

NAMSS Policies and Procedures Template

POLICY NAME: EXTERNAL LIAISON SELECTION PROCEDURE AND TERM LIMIT

Number: Government Relations 700.10

Effective Date:

POLICY STATEMENT:

NAMSS External Liaisons will carry out the mission and goals of the NAMSS External Impact Action Plan. Candidates must apply for liaison positions using the following procedure approved by the Industry & Government Relations Committee and will ultimately be appointed by the Board of Directors.

All external liaisons are appointed to a three year term and can serve consecutive terms if approved by the Industry & Government Relations Committee and the Board of Directors.

PURPOSE:

The following policy is to be used when selecting liaisons to serve as representatives of NAMSS to external organizations.

PROCEDURE:

Selection Process:

The Industry & Government Relations Committee will manage the application process for potential liaisons. Liaisons will be selected based on prior experience and their interest in serving, with preference given to those who may already have an existing relationship with an external organization.

Liaisons will be subject to the same membership requirement as Industry & Government Relations Committee members, meaning that they must have been an active member of NAMSS for at least three years. Liaisons can be a current or prior Board or committee member, or a NAMSS member at large.

Applications for positions will be reviewed by members of the Industry & Government Relations Committee and liaisons will be nominated based on the selection criteria. The Committee will forward its recommendations to the Board of Directors who will ultimately appoint the liaisons.

Term Length:

Each liaison will serve a three year term. It is crucial that NAMSS maintains consistent contact with external organizations. Therefore, a liaison may serve consecutive terms with approval from the Industry & Government Relations Committee and the Board of Directors.

All liaisons will be subject to a quarterly review. Liaisons will be required to complete reports stating the progress of their assigned relationship and will submit these to the Industry & Government Relations Committee and the Board of Directors for review.

Removal of an individual from a liaison position can be recommended by the Industry & Government Relations Committee and must be approved by the Board of Directors. An individual may be removed from a liaison position under the following circumstances:

- (1) Performance is not working towards the goals of the NAMSS External Impact Action Plan
- (2) The individual fails to report to the Industry & Government Relations Committee and NAMSS GR Staff in a consistent manner
- (3) The individual resigns from the committee
- (4) The individual's liaison position is terminated based on the Industry & Government Relations Committee's and Board of Directors' agreement that a strategic alliance is no longer needed for a particular organization

In the event of a liaison vacancy, a member of the Board of Directors can be appointed to serve as an interim liaison until a new liaison is selected.

Selection Criteria:

The ideal candidate will demonstrate the following:

- Understanding of the NAMSS External Impact Action Plan and of NAMSS' mission, vision and goals
- Prior leadership experience working with another organization or within a coalition
- Expertise in the latest issues affecting the medical staff services profession
- Comfort in social networking and representing NAMSS at meetings and roundtable discussions

Application:

- Completed Strategic Alliance Liaison application
- Curriculum Vitae
- Employer Recommendation
- (2) Peer Recommendations
- Signed Conflict of Interest Statement

Originating Workgroup or Committee	Industry & Government Relations Committee June 22, 2007
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or policy/procedure	External Impact Action Plan; Strategic Alliance Grid
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/10/08