

NAMSS Policies and Procedures

POLICY NAME: MEMBERSHIP TERMINATION DUE TO NON-RENEWAL

Number: Membership 800.10

Effective Date: 11.10.08

POLICY STATEMENT:

It is the policy of NAMSS to terminate membership due to non-renewal. NAMSS reserves the right to extend or re-activate memberships as appropriate.

PURPOSE:

The purpose of this policy is to define the timeframes and actions for membership termination due to non-renewal of NAMSS membership.

PROCEDURE:

1. Membership is from January to December of a calendar year with a grace period given until March 31 of the following year.
2. Membership dues requests are mailed/e-mailed from the NAMSS Office to all eligible members in November of the year membership is ending.
3. Second requests for membership dues for all non-renewals are mailed/e-mailed from the NAMSS Office in January.
4. Final notification of dues needed is posted via e-blast to all members in March and placed on the NAMSS website. E-blast and notification shall state that all members not renewing by March 31st will be removed from the active access listing and will no longer be eligible for any member benefits.
5. The NAMSS Office shall close out all non-renewed memberships as of April 1st.
6. The NAMSS Office shall mail/e-mail all non-renewed members in April/May to request feedback for the non-renewal.
7. Non-renewal information shall be shared with state leadership for additional input into retention activities.
8. Non-renewal results will be reviewed by the Membership Committee reported to the NAMSS Board.

Originating Workgroup or Committee	Membership Committee 02/02/07
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or policy/procedure	
Communication Methodology	Posted in policies

Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/10/08
11.2014		

POLICY NAME: NATIONAL MEDICAL STAFF SERVICES AWARENESS WEEK

Number: Membership 800.20

Effective Date: 11.10.08

POLICY STATEMENT:

National Medical Staff Services Awareness Week will be held annually during the first full week in November. The goal of National Medical Staff Services Awareness Week is to highlight and explain the role of the medical services professional to other healthcare professionals, medical staff members, hospital leadership, industry groups and community members.

PURPOSE:

To develop and distribute a National Medical Staff Services Awareness Week Toolkit to assist NAMSS members, State Associations and local chapters as they educate others concerning the vital services provided by medical services professionals.

PROCEDURE:

NAMSS will provide tools to its members at least 30-45 days prior to National Medical Staff Services Awareness Week to be used for event planning, communicating and promoting National Medical Staff Services Awareness Week and the medical staff services profession. The Membership Committee will review submissions for the poster and the Membership Committee Chair shall formally approve the final NAMSS Week poster.

The Membership Committee will review the tools annually and revise as necessary.

Originating Work Group and/or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/10/08
11.10.10		