

Position	Bylaws Liaison
Purpose	Serve as a resource to the NAMSS Board of Directors and State Association Leaders in the review of NAMSS and State Association Bylaws.
Goals/Responsibilities	<ol style="list-style-type: none"> 1. Review the State Association Bylaws template and recommend resources to States for review of their bylaws 2. Serve as a resource/advisor to State Associations and their NAMSS Director at Large liaisons in reviewing/updating State Bylaws 3. Conduct a review of NAMSS Bylaws and associated documents and make recommendations for revisions as appropriate (at least every three years; last reviewed 2012). 4. Serve as a resource/advisor to the NAMSS Board of Directors on implementing changes to the NAMSS Bylaws 5. Serve as a resource to staff in the review of Affiliate bylaws to ensure inclusion of required Affiliation language
Composition	A Bylaws Liaison is appointed annually. The liaison will have access to volunteers in the NAMSS Resource Registry to develop a Task Force or seek additional input on an as needed basis to accomplish the goals listed above.
Term	The Bylaws Liaison serves a one (1) year term and is eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1 st – December 31 st .
Expected Commitment	There are no scheduled meetings for the Bylaws Liaison. The liaison may be asked from time to time to attend NAMSS Board meetings either in person or via conference call as needed. The liaison will establish a schedule for regular check ins with NAMSS Staff, at least quarterly or more often as needed. 1-2 Hours Monthly (approximate).
Selection/ Appointment	The NAMSS Bylaws Liaison is selected by the President-Elect and approved by the NAMSS Board.
Qualifications	<ol style="list-style-type: none"> 1. Prior experience as a NAMSS committee member is preferred but not required. 2. Must not be a current member of the NAMSS Board 3. Desire to advance the mission of NAMSS. 4. Active in the medical services profession. 5. Ability to work well with others. 6. Ability to make the necessary time commitment. 7. NAMSS member in good standing. 8. Knowledge of Bylaws best practices 9. Must be CPCS or CPMSM certified
Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. On State Bylaws resources (State Bylaws Template, etc) <p><u>Makes Recommendations</u></p> <ol style="list-style-type: none"> 1. On policy revisions to the NAMSS Board of Directors. 2. On NAMSS Bylaws revisions. 3. On task force members assigned to review the NAMSS Bylaws.

	<p><u>Provides Input</u></p> <p>1. To other committees if appropriate when there are opportunities to work together.</p> <p><u>Monitors</u></p> <p>1. Bylaws related inquiries from State Associations</p> <p>2. NAMSS Bylaws and related committee and liaison descriptions and policies</p>
Staff Liaison(s)	<p>Amanda Browe, Sr. Coordinator abrowe@namss.org (202) 367-8066</p> <p>Kirsten Shaffer, Operations Manager kshaffer@namss.org (202) 367-2392</p>