

NSMA VICE SPEAKER

FACT SHEET

TERM: One year. The officer automatically succeeds to Speaker at the end of the term.
Elected by the voting body at the NSMA General Assembly
If a vacancy occurs, the unexpired term will be filled by a ballot vote of the BOD.
The Vice Speaker is the Nominating Committee Chair

QUALIFICATIONS: Active member of NSMA in good standing
Must have served as Chair of 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, and able to meet deadlines.
Strong verbal and written communication skills
Knowledgeable of BOD position duties and qualifications
Willing to actively recruit nominees for leadership positions.

RESPONSIBILITIES: Attend all NSMA BOD meetings including the annual NSMA General Assembly
Assist the Speaker as needed while mentoring into the role of Speaker
Solicit, screen, and present a slate of nominees for NSMA officer positions and delegates to the AAMA General Assembly
Examine the qualifications of each nominated candidate
Conduct the elections for NSMA officers and delegates
Educate members regarding officer duties and delegate responsibilities
Prepare a written year-end report

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

BOD NOTEBOOK CONTENTS:
NSMA operating budget and NSMA Financial Policies
Retain year-end report for 7 years
NSMA Bylaws and Standing Rules
NSMA Standing Rules for the General Assembly
NSMA General Assembly Guidelines
NSMA BOD roster is updated yearly and the NSMA Planning Calendar
Update the Nominating Committee calendar as needed
Revise/replace forms and samples as needed
Sample of ballot & voting tally sheet and nominee consent form
AAMA Bylaws

NSMA VICE SPEAKER

The Vice Speaker shall assist the Speaker in his/her duties as requested throughout the term being readily available for assistance and counsel. Should utilize this term as a mentee to prepare for advancing to the position of Speaker.

The Vice Speaker is automatically assigned to the Bylaws Committee and should have a good understanding of the NSMA Bylaws and Standing Rules, the AAMA Bylaws, and *Robert's Rules of Order, Newly Revised*, current edition.

The Vice Speaker will officiate for the Speaker in the latter's absence and will automatically succeed to the office of Speaker at the end of the term.

NSMA NOMINATING CHAIR DUTIES

The Vice Speaker is automatically the Nominating Committee Chair.

The Nominating Chair will solicit, screen, and present a slate of qualified nominees for NSMA officers and delegates to the AAMA annual General Assembly per the NSMA Bylaws. Nominations are solicited in advance to identify qualified and willing candidates. Every effort should be made to have at least two names for each open position on the ballot before the opening of the NSMA General Assembly. Persons considered for candidacy should be those who possess proven leadership qualities and a strong commitment to NSMA goals.

The elected officers of NSMA are the President (automatically filled by the retiring Vice President), the Vice President, the Secretary, the Treasurer (serves a two-year term) the Speaker (automatically filled by the retiring Vice Speaker), and the Vice Speaker.

The chair should be familiar with the duties and requirements of each office to recruit qualified nominees. A strong Board is composed of individuals with a mix of knowledge and skills that align with the mission and goals of NSMA.

General core competencies for all NSMA BOD members include:

- Knowledge of the structure and functions of the bi-level organization.
- An understanding of the vision and goals of NSMA with forward-thinking skills.
- Integrity, responsibility, accountability.
- Negotiation skills, and professional communication skills (written and verbal).
- A positive attitude and commitment to team building.
- Adept in problem-solving with an open mind.
- Highly motivated to achieve success and advance the medical assisting profession.

All BOD members should be observant throughout the year for potential officer nominee candidates. Consideration should be given to members who have carried out previous duties

competently and have shown abilities and a willingness to serve. Don't hesitate to personally contact members who meet the stated qualifications and may need a little encouragement to allow their name to be placed in the nomination.

When recruiting, the Chair should publicize eligibility requirements for open offices and NSMA delegate to the AAMA General Assembly. This should include the NSMA Standing Rules regarding delegates/alternates to the AAMA conference. It is wise to inform candidates when and where the next AAMA conference will be located to ascertain that delegate nominees will not have a conflict with attending the out-of-state meeting.

After confirming each nominee's qualifications and verifying eligibility requirements, the Nominating Chair will contact the nominees and obtain their written consent to serve. Each nominee must be notified of the details for fulfilling position duties and the requirements for election. NSMA delegate nominees are to obtain and read the NSMA Standing Rules regarding delegates/alternates to the AAMA conference. Nominees must reply with a copy of their professional resume and an endorsement letter signed by the appropriate officials. Candidates nominated from the floor at the General Assembly must meet the same qualifications and their eligibility must be verified on site.

The Chair shall submit the slate of verified candidates with a copy of their organizational curriculum vitae to the Speaker by the established deadline for printing in the General Assembly packet. The Nominating Chair should be prepared to introduce all nominees at the General Assembly.

The chair is responsible for preparing the official voting ballot providing write-in spaces for nominations made from the floor. Ballot collection boxes are to be supplied by the Nominating Chair.

After the election, a motion should be made by the Nominating Chair to retain the ballots and tally sheets for 30 days (in the possession of the Nominating Chair) and then destroyed.

Removal from Office

An officer who fails to perform the required duties or gives just cause for removal from the office shall be removed by the Board of Directors.