

PRESIDENT - FACT SHEET

TERM: One year (or until a successor is elected)
Office filled by previous years Vice President
Immediately succeeds to the office of Immediate Past President
Elected by the delegates at the NSMA HOD
If a vacancy occurs, the unexpired term is filled by the Vice President

QUALIFICATIONS: Active member of NSMA in good standing
Must have served as a Chapter Officer or Standing Committee
Chair or have chaired an NSMA Standing Committee
Familiar with NSMA Bylaws and Standing Rules and AAMA
Bylaws
Understand basic parliamentary procedures
Strong leadership abilities
Ability to make meetings work and make fair decisions
Familiar with the duties of all officers and committees
Prepared, dependable, orderly, hard-working

RESPONSIBILITIES: Arrange and preside at all meetings of the NSMA Board
Attend the annual NSMA HOD
Prepare and distribute agenda for all BOD meetings
Compile and distribute BOD roster
Monitor all Standing Committee activities
Keep the membership informed of NSMA/AAMA activities
Chair of the Delegates to the AAMA annual conference
Produce a written yearend report

BENEFITS: Annual NSMA conference registration fee paid
Two complimentary tickets to the NSMA annual installation/awards
Ceremony
Delegate to the AAMA annual conference and HOD

AUTOMATIC APPOINTMENTS: Delegate to AAMA HOD
Ex-officio member of all standing committees (except Nominating)
Official representative of NSMA at all functions including national
meetings

PROCEDURE NOTEBOOK CONTENTS:
Retain correspondence for one year or longer if pertinent or incomplete
Duties of the Chair of Delegates to the AAMA Conference document
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Current AAMA Bylaws
Replace NSMA BOD roster yearly
Updated NSMA Planning Calendar
Revise/replace forms and samples as needed

VICE PRESIDENT - FACT SHEET

TERM: One year

Immediately succeeds to the office of President at end of term

Elected by the delegates at the NSMA HOD

If a vacancy occurs, the unexpired term is filled by a special election brought before the current voting body of the HOD

QUALIFICATIONS: Active member of NSMA in good standing

Must have served as a Chapter Officer or Standing Committee Chair or chaired an NSMA Standing Committee

Familiar with AAMA Bylaws and the NSMA Bylaws and Standing Rules

Understand basic parliamentary procedures

Strong leadership abilities

Willing to learn and focus on details

Professional written and verbal communication skills

Inspirational, reliable, competent

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD

Assume the duties of President in that officer's absence

Assist the President throughout term

Select the NSMA Medical Advisory Board members (pending BOD approval)

Appoint all Standing Committee Chairs for upcoming year (except Annual Conference Chair and Nominating) pending BOD approval

Assist the Liaison Chair in selecting SAB members

Produce a written yearend report

BENEFITS: Delegate to the AAMA annual conference and HOD

AUTOMATIC APPOINTMENTS: Delegate to AAMA HOD

Member of the NSMA Bylaws Committee

PROCEDURE NOTEBOOK CONTENTS:

Copy of *Robert's Rules of Order, Newly Revised*

Current NSMA operating budget and NSMA Financial Policies

NSMA BOD Removal Policy Form (signed copies retained for 2 years)

Retain yearend report for 5 years

Current NSMA Bylaws and Standing Rules

Current AAMA Bylaws

NSMA BOD roster updated yearly

Updated NSMA Planning Calendar

Revise/replace forms and samples as needed

IMMEDIATE PAST PRESIDENT

FACT SHEET

TERM: One year.

Automatically filled by the retiring NSMA President

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understanding of basic parliamentary procedures
Leadership skills
Ability to mentor

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Remain available to the President in an advisory capacity
Maintain a demographic roster of all NSMA Past Presidents
Serve as Chair of the Past President's Society
Send out birthday cards to all NSMA Past President's
Assist with reviewing delegate/alternate expenses
Actively participate in the NSMA Mentoring Program
Produce a written yearend report
Consider advancing to a national AAMA position

APPOINTMENT: Officer is chair of the Past President Society

PROCEDURE NOTEBOOK CONTENTS:

Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Current AAMA Bylaws
Replace NSMA BOD roster yearly
Update NSMA Planning Calendar
Revise/replace forms and samples as needed
Keep complete roster of all Past Presidents current

SECRETARY FACT SHEET

TERM: One year

Elected by the delegates at the NSMA HOD

If a vacancy occurs, the unexpired term will be filled by ballot vote of the BOD

QUALIFICATIONS: Active member of NSMA in good standing

Must have served as a Chapter Officer or Standing Committee

Chair or chaired an NSMA Standing Committee

Familiar with NSMA Bylaws and Standing Rules

Understand basic parliamentary procedures

Knowledge of correct grammar, spelling and punctuation

Computer skills with ability to type/transcribe

Organized, accountable, reliable

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD

Record and distribute the proceedings of all BOD meetings
including the annual NSMA HOD

Maintain files to contain minutes, committee reports and
Treasurer reports

Report on or read correspondence sent in the name of the
Society at the President's request

Assist other BOD members with preparing correspondence as
needed

Custodian of all records and physical property of NSMA

Purchase and distribute NSMA stationery/envelopes

Send out memorials and cards as directed by the BOD

Produce a written yearend report

BENEFITS: Eligible to have AAMA active membership dues reimbursed by NSMA for
term served

PROCEDURE NOTEBOOK CONTENT:

Permanently file all minutes, committee reports, yearly delegate packets and
Treasurer reports

Copy of *Robert's Rules of Order – Newly Revised*

Current NSMA operating budget and NSMA Financial Policies

Current NSMA Bylaws and Standing Rules

Current AAMA Bylaws

NSMA BOD roster updated yearly

Update NSMA Planning Calendar

Revise/replace forms and samples as needed

TREASURER - FACT SHEET

TERM: Two years

Elected by the delegates at the NSMA HOD

If a vacancy occurs, unexpired term is filled by ballot vote of the BOD

QUALIFICATIONS: Active member of NSMA in good standing

Must have served as a Chapter Officer or Standing Committee

Chair or chaired an NSMA Standing Committee

Familiar with NSMA Bylaws and Standing Rules

Understand basic parliamentary procedures

Must be bonded (at the State's expense)

Understanding of basic accounting principles

Ability to balance a checkbook

Manage investment funds

Able to produce financial statements

Honest, trust worthy, dependable, detail oriented

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD

Responsible for managing the monies of NSMA

Pay all bills of NSMA

Oversee NSMA investment accounts

Record all receipts and disbursements, balance checkbook
monthly

Present a current financial report at every BOD meeting

Produce a written yearend report

BENEFITS: Eligible to have AAMA active membership dues reimbursed by NSMA for
the year term served

AUTOMATIC APPOINTMENT: Member of the NSMA Budget & Finance
Audit Sub-Committee

PROCEDURE NOTEBOOK CONTENTS:

Retain financial ledgers, profit & loss statements, audit committee reports,
investment reports and bank statements permanently

Retain cancelled checks and check stubs for 7 (seven) years

Retain expense vouchers and receipts for 7 (seven) years

Retain bills for 7 (seven) years

Current NSMA operating budget and NSMA Financial Policies

Current NSMA Bylaws and Standing Rules

NSMA General Expense and Travel Expense Voucher Forms

NSMA Travel Advance Request Form

NSMA BOD roster updated yearly

Updated NSMA Planning Calendar

Revise/replace forms and samples as needed

SPEAKER OF THE HOUSE

FACT SHEET

TERM: One year.

Officer automatically moves up from the Vice Speaker position
Elected by the delegates at the NSMA HOD
If a vacancy occurs, the Vice Speaker fills the unexpired term

QUALIFICATIONS: Active member of NSMA in good standing
Must have served as a Chapter Officer or Standing Committee
Chair or chaired an NSMA Standing Committee
Familiar with NSMA Bylaws and Standing Rules and AAMA
Bylaws
Understand *Robert's Rules of Order – Newly Revised* and
basic parliamentary procedures
Strong organizational skills, ability to meet deadlines
Reliable, prepared
Ability to effectively conduct a large meeting

RESPONSIBILITIES: Attend all NSMA BOD meetings
Preside at the annual NSMA HOD
Appoint chairs for HOD staff committees
Prepare and distribute delegate packets
Mentor the Vice Speaker
Prepare yearend report

AUTOMATIC APPOINTMENT: Member of NSMA Bylaws committee

BENEFITS: Eligible to have AAMA active membership dues reimbursed by NSMA for the term served.

PROCEDURE NOTEBOOK CONTENTS:

File copy of delegates packet for 5 years
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Current AAMA Bylaws
Current NSMA Delegate Reference Guide and HOD General Reference Guide
NSMA BOD updated roster
Copy of *Robert's Rules of Order – Newly Revised*
Updated NSMA Planning calendar
Revise/replace forms and samples as needed

VICE SPEAKER OF THE HOUSE

FACT SHEET

TERM: One year.

Officer automatically succeeds to Speaker of the House at end of term

Elected by the delegates at the NSMA HOD

If a vacancy occurs, the unexpired term will be filled by ballot vote of the BOD

QUALIFICATIONS: Active member of NSMA in good standing

Must have served as a Chapter Officer or Standing Committee

Chair or chaired an NSMA Standing Committee

Familiar with NSMA Bylaws and Standing Rules and AAMA

Bylaws

Understanding of *Robert's Rules of Order – Newly Revised* and basic parliamentary procedures

Well organized

Strong verbal and written communication skills

Punctual, dependable

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD

Assist the Speaker of the House as needed

Mentor into the role of Speaker

Prepare yearend report

BENEFITS: Eligible to have AAMA active membership dues reimbursed by NSMA for the term served.

AUTOMATIC APPOINTMENTS: Member of NSMA Bylaws committee
Officer is the NSMA Nominating Chair

PROCEDURE NOTEBOOK CONTENTS:

File copy of delegate packet for 5 years

Current NSMA operating budget and NSMA Financial Policies

Retain yearend report for 5 years

Current NSMA Bylaws and Standing Rules

Current AAMA Bylaws

Current NSMA Delegate Reference Guide and HOD General Reference Guide

NSMA BOD roster updated yearly

Updated NSMA Planning calendar

Revise/replace forms and samples as needed