

## **NSMA PRESIDENT FACT SHEET**

**TERM:** One year (or until a successor is elected)

The office is filled by previous years' Vice President  
Immediately succeeds to the office of Immediate Past President  
Elected by the voting body at the NSMA General Assembly  
If a vacancy occurs, the unexpired term is filled by the Vice President

**QUALIFICATIONS:** Current CMA (AAMA) and active member of NSMA in good standing

Must have served as an NSMA Standing Committee Chair  
Familiar with NSMA Bylaws and Standing Rules and AAMA  
Bylaws  
Understand basic parliamentary procedures  
Strong leadership skills  
Ability to make meetings run smoothly  
Familiar with the duties of all officers and committees  
Dependable, organized, hard-working

**RESPONSIBILITIES:** Arrange and preside at all meetings of the NSMA Board

Attend the annual NSMA General Assembly  
Prepare and distribute agenda for all BOD meetings  
Compile and distribute the BOD roster  
Monitor all Standing Committee Activities  
Keep the membership informed of NSMA/AAMA activities  
Produce a written year-end report  
Serve on the NSMA Conference Grant & NSMA Scholarship Award  
voting panel

**BENEFITS:** Annual NSMA conference registration fee paid

Delegate to the AAMA annual conference (with an allowance)  
Two complimentary guest tickets to their NSMA annual installation/awards  
ceremony

**AUTOMATIC APPOINTMENTS:** Delegate to AAMA General Assembly

Ex-officio member of all standing committees  
Official NSMA representative at all functions including national  
meetings

**BOD NOTEBOOK CONTENTS:**

Retain correspondence for one year or longer if pertinent  
Current NSMA operating budget  
Retain year-end report for 7 years  
Current NSMA Bylaws and Standing Rules and AAMA Bylaws  
Replace NSMA BOD roster yearly  
Update NSMA Planning Calendar as needed  
Revise/replace forms and samples as needed

## **NSMA PRESIDENT**

### **ATTRIBUTES:**

Being elected to serve as President of NSMA is an awesome honor and responsibility. The President must possess leadership qualities and decision-making techniques. Making meetings orderly, fair, and expeditious largely depends on the knowledge and skill of the President. As an innovative leader, the actions and decisions of the President should inspire confidence and stimulate committee action.

Successful leaders do not resort to power or control. The President should motivate other BOD members through a sense of fairness, mutual respect, and patience. It is important to send clear messages. The President should promote leadership by both examples and by offering training programs. The President must also understand the goals and structure of AAMA.

One of the core responsibilities of the President is promoting a productive healthy Board dialogue that encourages conversation versus conflict. Without the right kind of discussion and debate, neither the Board nor the Society will succeed. Members should be encouraged to ask questions.

### **DUTIES:**

The President is Chair of the BOD and is the official representative of NSMA at all functions including national meetings. This officer should make a full report to the membership regarding any function attended as the NSMA representative. The President becomes the spokesperson for decisions adopted by the NSMA BOD and shall respond to the membership when positions of the Board are challenged.

The President is an ex-officio member of all committees. The President should assist committees in setting their yearly goals and monitor the progress of committee assignments. Presidential duties include signing certificates as requested by the Awards Chair and working closely with the Conference Chair in planning the NSMA annual conference.

The current President is expected to mentor the Vice President throughout the year to help that officer prepare for the following year's term as President.

The President automatically fills the office of the Immediate Past President at the end of the term.

The President shall complete forms for a year's subscription to the "CMA Today" for the NSMA Medical Advisory Board members (or an alternate). Forms are submitted to the NSMA Treasurer for payment and mailing.

At the close of the annual NSMA conference, a list with contact information for all the newly elected officers and committee chairs, the names of delegates and alternates to the AAMA General Assembly, and any change in NSMA dues assessment must be forwarded to AAMA by

the President. This is extremely important. Keeping this mailing list up to date is the only way of maintaining effective and timely communications with AAMA.

The President will prepare a President's Message for posting on the NSMA website.

**CHAIR OF NE DELEGATES:** Assuming all other requirements are met, the President will automatically be the first delegate to the AAMA Annual Conference and will automatically be Chair of the Nebraska delegation. Refer to the Duties of the Chair of the NSMA Delegates to the AAMA Annual Conference in the Appendix and the NSMA Standing Rules.

**ROSTER:** The President shall be responsible for compiling the NSMA Board of Director roster which is distributed to all BOD members and posted on the NSMA website. The directory should be available at the post-conference BOD or sent out as soon as possible. The listing should include names, addresses, home and work telephone numbers, email addresses, and the positions held. BOD members may choose to note where/when/how they would prefer to be contacted.

**COMMUNICATIONS:** When available, the President should distribute the AAMA calendar of meetings, events, and deadlines. Copy and distribute to BOD members the AAMA BOT meeting highlights when made available. When received from AAMA, forward a copy of the approved AAMA Bylaws amendments to the NSMA Bylaws Chair. The President must be familiar with the responsibilities NSMA has to AAMA including all cutoff dates established by the AAMA for participation in national affairs.

**TRANSITION:** The incoming President prepares a packet of general information such as the NSMA Bylaws, NSMA Planning Calendar, NSMA BOD roster, list of pending or unfinished projects, the current NSMA operating budget, NSMA voucher forms, and the NSMA fax form to distribute at the post-conference BOD meeting. Each BOD member should be aware of the current NSMA Procedure Manual. The President is responsible for the orientation of new Board members and for facilitating a smooth transition of both leadership and materials.

It is customary that the President send thank-you notes to the Medical Advisory Board and all BOD members at the end of the term.

### **PARLIAMENTARY RULES:**

The President must be familiar with the duties of all officers and committee chairs and monitor that each is functioning properly and on schedule. Must be conversant with parliamentary procedures and *Robert's Rules of Order Newly Revised*. The President should strive to know more about parliamentary procedure than other members. This means having access to the book available and being familiar with the arrangement of information in the book. The President is required to know the AAMA Bylaws NSMA Bylaws and Standing Rules.

It is helpful for the President to master a few important frequently used meeting protocols. The President should be familiar with recognizing members to speak, the appropriate use of motions, and how to handle a vote. The President should ensure that the wording of every motion is clear before it is stated to the Board. Pay particular attention to learning the procedure and words for the methods of voting. It is important to be familiar with the order of business and the words

used by the President to call a meeting to order, handle the order of business, and adjourn the meeting. Parliamentary procedures will be used both at meetings in person and meetings held virtually.

Whereas the agenda represents what issues will be addressed, the ground rules are the agreement that members make about how they will relate to each other during a meeting. The ground rules for NSMA are guided by parliamentary procedure spelled out in *Robert's Rules of Order, Newly Revised*. The presiding officer must ensure that the ground rules are followed and must not show favoritism or criticism. The President should consult with the NSMA Bylaws Chair as needed for assistance on parliamentary protocol.

When conducting a meeting, be aware that a motion is an official proposal made by a BOD member requesting that NSMA take a stand or act on an issue. A second motion is required to advance the item for open discussion. When the motion is introduced, the President should state "It is moved and seconded that (repeat the exact words of the motion)". Once the motion is repeated by the presiding officer, the group may discuss and offer opinions on the motion. It is important to make sure everyone is clear and understands the effect of any proposed amendments to the motion. It is better to risk straining the patience of the BOD by repeating the wording of a motion than to risk taking a vote on an issue that is unclear. When all discussion has ended, ask "Are you ready for the question?" If there is no further debate, a vote is taken. See the Parliamentary Guide Comments in the Bylaws section of the Procedure Manual for more specifics on running a meeting with proper protocol. Let "Robert's Rules" rule where necessary but the point isn't to get knotted up in parliamentary procedure but to judiciously apply structured rules in circumstances that demand them.

The President votes only when the vote will change the results (i.e. break or cause a tie) and on a ballot vote. The President does not participate in the debate unless this officer gives up the chair until the debate is disposed of. The President may call on the Vice President to preside at any time.

The use of some parliamentary procedures depends on the size of the meeting. A rule of thumb is that if there are more than 12 (twelve) members at a meeting, formal parliamentary procedures are utilized. With a smaller group, a more informal protocol may be followed which includes:

- Members do not need to stand or be recognized by the presiding officer to speak.
- Members are not limited by the number of times or the time limit to speak on an issue.
- A formal motion does not have to be pending to formally discuss a subject.
- If a proposal is clear to everyone, it may be voted on without a formal motion by a consensus vote.
- The presiding officer can participate in debate just like other BOD members.

### **AUTHORITY:**

On occasion, a Board member may request reconsideration of a previous Board's vote and ask that the Board revisit the issue. It is every Board member's right to inquire about a decision

reached by the Board. If additional discussion is warranted, the President has the authority to instruct the Board to revisit a decision.

When necessary and with the approval of the Board the President has the authority to create temporary committees referred to as a Task Force or an Ad Hoc Committee. The duties and functions are determined based on need. These temporary teams are simpler and faster for getting work done than a standing committee and are generally created for one specific purpose. A Task Force or Ad Hoc Committee usually is assembled for a short-lived, single-focused task. Once their mission is achieved, they are disbanded. The President will define the mission, estimate how long it should last, and appoint a chair. These groups are useful for smaller projects and can be more efficiently used for volunteer time. Another option includes creating an advisory group for very short projects that require specific professional-related assistance that the Board cannot knowledgeably address. Standing committees tend to be best for serving long-term needs such as those identified in the NSMA Bylaws and Standing Rules, and their activities generally are long-term.

The President has the authority to handle urgent matters via email, regular mail or by telephone communication between regularly scheduled meetings. Any issues, motions or votes handled in this matter should be recorded by the NSMA Secretary in the official minutes of the next scheduled BOD meeting.

### **MEETINGS:**

The President must convey all relevant news and information that is relevant to BOD members and when necessary, the general membership. The President reports on correspondence sent in the name of NSMA and reads correspondence that requires action. Every piece of correspondence doesn't need to be read but a summary may be reported. It is recommended that correspondence be screened by the President before the meeting with only pertinent information presented to the BOD. When called for, copies of general correspondence should be sent or forwarded to the officer or chair mentioned in the correspondence.

To provide NSMA representation, the President is one of two eligible NSMA officers who may attend the February (winter) or the June (summer) AAMA Board of Trustee meeting held in Chicago. The first offer is given to the current President but if that officer is unable to attend either meeting, the Vice President is eligible. Travel and lodging shall be reimbursed by NSMA following reimbursement guidelines and with proper receipts. All efforts should be made to keep expenses to a minimum including rooming with another attendee when possible. Additional meeting information can be obtained by contacting AAMA.

The President is expected to attend and actively participate in the NSMA annual conference. Duties may include a President's Message for print in the annual conference program, presenting a welcoming address to attendees, a farewell speech, speaker and guest introductions, hosting and escorting the AAMA representative, presiding over meal functions, and participating in the installation ceremony. During the installation ceremony, the retiring President will pass on the NSMA president's lapel pin to the incoming President. The President may be asked to read the Governor's Proclamation at the General Assembly. The President should be available to

facilitate a leadership training session if requested and to personally attend and address the first-timers and student session.

The President is required to schedule all BOD meetings by choosing a location, date, and time. Whenever possible, arrange for meeting rooms that are free of charge. If any meeting room fees occur, they are deducted from the President's budget. Remember that the mood of the meeting is affected by the physical surroundings, the table/chair arrangements, and even the room temperature. The President should make sure that the room is arranged so all members can see each other. Planning a refreshing and informal social period before the meeting begins is optional but helps to create an atmosphere of trust in which everyone feels comfortable contributing fully. It also allows the business meeting to start on time by providing a "time cushion" for latecomers. Don't penalize those arriving on time and reward latecomers by waiting for them. If necessary, request that anyone who arrives late stay after the meeting to discuss what was missing. Studies show that if introductions are made at the beginning of a meeting, individuals are 85% more likely to interact.

One generalized complaint of Board meetings is that they are boring, long scripted and the outcomes are predetermined. The way a Board meeting is structured will have a profound impact on whether debate is encouraged. NSMA utilizes a blend of a traditional parliamentary protocol and a less structured open-board conversational approach. This creates a balance and avoids a meaningless agenda and a robotic vote. It is often helpful for a Board member to initially present a question for discussion that includes both the pros and cons to assist with the discussion process.

The President shall preside at all NSMA BOD meetings except for the NSMA annual General Assembly which shall be presided over by the Speaker. To "preside" means to open meetings, announce the business agenda, recognize members and guests, state and put to vote all motions that come before the assembly, expedite business in every way compatible with the rights of members, and to declare the meeting adjourned. While presiding, the President should remain neutral on controversial issues but encourage full participation by attendees and keep the meeting moving and focused on the agenda. Although the ultimate decision rests with a majority, all members have the basic right to be heard and the right to oppose. Always call for the negative vote even in an obvious "aye" majority. Every member has the right to understand the meaning of a motion and to know what effects a decision will have. Use the President's gavel sparingly; one rap to call the meeting to order, to restore breeches in order, and to adjourn the meeting. Stay on task and don't allow side conversations or stray from the agenda. Strike a balance between discussion and outcome. Too much talk and not enough progress results in "meeting just to meet".

As the President monitors the groups' discussion, be cognizant of decision-making consequences such as: What is the budgetary impact? Is the issue consistent with NSMA policies? Is it a redundant policy? How will it affect the membership? Are there legal ramifications? Has a time frame been established? Does it move NSMA towards an established goal? Where does it fit into the priorities and Strategic Plan of NSMA?

At a minimum, the President should have a copy of the NSMA Bylaws and Standing Rules,

AAMA Bylaws, a copy of RONR, and a BOD roster at every meeting. Even though the agenda is sent out in advance, additional copies should be brought to each meeting.

The President should allow each officer and standing committee chair an opportunity to present a brief update. Avoid unnecessary repetitive information in committee reports. Officer and committee reports generally give the current status of the committee; however, they may include recommendations for action. These recommendations may be considered by the BOD, debated, and then voted on. This is considered a motion from the committee and does not need a formal main motion or second before a vote.

A crucial task of good leadership is the ability to balance the need to think and talk with the need to act in a meaningful way. When a meeting doesn't seem to be able to move forward, members become frustrated, and nothing is accomplished. Members get tired of talking and no action. On the other hand, efforts to meet urgent challenges may cause the Board to leap into action without adequate planning. Groups tend to make riskier decisions than individuals, so it is important for the meeting to allow time for members to think through the decision to be made and fully understand the possible consequences. Encourage members not to develop an answer while the other person is still speaking. Spend time listening before considering a response.

### **BOARD MEETING AGENDA:**

Meetings work against a group if not well-planned and well-managed. Without a plan, meetings are often hindered by the inability to make decisions regarding important issues. A pre-published agenda allows for investigation, discussion, and then appropriate action. The President's agenda helps the Board stay on course and get over the bumpy times so the meeting doesn't become a gripe session for individuals or a soapbox for speeches from the loudest ultimately resulting in a lot of talk but no action.

What should the meeting accomplish? The objectives of a Board meeting should be determined in advance, not on the spot. Use a written agenda that provides advance reading for participant readiness. New business issues including AAMA announcements should be included on the agenda. Ensure the agenda allows adequate time for open discussion on debatable issues. The President should promote the sharing of all perspectives on an issue before the group decides.

The President is responsible for preparing in advance a detailed agenda for all meetings and should send copies to all BOD members, all delegates/alternates to the AAMA conference, and the NSMA Medical Advisory Board approximately fourteen days in advance of a planned meeting. If appropriate, send detailed instructions with a map of the meeting site or instructions for accessing the meeting virtually.

The President's goal is to ensure that all items on the agenda are discussed and items not on the agenda are not discussed unless approved by the Board. An effective properly prepared agenda is not merely a listing of officers and committees. An agenda may set exact time limits for consideration of an item. If a committee chair has given "previous notice" of a motion to be proposed at the meeting, this should be included on the agenda. A carefully planned agenda improves meeting efficiency and group communication. It keeps the discussion on track and

helps participants understand what concerns are to be addressed, and what actions need to be taken and provides an idea of how long the meeting will last. Review of an advanced agenda allows members time to prepare to participate more effectively. When the Board members are alerted that a decision will need to be reached, there will be time to research and prepare before the State meeting. An agenda helps to avoid planning without action and action without planning. Once the meeting is brought to order is not the time to bring up a “surprise” issue. If urgent business must be addressed that is not listed on the current President’s agenda, the BOD should vote to allow discussion to ensue.

In a properly conducted meeting, there is no class of “old business”. Business items carried over from the previous meeting are considered “unfinished” business. The Secretary should remind the President of any unfinished business items or postponed motions from the previous meeting, so these items are appropriately included on the agenda.

The President should involve all Board members in gathering agenda items as they will be more likely to contribute to a meeting they helped prepare. If time is limited, establish and deal with priority issues first then delay other items until a later meeting or assign them to a special committee for subsequent consideration. When allocated time on a specific topic is exhausted, it should be tabled until the next meeting. It has been shown that adult productivity falls off sharply after sitting for 2 ½ hours. Schedule breaks accordingly. Respect your Board members by starting the meeting on time and ending on time.

## **NSMA DELEGATES & ALTERNATE DELEGATES TO THE AAMA ANNUAL CONFERENCE**

State Societies send delegates to the annual AAMA General Assembly by the allotment established by AAMA Bylaws. Delegates and alternates must be active members in good standing (dues paid by December 31<sup>st</sup>).

The number of Nebraska delegates is determined by AAMA based on the number of active and associate member dues paid between May 1<sup>st</sup> of one year to August 31<sup>st</sup> of the next. Nebraska is currently (2021) allowed representation by three delegates who are elected at the NSMA General Assembly for one year. The BOD will decide on the number of Alternate Delegates that will be sent to the annual conference and they will be elected at the General Assembly for one year.

Delegates and alternates must be familiar with the Bylaws of NSMA and AAMA and adhere to the NSMA Standing Rules regarding delegates/alternates to the AAMA Conference which establishes attendance requirements and reimbursement guidelines. It is the responsibility of the delegate/alternate to comply with these rules. The NSMA President and the Vice President are automatically the first and second delegates providing they meet the other qualifications as provided in the NSMA Bylaws. The NSMA President will act as Chair of the Delegates (see Duties of the Chair of Delegates to the AAMA Conference in the Appendix). All delegates and alternates are to follow the direction of the Chair of Delegates.

Delegates must review the Reference Manual for Delegates and Alternates and all the material in the delegates’ packet mailed to them by AAMA. This material is to be discussed and questions



answered before the AAMA conference.

Delegates/alternates represent their State when voting at the annual AAMA General Assembly and are empowered to make decisions that affect the total membership. They need to be familiar with parliamentary procedure as it pertains to the election of officers, amendments to the Bylaws, and the presentation of resolutions as well as other new business brought before the House. All delegates must consider this responsibility seriously and be well-prepared to carry out their duties. Voting should be based on the general welfare of AAMA and NSMA.

Delegates and Alternates may be called upon at any time during the annual conference for any business and should therefore be prepared to forego any other activities as needed. Alternate Delegates must be as well prepared as the Delegates since they may have to assume the duties of a Delegate at any time.

The NSMA President is expected to report on conference proceedings at the first NSMA Board meeting following the annual conference. A written report should include, but not be limited to, the following:

- Board of Trustee meeting highlights
- The Excel Award winners
- Short synopsis of any CEU sessions attended throughout the conference
- Delegate/Alternate Orientation session report
- Leadership training sessions including Presidents/Presidents Elect meetings
- General Assembly report including:
  - Credentials report stating the number of registrants and the House voting power
  - Nominations from the floor for any office/committee
  - Meet the Candidates session notes
  - Reference committee reports
  - Bylaws and Resolutions
- President's luncheon/banquet
- Leadership events

If a delegate or alternate is unable to fulfill the responsibilities of the position, they may need to reimburse NSMA for any money advanced to them for the assignment.

