or any Board Member may send important association information to its members following these same procedures.
- d) In order to keep the volume of emails down, members are requested to respond only if you have input on the topic. There will be times where the Communications Representative will send a mass email to notify members of an accomplishment of another member. Share your support with that member directly and please do not “reply all”. Think before you “reply all” to make sure the information will benefit the entire association.

### **Reference:**

- Email Policy
- Website Committee

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

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<b>Subject:</b>	<b>IHA Representative</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	12/01/2012
<b>Adopted by NAMSS:</b>	08/24/2016
<b>Date Revised:</b>	12/01/2012

**Position Summary:**

The position of IHA Representative is filled by the Board of Directors and will either be the president, or a designee appointed by the president. The term of appointment is for two years beginning January 1st of the year in which appointed through December 31st of the second year following appointment. The IHA Representative shall serve as an ex-officio member of the Board or Directors.

**Duties and Responsibilities:**

The duties and responsibility of the IHA Representative include, but are not limited to, the following:

- 1) Work at the annual meeting of the IHA by displaying an INAMSS Exhibit when feasible.
- 2) Attend the Planning Committee meeting of the Affiliate Society of the IHA.
- 3) Provide information to the Website Committee Chair to post on the website.
- 4) Attend meetings of the INAMSS Board of Directors as needed.
- 5) Attend IHA meet up as needed
- 6) Perform such other duties as may be necessary to coordinate and advance the Association's mission.

**Reference:**

- Board of Directors

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

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<b>Subject:</b>	<b>Membership Committee</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	04/22/2022

### **Committee Composition:**

The Membership Committee will be composed of at least three (3) Active members appointed by the Board of Directors including the Membership Chair appointed by the Board of Directors. The term of appointment is for two years, beginning January 1st of the year in which appointed by the Board of Directors through December 31st of the second year following appointment. Committee members do not pay conference fees.

### **Function:**

- 1) Welcoming and mentoring new members to the association.
- 2) Developing and distributing orientation packets for new members.
- 3) Responsible for the annual membership dues renewal process

### **Duties and Responsibilities of Membership Chair:**

The duties and responsibilities of the Membership Chair include, but are not limited to, the following:

- 1) Serve as Chair of the Membership Committee in accordance with the Association Bylaws.
- 2) Contact new members of the National Association Medical Staff Services as membership lists become available for potential recruitment as INAMSS members.
- 3) Continually encourage membership recruitment.
- 4) Maintain current membership roster in collaboration with Treasurer.
- 5) Provide membership applications at each INAMSS meeting.
- 6) Oversees annual membership dues renewal and works closely with Treasurer on status of dues receivables.
- 7) Furnish a copy of the current INAMSS Bylaws to all new members.
- 8) Works closely with Website Committee Chair to ensure current roster is forwarded to maintain updated website.
- 9) Perform other such duties as may be necessary to coordinate and advance the Association's mission.
- 10) Schedule regular committee meetings.
- 11) Delegate tasks to committee members as necessary.
- 12) Provide monthly updates on committee activities to Board of Directors.

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

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**13)** Submit meeting minutes to the secretary who will then forward them to the Board of Directors for review.

**14)** Serve on the Scholarship Committee

### **Committee Responsibilities:**

The Membership Committee shall be responsible for recruiting new INAMSS members, supporting new members, as well as providing ongoing support to existing members. The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).

### **Meeting Frequency:**

The Membership Committee will meet at least three times a year prior to the INAMSS business meetings. All meeting minutes will be submitted to the Board prior to each meeting respectively.

### **Reference:**

- Dues Policy
- Membership Policy
- Website Committee
- Treasurer
- Scholarship Committee
- Communications Representative

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

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<b>Subject:</b>	<b>Bylaws Committee</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

**Committee Composition:**

The Bylaws Committee will be composed of at least three (3) Active members appointed by the Board of Directors including a Bylaws Committee Chair appointed by the Board of Directors. The term of appointment is for two years, beginning January 1st of the year in which appointed through December 31st of the second year following appointment. Committee members do not pay conference fees.

**Function:**

- 1) Maintaining the INAMSS Bylaws and Policy/Procedure Manual
- 2) Assisting the Chair in the development/revision of current State Bylaws
- 3) Ensuring that all proposed amendments to the Bylaws are referred to the Board of Directors, who shall report on them at the next regularly scheduled meeting, a conference call, or a special meeting called for such purpose. Adoption of and changes to the Policies and Procedures shall become effective when approved by the Board.
- 4) Ensuring that all proposed amendments to the Policies and Procedures are referred to the Board of Directors. Adoption of and changes to the Policies and Procedures shall become effective when approved by the Board.
- 5) Ensuring that all amendments to the Bylaws or Policies and Procedures are submitted with the form on the following page:

**Duties and Responsibilities of the Bylaws Committee Chair:**

- 1) The Board of Directors delegates the responsibility of reviewing the State Bylaws to the Chair of the Bylaws Committee. The Bylaws shall be reviewed at least biennially by the Chair.
- 2) The Bylaws Chair shall see that recommended revisions to the Bylaws are mailed, faxed, or sent electronically to the active members for vote following Board approval. The Bylaws may be amended by a return of a two-thirds vote of the ballots returned by mail, fax or electronic response within the time period specified by the Board of Directors.
- 3) Work closely with the Website Committee Chair to ensure current Bylaws/Policies and Procedures are forwarded to maintain updated website.
- 4) Conduct regular meetings with committee members.
- 5) Delegate tasks to committee members as necessary.
- 6) Submit meeting minutes to the secretary who will then forward them to the Board of Director for review.

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

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## **Committee Responsibilities:**

The Bylaws Committee is responsible for keeping up to date on all NAMSS Bylaws and Policy and Procedures. The committee shall ensure that INAMSS Bylaws align with the NAMSS and INAMSS missions. The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).

## **Meeting Frequency:**

Bylaws Committee will meet at least three times a year prior to the INAMSS business meetings. All meeting minutes will be submitted to the Board prior to each meeting respectively.

## **Reference:**

- Amendment Form for Submitting Approved Amendments

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

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<b>Subject:</b>	<b>Nominating Committee</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

## **Committee Composition:**

The Nominating Committee shall be composed of the Immediate Past President, who shall serve as the Chair, two members elected by the membership by nominations from the floor, and one member appointed by the Board of Directors. The Nominating Committee will be established at the April meeting biennially. Committee members do not pay conference fees.

## **Function:**

The Nominating Committee is responsible for identifying potential candidates for current and upcoming vacancies.

## **Duties and Responsibilities of the Nominating Committee Chair:**

- 1) The Nominating Committee Chair shall accept and carry out duties as assigned by the President.
- 2) Attend all meetings of the Board of Directors and provide updates.

## **Committee Responsibilities:**

The election of officers shall be conducted biennially by written, fax, or electronic ballot in accordance with the following guidelines:

- 1) Thirty (30) days following the annual meeting, a ballot will be mailed, faxed, or sent electronically to members and shall be returned to the Immediate Past President, Chair of the Nominating Committee, or designee within 30 days after being sent.
- 2) Election shall be by a simple majority of the ballots returned.
- 3) Term of office will be for a two (2) year period, excluding treasurer, and will extend from January 1st of the election year through December 31st of the second year following election.
- 4) Elected officers will be notified by the Chair of the Nominating Committee.
- 5) The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).

## **Candidate for Office Qualifications:**

- 1) A candidate for office in the Indiana Association of Medical Staff Services must be employed as a Medical Services Professional or involved with the administrative functions in any health care facility or management care organization.
- 2) A candidate for office must be:
  - a) an Active member of Indiana Association of Medical Staff Services (INAMSS) **and**
  - b) an Active member of the National Association of Medical Staff Services (NAMSS) **and**
  - c) an individual who is interested and dedicated to the profession **and**
  - d) cannot be a voting member of the NAMSS Board of Directors
- 3) Any name submitted for State office must have the written or documented verbal consent of the candidate.

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

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## **Notification/Information to Nominee:**

The Nominating Committee Chair, within two weeks following the annual conference, contacts the nominees, with the following to occur prior to election:

- 1) The Nominating Committee Chair informs the potential candidate of their nomination or lack of nomination.
- 2) The Nominating Committee Chair provides each nominee with the appropriate "Position Description" for the respective office, as well as access to the INAMSS Bylaws and Policies and Procedures.
- 3) The Nominating Committee Chair advises the nominee(s) that they must submit a written consent to serve, which is to be directed to the Nominating Committee Chair.
- 4) The Nominating Committee Chair reviews the position description, approximate time requirements, encouraging the nominee(s) to contact the officer currently holding that office for more-specific information.

## **Balloting Process:**

Ballots will be mailed, faxed or sent electronically within thirty (30) days after the annual educational conference and must be returned to the Association Secretary within thirty (30) calendar days after they are sent.

## **Notification of Election Results:**

The Association Secretary notifies:

- 1) The President
- 2) The President-Elect
- 3) The Chair of the Nominating Committee
- 4) The Website Committee Chair to post on the website

The Chair of the Nominating Committee then notifies the candidates of the election results within two working days following receipt of the results of the election. If the Chair is unable to reach a candidate by telephone or electronically, a certified letter is sent within three working days.

## **Meeting Frequency:**

The Nominating Committee will meet (may meet virtually if needed) during the annual educational conference (typically) held in April of every year. All meeting minutes will be submitted to the Board prior to each meeting respectively.

## **Reference:**

- Immediate Past President
- Secretary

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

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<b>Subject:</b>	<b>Education Committee</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	10/29/2021
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021

## **Committee Composition:**

The Education Committee will be composed of the President-Elect, who will serve as Chair, the Vice President- Elect, Immediate Past President, Sponsorship Liaison, and other Active members selected by the Chair in collaboration with the Board of Directors. The term of appointment is for two years, beginning January 1st of the year in which appointed through December 31st of the second year following appointment. Committee members do not pay conference fees.

It is the intent of the INAMSS Board of Directors to hold three education conferences per year in April, July and October. April is the annual educational conference. It is the intent to have a business meeting combined with each education conference.

## **Function:**

- 1) Submit suggestions for format, topics and speakers to the committee chair.
- 2) Assisting in the selection of menu and conference set-up as applicable.
- 3) Recommending fees for each conference based on budget.
- 4) Assisting in the design of the conference program.
- 5) Assisting in the development of the conference program.

## **Duties and Responsibilities of Education Committee Chair:**

The duties and responsibilities of the Education Committee Chair include, but are not limited to, the following:

- 1) Coordinating, planning, and organizing all Educational Conferences. To accomplish this, the President-Elect shall:
  - a) Determine if each education conference will be held virtual or in-person
  - b) Contact and arrange for speakers regarding education topics
  - c) Execute Speaker Agreements. Executed Speaker Agreements are sent the Treasurer
  - d) Send confirmation, follow-up, and thank-you letters to speakers
  - e) Design the education conference registration brochure and distribute to all INAMSS members other hospitals in the State of Indiana, and NAMSS members in Indiana and surrounding states as deemed appropriate by the Board of Directors.
    - i) Non INAMSS members will be charged a fee to attend each conference as determined by the Board of Directors
  - f) Apply for CE credits through NAMSS CE Program Accreditation Center as soon as program content is defined, and conference program is available for submission with application.
  - g) Work closely with the Treasurer regarding registration for each conference and all related expenses

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

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- h) Prepare material for conference packets to be distributed prior to the conference
  - i) Create after conference surveys
  - j) Create annual conference surveys
  - k) Tabulate all conference surveys and distribute to the Board of Directors for assistance with future program planning.
  - l) Provide survey feedback to speakers
  - m) Schedule regular meetings with committee members
  - n) Delegate tasks to committee members as necessary.
  - o) Provide Board of Directors with updates on committee activities
- 2) Details for in-person conferences:
- a) Select a convenient location for the Education Conference that will provide lodging, food service, and audio/visual equipment.
  - b) Arrange with conference site for block of hotel rooms and select menu for meals/breaks.

### **Committee Responsibilities:**

- 1) The Education Committee is responsible for providing education opportunities which will assist Medical Services Professionals in furthering their knowledge in the Medical Services field.
- 2) The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).

### **Meeting Frequency:**

The Program Education Committee will meet at least three times a year. All meeting minutes will be submitted to the Board prior to each meeting respectively.

### **Reference:**

- Scholarship Liaison
- President-Elect
- Vice-President-Elect
- Immediate Past President
- Treasurer

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

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<b>Subject:</b>	<b>Website Committee</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	09/13/2021

### **Committee Composition:**

The Website Committee consists of up to three (3) active INAMSS members. All members must be in good standing. One member will be the current Website Committee Chair. Committee members do not pay conference fees.

### **Function:**

Recognizing that the website is the one constant presence in the marketplace that represents INAMSS, it is critical that the website represents and supports the Association's overall goals and objectives.

In line with the INAMSS objective to develop and maintain programs, benefits and services that enhance INAMSS membership, the website is considered a key technological tool to help achieve these objectives. Specific objectives of the website committee are to:

- 1) Provide current and useful online Member-driven information designed to enhance the value of INAMSS membership
- 2) Provide dynamic, specialized, and relevant information to target our credentialing professionals
- 3) Streamline the workload for our profession through our website services
- 4) Promote the growth of the Association through developing a resourceful website for our members

### **Duties and Responsibilities of Website Committee Chair:**

Website Committee Chair is responsible for supervising all aspects of the Website Committee including:

- 1) Updating content
- 2) Training other committee members
- 3) Troubleshooting any technical issues
- 4) Scheduling regular committee meetings
- 5) Submit meeting minutes to the secretary who will then forward them to the Board of Directors

### **Committee Responsibilities:**

The Website Committee will undertake various initiatives to achieve the objectives identified below. Specific activities of the committee will include but not be limited to:

- 1) Identify strategic initiatives for the website and present to Board for review and approval
- 2) Develop a priority listing of desired design and functionality enhancements
- 3) Monitor discussion forum responses and update document repository as appropriate
- 4) Coordinate with other committee members in posting relevant information
- 5) Review and analyze website statistics with a quarterly report to the Board

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

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- 6) Work closely with the Website Committee Chair on all new phases in a timely manner
- 7) Maintenance gatekeeper of new information
- 8) Send out the birthday emails monthly
- 9) Maintain and distribute INAMSS merchandise
- 10) The Website Committee will meet to review website statistics and continually focus on updating and upgrading the functionality and content of the website. Meetings may occur by conference call or face-to-face.
- 11) Delegate tasks to committee members as necessary.
- 12) Provide updates, as needed, on committee activities to Board of Directors.
- 13) Update and maintain current membership roster, available, for all paid members on a regular basis.
- 14) The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).
- 15) Appoint the Communication Representative

### **Meeting Frequency:**

The Website Committee will meet at least three times a year, prior to the INAMSS business meetings. All meeting minutes will be submitted to the Board prior to each meeting respectively.

### **Reference:**

- Email Policy
- Communication Representative

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

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<b>Subject:</b>	<b>Scholarship Committee</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	10/27/2016
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021

## **Committee Composition:**

The Scholarship Committee shall be a three (3)-member committee composed of the Scholarship Committee Chair, appointed by the Board of Directors, the Membership Committee Chair, and a scholarship recipient from the previous year, or other member appointed by the Board of Directors. Committee members do not pay conference fees.

## **Function:**

To support INAMSS members by offering financial support in the form of scholarships for educational purposes. The Scholarship Committee shall distribute applications for scholarship awards (i.e. Education in nearby state, INAMSS Annual Educational Conference, CPMSM or CPCS certification, or NAMSS Annual Conference), evaluate returned applications and make a recommendation to the INAMSS Board in accordance with the Scholarship Policy.

## **Duties and Responsibilities of Scholarship Committee Chair:**

- 1) The duties of the Scholarship Committee Chair include, but are not limited to, the following:
  - a) Be the primary person for interested candidates to submit Scholarship applications
  - b) Answer questions that may arise by potential applicants
  - c) Forward application packets to the Scholarship Committee for evaluation and selection of the recipients.
  - d) Adheres to the INAMSS Scholarship Policy criteria and guidelines
  - e) Notifies the INAMSS Board of the selected candidates chosen by the Scholarship Committee to be the recipients.
  - f) Submit meeting minutes to the Secretary who will forward to the Board of Directors.

## **Committee Responsibilities:**

The Scholarship Committee is responsible for publicizing and soliciting applications for INAMSS scholarships. The Scholarship Committee shall announce the amount and number of Scholarships available at the INAMSS Annual Educational Conference. The committee shall also be responsible for distributing the scholarships and following up with the recipient(s) to ensure the scholarship was received. The committee shall also submit an annual budget proposal to the Board of Directors by April 1<sup>st</sup> each year (for the following calendar year).

## **Meeting Frequency:**

The Scholarship Committee will meet at least three times a year, prior to the INAMSS business meetings.

## **Reference:**

- Scholarship Policy
- INAMSS Scholarship Application

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### INAMSS Scholarship Application

<b>Name</b>			
<b>Home Address &amp; Phone</b>			
<b>Employer Address &amp; Phone</b>			
<b>Title/Position</b>		<b># of Years as an INAMSS Member</b>	
<b>Scholarship Type:</b>		<b>Deadline to Apply:</b>	<b>Requested (check all that apply):</b>
INAMSS Annual Conference Scholarship		August 15 <sup>th</sup>	<input type="checkbox"/>
INAMSS Dues Scholarship		November 1 <sup>st</sup>	<input type="checkbox"/>
NAMSS Test Fees for Certification Scholarship (calendar year)		November 1 <sup>st</sup>	<input type="checkbox"/>
Continuing Education outside of INAMSS		November 1 <sup>st</sup>	<input type="checkbox"/>
<p>Please attach documentation to support the request, registration form or certification application, (must include dollar amount) along with a 300-word typewritten statement that includes the following:</p> <ol style="list-style-type: none"> <li>1. Description of your job functions</li> <li>2. Degree of time focused on medical staff/health care provider related experience</li> <li>3. Description of your qualifications and how you will benefit professionally from the scholarship.</li> </ol>			

I hereby submit my application for consideration of a scholarship offered by the Indiana Association of Medical Staff Services (INAMSS) as well as a brief essay that will substantiate my request. I attest that the information submitted is true and accurate.

(All applications and supporting documentation must be received by deadline dates as listed above for applicable requested scholarship(s) exceptions made at the discretion of the Board of Directors)

All application monies must be used by November 1<sup>st</sup> of each calendar year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed Scholarship Application and Essay to: INAMSS President  
Chair of Scholarship Committee

INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS)  
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<b>Subject:</b>	<b>Dues Policy</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	12/01/2012
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021

**Purpose:**

The purpose of the Dues Policy is to establish guidelines and assure consistency among its members for the submission of annual dues. With direction of the Board of Directors, the Treasurer will collect and distribute as necessary.

**Policy:**

Annual dues of \$50.00 for membership shall be issued in January and payable within 45 days for the ensuing calendar year at an amount set by the Indiana Association Board of Directors and shall not exceed the National Association's dues.

Membership shall not be transferable unless the membership dues are paid by employer. In such cases, membership is transferable to the employee hired to replace member. Dues are not refundable.

A prospective member who joins the Association during the last quarter of the calendar year (October, November, and December) shall pay a prorated membership fee of \$25.00.

Failure to pay dues within 45 days of the date indicated on the dues notice may result in suspension of membership.

All members of the State Association or local chapters are encouraged to apply for membership in the National Association of Medical Staff Services (NAMSS).

**Reference:**

- Treasurer

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<b>Subject:</b>	<b>Refund Policy</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	02/14/2011
<b>Adopted by NAMSS:</b>	09/20/2011
<b>Date Revised:</b>	10/17/2014

**Purpose:**

**Policy:**

The Refund Policy for events where a fee is charged for registration will be as follows:

<b><u>Time Frame</u></b>	<b><u>Allowable Refund</u></b>
Prior to the final RSVP Date	100%
Between final RSVP date and the day prior to the event	50%
The day of the event or later	No refund

**Reference:**

INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS)  
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<b>Subject:</b>	<b>Gifts for Members Policy</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	10/29/2021
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021

**Purpose:**

The purpose of the Gifts for Members Policy is to ensure that INAMSS members adhere to the INAMSS mission regarding given and accepting gifts other than those give as tokens of appreciation and defines who may give gifts.

**Policy:**

In the event a life altering event occurs to a member and is communicated to the Board of Directors, a gift may be sent to the member. The gift will be determined by the Board of Directors as a whole, e.g., flowers, certification pin, food, etc., limited to \$100. Gifts exceeding \$100 shall be given at the discretion of the INAMSS Board of Directors.

Below is a listing of some of the type of events that will be recognized under this policy:

- 1) Death of a parent, spouse or child.
- 2) Hospitalization / major illness.
- 3) Obtaining NAMSS certification.
- 4) Another miscellaneous event.

**Reference:**

INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS)  
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<b>Subject:</b>	<b>Scholarship Policy</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	10/27/2016
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021, 7/29/2022

**Purpose:**

The purpose of the Scholarship Policy is to promote professional growth by providing opportunities for qualified and deserving individuals to acquire additional knowledge and continuing education.

**Policy:**

To provide funding for the following:

Two (2) members INAMSS Annual Dues each year

Two (2) members INAMSS Annual Conference each year

One (1) member NAMSS Test Fees for Certification each year

One (1) member Continuing Education outside INAMSS but related to the Medical Staff Services field each year

**1) Criteria**

- a)** Must be an Active INAMSS member of at least twelve (12) months in good standing, unless scholarship is for Annual Dues. INAMSS membership will be confirmed by the INAMSS Membership Chair.
- b)** Scholarship amounts are as follows:
  - i)** INAMSS Annual Dues - current year rate (2)
  - ii)** INAMSS Annual Conference - current year rate (2)
  - iii)** NAMSS Certification – current year rate (1)
  - iv)** Continuing Education outside of INAMSS - \$200 (1)
- c)** Must have a minimum of two (2) years medical staff/health care provider related experience.
- d)** Application to include, documentation to support the request, registration form or certification application, (must include dollar amount) plus a 300-word typewritten statement describing the applicant’s qualifications and how he/she will benefit from the scholarship. Application and essay must be submitted by the deadline (late applications will be accepted at the discretion of the INAMSS Board of Directors).
- e)** Must not have been awarded an INAMSS Scholarship within the past three (3) years. The Treasurer will confirm candidates have not been awarded scholarship in the past three (3) years.

**2) Documentation**

- a)** INAMSS membership will be confirmed by the INAMSS Membership Chair.
- b)** Documentation to support the request, registration form or certification application, (must include dollar amount) plus a 300-word typewritten statement describing the applicant’s qualifications and how he/she will benefit from the scholarship.
- c)** A statement describing job functions verifying the focus on medical and/or health care provider responsibilities.

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

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- 3) Applicants will be measured by the degree of the following:
  - a) Must have a minimum of two (2) years medical staff/health care provider related experience.
  - b) Sincere enthusiasm and support/commitment to INAMSS goals and objectives.
- 4) Scholarship Applications will be submitted to the INAMSS President. Application and essay must be submitted by the deadline (late applications will be accepted at the discretion of the INAMSS Board of Directors). The President will forward application packets to the Scholarship Committee for evaluation and selection of the recipients.
- 5) Scholarships and deadlines for members to apply:
  - a) INAMSS Annual Dues Conference Scholarship – August 15<sup>th</sup> of each year with notification to the recipients by September 1<sup>st</sup>.
  - b) INAMSS Dues Scholarship, NAMSS Test Fees for Certification Scholarship (next calendar year) and Continuing Education outside of INAMSS due by November 1<sup>st</sup> of each year with notification to the recipients by December 1<sup>st</sup>.

The Scholarship recipients will be announced and recognized at the INAMSS quarterly meetings as well as appear on the INAMSS website.

DISCLAIMER: The INAMSS Board reserves the right to withhold awarding a scholarship.

### Reference:

- Scholarship Committee

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<b>Subject:</b>	<b>Reimbursement Policy</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	10/30/2015
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021

**Purpose:**

The purpose of the Reimbursement Policy is to outline how INAMSS will reimburse members for approved out-of-pocket expenses.

**Policy:**

INAMSS will cover travel expenses to select meetings/conferences as indicated below:

**President and President- Elect**

Two meetings per year, NAMSS Leadership Meeting and NAMSS Annual Conference:

- 1) Registration (in person and virtual meetings)
- 2) Flight
- 3) Travel to and from airport to hotel
- 4) Hotel
- 5) Meals

**Winner of Drawing for NAMSS Annual Conference**

- 1) Registration
- 2) Flight
- 3) Hotel

At any time, the Board can approve that an additional conference or meeting be attended that is not reflected above. In those circumstances, a decision will be made by the Board as to what expenses will be covered.

**Reference:**

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

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Subject:	<b>Email Policy</b>
Responsible to:	Website Committee Chair
Adopted by INAMSS:	04/24/2015
Adopted by NAMSS:	N/A
Date Revised:	N/A

**Purpose:**

The purpose of this policy is to provide guidance regarding the distribution of important information, educational information, and/or questions as they might pertain to the Medical Staff Professionals scope of practice to the membership of the Indiana Association of Medical Staff Services (INAMSS).

**Policy:**

INAMSS provides 3 meetings annually for members of the association to work together on opportunities for education and improvement. Emails can be used as a resource for the membership to collaborate on policies, procedures, educational opportunities, etc. A Communications Representative will be appointed by the Website Committee and is an active member in good standing.

**Reference:**

- Website Committee
- Communications Representative

INDIANA ASSOCIATION MEDICAL STAFF SERVICES (INAMSS)  
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<b>Subject:</b>	<b>Incoming Board Member Orientation Policy</b>
<b>Responsible to:</b>	Board of Directors
<b>Adopted by INAMSS:</b>	04/30/2018
<b>Adopted by NAMSS:</b>	N/A
<b>Date Revised:</b>	09/13/2021

**Purpose:**

This policy is to provide leadership continuity to the Indiana State Association Medical Staff Services.

**Policy:**

At a minimum, the following is recommended as an orientation to new INAMSS Board Members and INAMSS Board Members transitioning into a new role, and should be completed in the first month of the new year:

- 1) Review the INAMSS bylaws and all associated policies at the first Board meeting of the year.
- 2) Review the respective responsibilities of new Board Members' positions and their responsibilities, including the process of meetings.
- 3) Review anticipated schedule of the Board meetings/General meetings and the framework for each.
- 4) If possible, arrange for mentoring by the respective outgoing Board Member.
- 5) Newly elected Board Members will be invited to attend the fall Board meeting, prior to the start of their term.
- 6) Explain all forms on Website and where they are located.

**Reference:**

Board of Directors

### Amendment Form for Submitting Approved Amendments

Approved by Bylaws Committee:	Approved by Board:	Amended:
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Name of Policy to be amended

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This amendment was reviewed by the

\_\_\_\_\_ Date \_\_\_\_\_

(Council, Committee, Task Force, Other)

Approved by Board of Directors on \_\_\_\_\_, 20\_\_

- Change to current policy
- Deletion
- Addition
- Other \_\_\_\_\_

Please provide information if there is a specific reason for the amendment that should be maintained as reference:

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Please send a copy the approved amendment to the Bylaws Committee Chair for inclusion into the Bylaws or Policy and Procedure Manual.

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All amendments to the Bylaws and Policies and Procedures, must be in compliance with Article 17, Amendments, and Article 18, Policies and Procedures, of the INAMSS Bylaws. It is the responsibility of the Board Member to submit the approved changes to the Bylaws Chair for inclusion into the appropriate policy.

# .00 (Denotes year for amendment)

(In an effort to keep track of the changes, the amendments shall be numbered)

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**Reference:**

- Reimbursement Policy
- Refund Policy