

## **Position Descriptions for IAMSE Officers**

### **IAMSE President**

Position Responsibilities:

- Highest ranking officer of the Association
- Represents IAMSE at selected national and international meetings (currently AAMC and AMEE)
- Provides leadership for the Board of Directors and the Executive Committee: Leads Board of Directors in development of strategic goals and initiatives of the organization and monitors and encourages progress
- Develops and implements meeting agendas for Board of Directors and Executive Committee (monthly for Exec and every other month for BOD)
- Chairs meetings of the IAMSE committee chairs every other month
- Develops and fosters existing and new relationships and networks with other health professions associations
- Assists in the recruitment of annual conference site hosts and crafts site host agreements
- Signs all IAMSE agreements/contracts
- Annual Conference: Develops the agenda for and chairs annual in-person meeting of the Board of Directors; presents at and runs the opening ceremony; presents annual updates at the annual Business Meeting; hosts President's Reception for IAMSE dignitaries
- Conducts orientation for new Board members
- With approval of the Board of Directors, appoints committee chairs and fills vacancies in the Board of Directors resulting from a Director not completing their term
- Attends and chairs 2 hour bimonthly BOD meetings, 1.5 hour monthly Executive Committee meetings, and the all-day annual BOD meeting prior to the Annual Meeting
- Serves on the Professional Development, Annual Program, Program Oversight and Site Selection Committees.
- Runs the election at the annual business meeting for members of the Nominating Committee

### **IAMSE President-Elect**

Position Responsibilities:

- Second highest ranking officer in the Association
- Assists the IAMSE President with needed tasks
- Attends 2 hour bimonthly BOD meetings, 1.5 hour monthly Executive Committee meetings, and the all-day annual BOD meeting prior to the Annual Meeting
- Will assume the role of President at the end of their two-year term as President-Elect

### **IAMSE Treasurer**

Position Responsibilities:

- Chairs Finance Committee
- Provides financial reports at all Board and Executive Committee meetings
- Leads Finance Committee in preparing annual budget and presents it to BOD annually for discussion, modification and approval
- Oversees, with input from the Finance Committee and the BOD, management and investment of Association funds
- Signs IAMSE checks and tax forms
- Leads the Finance Committee in review of all contracts and MOUs under consideration
- Attends 2 hour bimonthly BOD meetings, 1.5 hour monthly Executive Committee meetings, and the all-day annual BOD meeting prior to the Annual Meeting
- Serves on the Professional Development, Marketing and Outreach, and Program Oversight Committees

### **IAMSE Secretary**

#### Position Description:

- In collaboration with the President, creates BOD and Executive Committee meeting agendas, collects supporting documents and distributes to the committee members and guests.
- Takes minutes at all BOD and Executive Committee meetings
- Maintains good organization of BOD related documents in current document management system (this includes minutes, MOUs, etc.).
- Attends 2 hour bimonthly BOD meetings, 1.5 hour monthly Executive Committee meetings, and the all-day annual BOD meeting prior to the Annual Meeting