



Medical Group Management Association
Bluegrass, Ky.

PRESIDENTS RESPONSIBILITIES

PURPOSE: To provide leadership to the BGMGMA Local Chapter. Develop a strategic plan to advance the BGMGMA's Mission and Objective and to promote growth, revenue and instructional information to all Members of the Organization. Oversee all operations of the BGMGMA Committee's to insure efficient, quality, service and cost effective leadership to promote and expand the organization.

DUTIES:

- Develop and present a Strategic Plan as well as present and execute the plan for the leadership year.
- Maintain knowledge of the latest HealthCare Issues and be in the forefront in providing Member's up to date, accurate needed knowledge.
- Deliver and Develop Presentations As Needed.
- Oversee yearly calendar of events and meetings for the organization.
- Prepare, Schedule and Attend All Board Meetings.
- Provide Continual Communications with Committee Chairs and keep updated awareness to all Committee Activities.
- Presides over all BGMGMA Meetings and propose policies and practices.
- Monitors the Performances of the Committee Chairs.
- Ensure the safety and accuracy of all Board Records
- Observes year-to-year trends in revenue and expenses to forecast future shortfalls or surpluses.
- Ensure that an Independent Review/Audit of the BGMGMA Financial Records occurs at least every 2 years and upon transfer of each treasurer. To include review of the past's year bank statements, budgets and financial reports.
- Ensure that the Administrative Assistant Yearly Evaluation is performed.



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PRESIDENT ELECT RESPONSIBILITIES

- PURPOSE:** The President Elect assumes the powers and responsibilities of the President in the absence of the President and shall succeed the President at the end of the current President's term.
- DUTIES:**
- Attend Executive Board Meeting and BGMGMA Monthly Meetings**
 - Attends the MGMA Leadership Conference in preparation for the upcoming role of President**
 - Support and Co-lead the BGMGMA Members when necessary**
 - Stand in as the BGMGMA Leader when the President is unavailable to attend the BGMGMA Meeting**
 - Stand in for the Administrative Assistant in the event that they are unable to perform assigned duties**
 - Take on projects, assignments and attend events for the BGMGMA to help obtain the organization's overall goals**
 - Assist in coordination of the scheduling of the BGMGMA Meetings including topics, locations, and sponsorship in cooperation of the BGMGMA Board.**
 - Prepare for Executive Board Transitions with President, including goal, agenda, executive board job descriptions and calendars for the upcoming year.**



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VICE PRESIDENT CHAIR RESPONSIBILITIES

PURPOSE:

The Vice President provides strategic leadership for the development of the BGMGMA meetings so that a full continuum of services is created and structured in response to the members needs. The Vice President will guide the development of the overall leadership structure and strategic planning for all meetings and create goals and plans for the organization during that year served.

DUTIES:

Attend BGMGMA Monthly Meetings along with BGMGMA Board Meetings

Support and Co-lead the BGMGMA Members when necessary

Stand in as the BGMGMA Leader when the President is unavailable to attend the BGMGMA Meeting

Stand in for the Administrative Assistant in the event that they are unable to perform assigned duties

Take on projects, assignments and attend events for the BGMGMA to help obtain the organization's overall goals

Assist in coordination of the scheduling of the BGMGMA Meetings including topics, locations, and sponsorship in cooperation of the BGMGMA Board.

Prepare for Executive Board Transitions with President, including goal, agenda, executive board job descriptions and calendars for the upcoming year.

Send out the original invoice to sponsors of each meeting, Report RSVP's for all events to meetings locations



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SECRETARY RESPONSIBILITIES

PURPOSE: To Provide, Document and maintain all activities of the BGMGMA Board and all BGMGMA Meetings.

DUTIES:

- Attend All Board Meetings
- Serve on the Executive Committee
- Ensure the safety and accuracy of all Board Records
- Provides in a timely manner (within one week) minutes for all BGMGMA Board/and Regular BGMGMA Meetings
- Mails Thank you Notes to Meeting Speakers and Sponsors after each meeting
- Shall perform other duties as requested by the Board of Directors or the President



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TREASURE RESPONSIBILITIES

- PURPOSE:** Serves the needs of the financial records of the BGMGMA in a professional and timely manner.
- DUTIES:**
- Maintains the financial records of the BGMGMA Chapter including management of the account(s) pay all invoices in a timely manner and keep accurate records of income and withdrawals.
 - The BGMGMA Chapter Financial Records are to be kept on the BGMGMA Laptop under the Quicken Record for proper transfer at the end of each term.
 - Maintains the postal box for receipt of BGMGMA correspondence and checks to insure that they are received by the Treasurer.
 - Stay's informed of any changes that might affect the Chapter's tax exempt, incorporation and reporting status. Provides all information needed to the IRS. Send any 1099 Misc to all contract labor by January 31st of each year.
 - Advises Executive Board of organization's financial health and works with the Board on Long-Range strategies to manage finance.
 - Prepares and Presents a financial report at each BGMGMA Meeting, the Executive Board Meetings and others as requested by the Chair.
 - Receives and keeps a record of the BGMGMA Membership Dues Payments. Send new member or renewal forms to the Administrative Assistant.
 - Attends BGMGMA Monthly Meetings and BGMGMA Board Meetings
 - Serves a Two Year Term –At the end of the term instructs new Treasurer on Procedures



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MEMBERSHIP CHAIR RESPONSIBILITIES

PURPOSE: To promote active membership in the BGMGMA within the Central Kentucky Medical Field.

DUTIES:

- Solicit Medical Managers from each Medical Specialty to serve as members in the organization, as well as welcoming all new members of the BGMGMA at Local Meetings.
- Develop and work with the Membership Committee in providing ideas on the recruitment of the new members in an effort to expand the growth of the BGMGMA.
- Meet with and direct the activities of the Membership Committee
- Coordinate and facilitate communications between committee members to fulfill the purpose of the committee
- Identify the Membership Committee Goals and objectives and submit the presiding BGMGMA President
- Communicate Committee activities and issues to the Committee board via email messages
- Attends all Executive Board Meetings and will meet with committee members at the Annual Meeting.
- Reports on membership growth at said meetings as compared to prior years.
- Recommend potential committee members and/or chair appointments for the next calendar year to the BGMGMA Board



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CURRENT TREND IN HEALTHCARE CHAIR RESPONSIBILITY

PURPOSE: To keep the BGMGMA Membership within the Central Kentucky Medical Field informed of the Current Trends in HealthCare as they affect Office Policies and Procedures.

DUTIES:

- Maintains ongoing communications to the Executive Board of the BGMGMA in regards to the Committees work.
- Meet with and direct the activities of the Committee
- Coordinate and facilitate communications between committee members to fulfill the purpose of the committee
- Identify the Membership Committee Goals and objectives and submit the presiding BGMGMA President
- Coordinate and plan with the Committee and the BGMGMA Board Members the Fall Insurance Meeting which would pertain to a current relative topic to keep current BGMGMA Members informed of new and ongoing trends in the HealthCare that effect our production as Medical Office Managers
- Recommend potential committee members and/or chair appointments for the next calendar year to the board



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COMMUNITY ACTION CHAIR RESPONSIBILITY

PURPOSE: To Assist the Membership of the BGMGMA to stay in Active in the needs of our community

DUTIES: Maintains ongoing communications to the Executive Board of the BGMGMA in regards to the Committees work.

Meet with and direct the activities of the Committee

Coordinate and facilitate communications between committee members to fulfill the purpose of the committee

Identify the Membership Committee Goals and objectives and submit the presiding BGMGMA President

Identify and target various local community needs. Notify the BGMGMA Membership thru the Administrative Assistant of the charity for each months designated meeting. Collect donated items at the meeting and deliver

Recommend potential committee members and/or chair appointments for the next calendar year to the board



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BYLAWS CHAIR RESPONSIBILITIES

PURPOSE: To insure a functional set of Bylaws that governs and regulates the BGMGMA Organization.

DUTIES:

- Maintains ongoing communications to the Executive Board of the BGMGMA in regards to the Committees work.**
- Meet with and direct the activities of the Committee**
- Coordinate and facilitate communications between committee members to fulfill the purpose of the committee**
- Develops and maintains policies and procedures for functioning of the committee. Brings to the committee suggestions for amendments that may have originated with the individual local Chapter Members, Committee Members, the Executive Board, the BGMGMA Bylaws Committee**
- Coordinates discussion within committee of suggested amendments to the membership, coordinates committee's development of text in a form suitable for presentation**
- Forwards text of any proposed amendments to Recordings Secretary**
- Present any proposed amendments to membership at annual meeting**