



NMAMSS OFFICER ROLES AND RESPONSIBILITIES

All officers serve as a role model and an advocate for the State Association and NAMSS

PRESIDENT

- Serve as Chairman of the Board of Directors as a voting member
 - Establishes the Board Meeting schedule and agenda
- Shall preside over all meetings
- Assist in the planning process for Annual Education
 - Presents annual report at the State Annual Education Meeting
 - Membership Updates (growth/decline)
 - New benefits for members
 - Announces the date for the following year's Education Conference
- Appoints, as needed, standing committees, special committees and chairpersons
- Ensures that Committee chairmen and Officers are fulfilling their responsibilities as outlined in the NMAMSS Bylaws
- Executes contracts
- Acts as liaison between State Association and NAMSS, making sure that pertinent information is brought to the attention of NMAMSS members via website, letter, memo, Newsletter or at meetings.
- Keep abreast of new issues and information regarding credentialing and regulatory standards to share with members.
- Sends pertinent information about NMAMSS to NAMSS. Inform NAMSS of any changes within the state organization.
- Orients new President at end of tenure and transfers all information pertinent to office to the new President
- Upon completion of term, shall serve as Immediate Past President.

PRESIDENT ELECT

- Serves as a voting member of the Board of Directors
- Serves as Chairman of the Annual Education Conference Committee
- Serves as Chairman of the Education Committee
 - Seeks Conference/Education Committee members and present to Board for appointment by Chairperson (President)
- In the absence of, or due to incapacity of the President, performs the duties and assumes the responsibilities and authority of the President

IMMEDIATE PAST PRESIDENT

- Serves as a voting member of the Board
- Serves as consultant to the President and Board of Directors
- Chairman of Nominating Committee
- Member of the Annual Education Conference Committee

SECRETARY

- Serves as a voting member of the Board of Directors
- Prepares information to be distributed at meetings, as directed by President
- Takes minutes of meetings and forwards to President for review
- Maintains and updates paid Membership roster
- E-mail communication and announcements to association membership
- Working with treasurer, receives all registration fees and maintains a roster
- Works closely with Treasurer to maintain member roster and paid memberships
- Orients new secretary at end of tenure

SOCIAL MEDIA MANAGER

- Serves as a voting member of the Board of Directors
- Serves as member of Education Committee
- Maintains association Website by updating information in a timely manner for upload
- Works closely with Secretary regarding electronic communications and announcements
- Maintains social media sites (Facebook, Instagram, etc.)
- Other duties as assigned by President
- Orients new Social Media Manager at end of tenure

TREASURER

- Serves as a voting member of the Board of Directors
- Serves as member of the Membership Committee
- Pays accounts for association
- Retrieve mail at PO Box at least 2 times per month. If geographically unable, President can reassign this task
- Provides reports at each monthly Board meeting on financial status of association
- Provides report at the Annual Education Conference
- Prepares in conjunction with President-Elect, projected budget of conference expenses and submits for Board approval
- Working with Secretary, receives all registration fees and deposits in association account
- Works closely with Education Committee and Conference Committee Chairs
- Works closely with Secretary to maintain member roster and paid memberships
- Orients new Treasurer at end of tenure and transfers association accounts/records

MEMBER AT LARGE (2)

- Serve as non-voting member of the Board of Directors

- Serve as a member of the Membership Committee
- Proactively reaches out to entities to provide them with information about NAMSS to increase awareness of the profession and encourage membership in the association