

# NAMSS

## Volunteer Job Description

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**Position Title: Vice Chair, Certification Commission**

**Relationships:**

Reports To: Chair, Certification Commission  
Staff Support: Certification Senior Manager, Certification Coordinator and Certification Associate  
Internal Contacts: Executive Office Staff  
External Contacts: Candidates, Prospective Certificants, Certificants, Testing Company, Peer Certification Programs, General Public

**Length of Commitment:** Two Year (January – December) elected position, Vice Chair succeeds CCN Chair

**Time Involvement:** 12-14 Hours Monthly (approximate) / 2 on site committee meetings per year / 10-12 conference calls per year

**Key Responsibilities:**

As a NAMSS Committee/Commission Member

1. Attend and actively participate in meetings.
2. Assist the commission in developing and executing a plan to achieve the goals of the commission.
3. Assist in updating NAMSS policies and procedures relevant to the commission's work
4. Assist in developing relevant volunteer job descriptions to support the work of the commission.
5. Participate in a self-assessment and evaluate overall performance of the commission.
6. Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the commission are being fulfilled and to ensure that major work of the commission is reflected in the strategic plan.
7. Provide leadership by example and motivate the Commission to achieve its goals.

As a Certification Commission Member

1. Assumes the role of Chair, when CCN Chair is unavailable.
2. Ensures the activities of the CCN, and the overall certification program, support the mission and goals of NAMSS.
3. Participate with the CCN in managing and promoting the NAMSS Certification program, to include CCN governance policies (ethics, appeals, grievance process for certificants and candidates, and a revocation process, when necessary, etc.).

4. In conjunction with the Testing Company and the association management's Certification Department, participate with the CCN in developing and administering relevant, valid and reliable certification examinations, to include: content/construction of certification examinations, item writing, test administration, fee structures, eligibility qualifications, and in establishing the requirements for maintaining certification in a manner sufficient to provide assurance of the current competence of certified MSPs.
5. Accept specific assignments as delegated by the CCN Chair to facilitate the activities of the CCN and to assure achievement of its goals.
6. Assist in the recruitment of members for standing/special committees of the CCN, as deemed appropriate.
7. Assist in the evaluation of appropriate contractual agreements entered into by the CCN.
8. Assist in the facilitation of the nomination/election process for CCN members, and the orientation for all new members of the CCN.
9. Assist in the development of the annual budget for the CCN.
10. Serve as a spokesperson for the CCN both internally and externally.
11. Acts as an Officer of the CCN, along with the Immediate Past Chair and Chair, when actions of the Officers are necessary to facilitate the activities of the CCN.

**Qualifications:**

As a NAMSS Committee/Commission Member

1. Proven track record evidenced through an established evaluation process that addresses the following:
  - a. Professional character
  - b. Responsibility through commitment to and completion of assignments
  - c. Openness to other's viewpoints
  - d. Responsiveness
  - e. Good organizational skills
  - f. Good written and verbal communication skills
2. Desire to advance the mission of NAMSS.
3. Ability to work well with others.
4. Ability to make the necessary time commitment.
5. Support from employer (written).

As Certification Commission Vice Chair

1. Proven leadership skills as demonstrated through recent successes in the ability to actively interact and participate in high-level discussions, the ability to develop and convey professional knowledge and opinions in a concise and confident manner, and, the ability to represent CCN in multiple settings employing various communication methods.
2. A minimum of four years of experience in and a current position as a Medical Services Professional.
3. Must hold dual certification (CPMSM/CPCS).
4. A minimum of one year of previous membership as a CCN member.

**Training:**

- Commission Orientation
- Psychometric and Certification Program Orientation
- Strategic Planning Orientation as needed
- Specific task orientation as needed

Amended Date	Volunteer Development Review Date	Board Approval Date
11/11/11, 4/2017		01/17/07