

**NAMSS**  
**Volunteer Job Description**

---

**Position Title:** Public Member – Board of Directors

**Relationships:**

Reports To: President  
Staff Support: Executive Director  
Internal Contacts: Board Members, Committees, NAMSS staff, NAMSS Membership  
External Contacts: General Public, Industry Partners

**Length of Commitment:** Term of appointment is one year (January – December). May be re-appointed for a consecutive term, not to exceed a total of three consecutive years.

**Time Involvement:** Approximately 15 hours monthly/ 3-5 on site meetings per year/  
5-8 conference calls

**Key Responsibilities:**

The primary responsibility of the appointed Public Member of the NAMSS Board of Directors is to serve in an advisory position to the Board as a non-voting member and offer an outside perspective with special expertise through knowledge in a field that compliments the goals of NAMSS. In addition, the Public Member has the following responsibilities:

1. Attend Board meetings to include the following:
  - a. Annual Membership Meeting.
  - b. Annual meeting of state leaders and NAMSS Board.
  - c. Board Orientation.
  - d. Strategic Planning meetings as requested.
2. Participate in quality assessment and evaluation of the overall performance of the management firm.
3. Support the NAMSS mission and programs of the organization and be willing to learn and become familiar with NAMSS programs and structure.
4. Assist the NAMSS Board as a non voting board member in:
  - a. Developing and executing annual and strategic plans.
  - b. Carrying out its legal and fiduciary responsibilities, as needed.
  - c. Oversight of the association management functions.
  - d. Provide another kind of service or contribution that furthers the mission of NAMSS.
5. Participate in a self assessment and evaluate the overall performance of the NAMSS Board on an annual basis.
6. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
7. Responsibly review and provide commentary upon committee recommendations brought to the Board for action.
8. Sign a commitment pledge to exercise the duties and responsibilities of the office with integrity, collegiality and care.

**Qualifications:**

## NAMSS VOLUNTEER JOB DESCRIPTION

### PUBLIC MEMBER

1. May or may not be a member of NAMSS
2. Possess comprehensive expertise and knowledge in a field that compliments the goals of NAMSS. This may include, but should not be limited to: education, law, ethics, public advocacy, or healthcare not directly related to the medical services profession.
3. Strong interpersonal and management skills, independent problem solving and decision-making abilities, public speaking and writing skills, and flexibility in scheduling.

### **Additional Requirements:**

1. Support from employer if applicable (written).
2. Commitment to advance the mission of NAMSS.
3. Commitment to full preparation in advance of board meetings for decision making and policy formation, and self education on major issues before the board.
4. Ability to make the necessary time commitment.

### **Training:**

- Board Orientation
- Strategic Planning Orientation
- Specific task orientation as needed

Amended Date	Volunteer Development Review Date	Board Approval Date
		09/15/06
3/16/15	3/16/15	3/16/15

G:\NAMSS\Volunteer Job Descriptions\Approved Board Job Descriptions\NAMSS Non Member\Job descrip-Non NAMSS Member 12\_15\_06.doc