Objective

The Iowa Association Medical Staff Services, an affiliate of the National Association Medical Staff Services, was founded in 1993 by a group of enthusiastic medical staff service professionals throughout the state. Objectives in forming the organization were to provide the opportunity for continuing education, promote the growth of professional knowledge and skills, uniting persons engaged in medical staff activities throughout the state, and to support the mission of the National Association. The mission of the National Association of Medical Staff Services (NAMSS) is to influence and promote quality standards for the administrative management of healthcare professionals.

Code of Ethics

The Code sets forth the principles and standards that guide our decisions and actions, and connects our values and our ideals to the work Medical Services Professionals do every day.

The Code encourages us to seek guidance and clarification when we have questions about principles, practices and standards of conduct.

It is every member’s responsibility to preserve and enhance ethical standards to maintain the respect and credibility of our profession.

Medical Services Professionals shall strive to meet the expectations of the following Code of Ethics by:

- Maintaining the highest standard of integrity and ethical behavior;
- Promoting the highest possible standards of professional competence;
- Preserving the confidentiality of information;
- Acting within the scope of responsibilities;
- Refraining from using authority for personal gain; and
- Continually reaching new heights of knowledge and productivity.

Violation of this code of ethics may lead to termination of membership as determined by the Board of Directors of the Iowa Association Medical Staff Services.
Position: President

I. Position Description
The President shall be the Chief Executive Officer of the Iowa Association Medical Staff Services. The President shall provide effective leadership to IAMSS in keeping with the Bylaws of NAMSS and IAMSS.

II. Position Responsibilities
The President shall:
1) Preside at all meetings.
2) Serve as Chair of the Board of Directors of IAMSS.
3) Supervise the activities of IAMSS.
4) Assist in defining a clear mission, goals, and objectives for the successful operation of IAMSS.
5) Provide effective governance and leadership.
6) Oversee and support committee activities to include, but not be limited to: nominating, program, and bylaws.
7) Provide communication between the NAMSS Representative and the Board as well as facilitate effective communication between IAMSS members and the Board.
8) Communicate as needed via email or telephone with the NAMSS regional representative and communicate these discussions with the Board.
9) Schedule semi-annual board meetings, designate the time, and place, and prepare an agenda for the meeting.
10) Review the minutes of the board meetings and educational conferences prior to disbursement.
11) Assist with annual conference as referenced in Annual Conference Task List.
12) Participate in Board meetings throughout the year, including teleconferences as needed.
13) Perform such other duties as authorized by the Board of IAMSS.

III. Qualifications
1) Shall be an active member in good standing of IAMSS.
2) Shall be an active member in good standing of NAMSS.
3) Possess leadership skills.
4) Possess knowledge and understanding of state and national association bylaws.
5) Possess knowledge and understanding of meeting protocols.
6) Keep abreast of current medical staff services professional issues.
7) Maintain confidentiality of information pertaining to State and National Association Business.
8) Demonstrate and encourage commitment to the State Association mission.
Position: President-Elect

I. Position Description
The President-Elect shall act for the President in his/her absence and at the direction of the President. The President-Elect shall serve as Chair of the Program Committee.

II. Position Responsibilities
The President-Elect shall:
1) Preside at meetings in the President’s absence.
2) Serve as Chair of the Program Committee for IAMSS.
3) Assist the President in any way possible to facilitate the effective operation of IAMSS.
4) Assist in facilitating effective communication between IAMSS members and the Board.
5) Assist in defining a clear mission, goals and objectives for the successful operation of IAMSS.
6) Participate in Board meetings throughout the year, including teleconferences as needed.
7) Perform such other duties as authorized by the Board of IAMSS.

III. Qualifications
1) Shall be an active member in good standing of IAMSS.
2) Shall be an active member in good standing of NAMSS.
3) Possess leadership skills.
4) Possess knowledge and understanding of state and national association bylaws.
5) Possess knowledge and understanding of meeting protocols.
6) Keep abreast of current medical staff services professional issues.
7) Maintain confidentiality of information pertaining to State and National Association Business.
8) Demonstrate and encourage commitment to the State Association mission.
Position: Immediate Past President

I. **Position Description**
   The Immediate Past President shall act as consultant to the President and Board of Directors of the Iowa Association Medical Staff Services.

II. **Position Responsibilities**
   The Immediate Past President shall:
   1) Serve as Chair of the Nominating Committee, with the following responsibilities:
      a) Assure agenda items for the Association’s spring meeting of election year will include the nomination from the floor of two IAMSS members to serve as members of the Nominating Committee.
      b) Solicit from Board members, at the Spring Board meeting of election year, the appointment of one member of the Association to serve on the Nominating Committee.
      c) Meet with the Nominating Committee to compile a slate of officers, with at least two candidates for each office if possible.
      d) Contact potential candidates, assuring their willingness to serve.
      e) Develop ballot.
      f) Assure that the ballot, listing the proposed slate of officers, is emailed to the active membership in the autumn of the election year. Include reminder that all ballots must be returned to the Immediate Past President of the Association within 15 working days of the date of email.
      g) Announce results of the election to the members of the Association.
   2) Continuously promote teamwork and provide motivation and encouragement to the Association and Board.
   3) Assist with annual conference as referenced in Annual Conference Task List.
      a) Acquisition of Vendors for Annual Conference
   4) Participate in Board meetings throughout the year, including teleconferences as needed.
   5) Perform such other duties as authorized by the Board of IAMSS.

III. **Qualifications**
    1) Shall be an active member in good standing of IAMSS.
    2) Possess leadership skills.
    3) Possess knowledge and understanding of state and national association bylaws.
    4) Possess knowledge and understanding of meeting protocols.
    5) Keep abreast of current medical staff services professional issues.
    6) Maintain confidentiality of information pertaining to State and National Association Business.
    7) Demonstrate and encourage commitment to the State Association mission.
Position: Secretary

I. Position Description
   The Secretary shall keep accurate minutes of all meetings of IAMSS and shall be custodian of all Association records.

II. Position Responsibilities
   The Secretary shall:
   1) Be custodian of all Association records.
   2) Take minutes, transcribe and provide written copies of all meetings of IAMSS membership and State Association Board of Directors.
   3) Maintain a file of all association agendas, minutes and other corresponding documents.
   4) Bring sufficient copies of the minutes of the prior conference meetings to put in the conference attendee's informational packet.
   5) Send copies of board meeting minutes to the board prior to the next scheduled board meeting.
   6) Serve as Chair of the Bylaws Committee.
   7) Maintain electronic files and paper originals of documents such as Bylaws and Policies and Procedures.
   8) Assistant with annual conference as referenced in Annual Conference Task List.
   9) Participate in Board meetings throughout the year, including teleconferences as needed.
   10) Perform such other duties as may be necessary to assist in the smooth operation of IAMSS.

III. Qualifications
   1) Shall be an active member in good standing of IAMSS.
   2) Possess leadership skills.
   3) Possess knowledge and understanding of state and national association ByLaws.
   4) Possess knowledge and understanding of meeting protocols.
   5) Keep abreast of current medical staff services professional issues.
   6) Maintain confidentiality of information pertaining to State and National Association Business.
   7) Demonstrate and encourage commitment to the State Association mission.
Position: Treasurer

I. Position Description
The Treasurer shall be the custodian of any and all funds collected or received by the Iowa Association Medical Staff Services.

II. Position Responsibilities
The Treasurer shall:
1) Pay bills and expenses from check requests.
2) Maintain the membership checkbook, keeping track of checks written, deposits, interest earned, etc. Reconcile IAMSS bank statements and checkbook.
3) Maintain proper allocation of funds in checking and savings accounts per Board’s direction.
4) Prepare quarterly financial statements.
5) Receive registrations for the educational conferences, develop a list of attendees, notify conference chair of numbers for meeting preparations, deposit checks and make name tags. Prepare financial statements for each meeting including revenues, expenses, and variations from the budget.
6) Prepare an annual budget to be approved by the Board prior to presenting to the membership at the business meeting.
7) Keep track of monies invested and report these monies on general financial statements.
8) The Treasurer will serve a four (4) year term. Incumbent Treasurer will serve a two (2) year second term.
9) Receive membership dues and email list to membership chair.
10) Complete annual tax filing for Internal Revenue Service.
11) Assist with annual conference as referenced in Annual Conference Task List.
12) Participate in Board meetings throughout the year, including teleconferences as needed.
13) Perform such other duties as may be necessary to assist in the smooth operation of IAMSS.

III. Qualifications
1) Shall be an active member in good standing of IAMSS.
2) Possess leadership and basic accounting skills.
3) Possess knowledge and understanding of state and national association bylaws.
4) Possess knowledge and understanding of meeting protocols.
5) Keep abreast of current medical staff services professional issues.
6) Maintain confidentiality of information pertaining to State and National Association Business.
7) Demonstrate and encourage commitment to the State Association mission.
8) Possess knowledge of Microsoft Excel software.
Position: Member at Large – Communication

I. Position Description
Publish Keynotes twice a year for the winter and summer editions. Solicit information from the membership and other credentialing related agencies for articles for newsletters through the year. This position will edit the articles provided for the newsletter and determine what to publish.

II. Position Responsibilities
The Member at Large-Communication shall:
1) Publish Keynotes twice a year. Keynotes shall be posted on the website.
2) Maintain an electronic or paper copy of the newsletter and all previous Keynotes editions.
3) Maintain a file with all article submissions, notes, and drafts of newsletter until the next newsletter is published.
4) Send a draft of Keynotes to the Board prior to publishing.
5) Work collaboratively with NAMSS website coordinator to maintain website. Facilitate the electronic distribution of conference registration notices, association correspondence, etc.
6) Assist with annual conference as referenced in Annual Conference Task List.
7) Participate in Board meetings throughout the year, including teleconference as needed.
8) Perform such other duties as may be necessary to assist in the operation of the Association.

III. Qualifications
1) Shall be an active member in good standing of IAMSS.
2) Possess leadership skills.
3) Possess knowledge and understanding of state and national association bylaws.
4) Possess knowledge and understanding of meeting protocols.
5) Keep abreast of current medical staff services professional issues.
6) Maintain confidentiality of information pertaining to State and National Association business.
7) Demonstrate and encourage commitment to the State Association mission.
Position: Member at Large—Membership

I. Position Description
The Member at Large—Membership shall collect and record all memberships of the State Association.

II. Position Responsibilities
The Member at Large—Membership shall:
1) Collect and record all membership information in an Excel database.
2) Order membership anniversary pins as needed for recognition at the annual conference.
3) Facilitate recruitment efforts by reaching out to non-member facilities.
4) Maintain updated membership email address list and share with Communications member-at-large.
5) Assist with annual conference as referenced in Annual Conference Task List.
   a. Present Membership data during the business meeting at annual conference.
   b. Present membership anniversaries at annual conference (5, 10, 15, 20 year, etc.).
   c. Purchase door prizes for annual conference.
   d. Purchase giveaways for annual conference and new members.
6) Participate in Board meetings throughout the year, including teleconference as needed.
7) Perform such other duties as may be necessary to assist in the operation of the Association.

III. Qualifications
1) Shall be an active member in good standing of IAMSS.
2) Possess leadership skills.
3) Possess knowledge and understanding of state and national association bylaws.
4) Possess knowledge and understanding of meeting protocols.
5) Keep abreast of current medical staff services professional issues.
6) Maintain confidentiality of information pertaining to State and National Association Business.
7) Demonstrate and encourage commitment to the State Association mission.
8) Possess knowledge of Microsoft Excel software.
Bylaws Policy and Procedure

Policy: It shall be the policy of the Iowa Association Medical Staff Services (IAMSS) that the Board of Directors shall review the Bylaws every other year or as needed.

Procedure:

All proposed changes of these Bylaws initiated by an active member of the Iowa Association Medical Staff Services shall be referred to the Board of Directors. Neither the membership nor Board of Directors may unilaterally change the Bylaws.

The Bylaws may be amended by a two-thirds vote of the voting membership at any State Association meeting or by mail or electronic ballot (by a two-thirds vote of ballots returned within the time specified by the Board of Directors). Proposed changes in the Bylaws may be submitted by any Active member to the Bylaws Chair, who shall submit these proposed changes to the Board of Directors for review. The Bylaws will be reviewed and approved in accordance with the NAMSS Bylaws Committee policy.

The Board of Directors shall have the power to adopt, reject or modify such changes to the Bylaws as are, in the Board’s judgment, technical or legal modifications or clarifications or renumbering, or changes made necessary because of punctuation, spelling, or other errors of grammar or expression.
Newsletter Policy & Procedure

**Policy:**
1) It shall be the policy of the Iowa Association Medical Staff Services (IAMSS) that the Association newsletter be entitled Keynotes.
2) Keynotes is a document for further education and networking of the membership.
3) Editorials will be clearly defined.
4) Please note that any views or opinions presented in this newsletter are solely those of the author and do not necessarily represent those of Iowa Association Medical Staff Services (IAMSS).
5) IAMSS reserves the right to refuse any advertising.

**Procedure:**
1) The Editor shall publish the newsletter twice a year and post on Website. The Board of Directors must review the draft of the newsletter via e-mail correspondence.
2) The Editor is responsible for obtaining articles and information from the Board of Directors and the membership for publication in the newsletter.
3) The Editor is responsible for compiling and publishing the information supplied.
4) Supplies and postage utilized in the publication of the newsletter will be reimbursed to the Editor upon submission of the appropriate expense form and receipts to the Treasurer.
Expense Reimbursement Policy

It is the policy of Iowa Association Medical Staff Services (IAMSS) to reimburse members and all others approved for expenses incurred in conducting IAMSS business while on authorized travel status. An expense report is used for requesting reimbursement. If the request deviates from the conditions outlined below, the circumstances must be explained in a written communication and attached to the expense report. IAMSS maintains the right to refuse reimbursement for expenses and/or travel, which have not received prior approval directly from IAMSS.

Expense statements must be submitted to the IAMSS Treasurer no later than ninety (90) days from the date of the event. Reimbursement will be made within thirty (30) days of IAMSS receipt of completed form. The following original receipts must be attached to the expense form:

- Transportation Receipts
- Hotel/Lodging Bills
- Receipts for Parking Charges
- Receipts for Meals

**Travel:** All travel is to be economy class. Travel arrangements must be made as early as possible or no later than one month before travel date, to obtain the best rates available. Transportation to/from the airport to the meeting site is reimbursable. Attach all paid stubs from airline ticket, taxi, bus, rental car, etc., to the expense statement. If primary mode of transportation is your vehicle, car mileage is reimbursed at current IRS rate. Complete the expense report indicating miles driven when automobile mileage is claimed.

**Car Rental:** Attach receipt to the expense statement.

**Hotel:** The following are not reimbursable: telephone calls, incidental charges (in-room movies, bar, dry cleaning), and room upgrades. Extension of stay: expenses incurred during an extension of stay at the meeting site or travel to other locations for personal reasons are not reimbursable.

**Guests:** Expenses incurred by guests accompanying a person in authorized travel status are not reimbursable.

**Meals:** The current meal cost guidelines established by the Board of Directors state that the reimbursable amount for meals is the actual cost of the meals (including tips), with a cap of $30 per day unless a different amount is pre-approved by the Board. Attach receipts to the expense statement.

**Administrative:** All reimbursable administrative expenses must clearly state the purpose of the expense. Receipts must be attached for all expenses.
Returned Check Policy

**Policy:**
It is the policy of the Iowa Association Medical Staff Services (IAMSS) to accept payment from members in the form of personal check. If the check is returned for insufficient funds, IAMSS will take appropriate measures for collection.

**Procedure:**
1) For payments made by check to IAMSS that are not honored by the bank, member will be responsible for the original check amount plus any fees incurred by IAMSS as a result of the bad check.
2) A collection letter is sent from the IAMSS treasurer to the account holder notifying them of the returned item.
3) Payments must be mailed to the IAMSS treasurer.
4) Returned check reimbursement payments must be in the form of cash, cashier’s check, certified funds or money order.
5) If the member does not resend payment, membership will automatically terminate after 30 days after the notice of insufficient funds is sent.
6) IAMSS will no longer accept check payments from members with two returned items on their accounts.
IAMSS Exhibitor Policy

IAMSS will allow vendors to exhibit at conferences as space allows on a first come-first served basis.

No space or sponsorship will be guaranteed until IAMSS receives full payment of the total fee along with a signed contract. If full payment is not received 30 days prior to the conference, IAMSS has the right to re-sell the assigned space/sponsorship.

Refer to Conference Sponsorship Contract in Forms Manual for detail on vendor levels.

Past President will coordinate vendors as follows:
- Solicit vendors utilizing NAMSS Conference vendor listing and industry contacts.
- Work with space for vendor attendance, preferably in a non-congested area with outlets and internet hook-up capabilities.
- Send vendor confirmations and reminders of payment due. Payments will be forwarded to the Treasurer.
- Prepare the vendor list and make copies for inclusion with conference handouts.
- Coordinate display set-up as required and work with any on-site vendor attendees who will receive a conference attendee roster.
Scholarship Policy

**Purpose:**
Iowa Association Medical Staff Services (IAMSS) has established a program under which members can apply to receive a scholarship to cover registration cost for the annual meeting.

**Policy:**
Scholarships are awarded based on demonstrated financial need of the applicant, the availability of funds in the scholarship program, and approval of the Board of Directors using its established criteria. Scholarships will be disbursed from the scholarship fund to the Treasurer only upon approval by the Board of Directors. The Board of Directors will determine, at its discretion, the number of scholarships awarded each year based on funds available and number of applicants.

All scholarship applications received prior to the application deadline of November 15th will be considered, and notice of decision will be sent by December 31st for the Annual Meeting scheduled for the next calendar year.

All requests must be submitted on the Scholarship Application Form and mailed or emailed to the following address.

Applications must be postmarked before November 15th:

IAMSS
Attn: Melinda Wheeler, Treasurer
1229 C Avenue East
Oskaloosa, IA 52577
Email: MWheeler@mahaskahealth.org

All applications will be confidential and will only be reviewed by the Board of Directors. Only one application is allowed per IAMSS member.

**Instructions for Applicant**
Read the guidelines carefully. Each application must be accompanied by a personal essay/statement, not to exceed one typewritten page (Times New Roman size 12 font), which must include the educational goals of the applicant, motivation, why the applicant feels he/she should receive the scholarship, and a personal profile of introduction. Applicants are encouraged to submit other material which they consider relevant. All application forms and materials must be typed.

**Eligibility Requirements** - The applicant must be an active member of Iowa Association Medical Staff Services.

IAMSS members awarded a scholarship are expected to attend the annual conference and be diligent in participating in any group activities. Scholarship recipients will be recognized at the conference.

**Application Procedure**
1. Applications will become available at the beginning of October for the following year’s conference. Applications may be acquired from the IAMSS website.
2. Completed application and personal essay must be returned to the Board of Directors by November 15th. Confirmation of receipt of application will be sent by email within five working days. Applications must be typed. It’s most important that your responses are detailed and complete to help the Board of Directors better know you. Any questions should be directed to the IAMSS President.
3. After reviewing all applications, the Board of Directors will contact all applicants by mail with notification of approval or denial of their application.
4. This application is for one annual meeting; however, a member may reapply in following years if qualifications are met. Members may only receive a total of three scholarships, after which time they will no longer be eligible to be awarded a scholarship.