



## **MSMSA Officer and Committee Duties**

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## PRESIDENT

(The President is the official representative for the MSMSA and expresses views consistent with MSMS and AMAA policies)

The President shall:

- 1.\* preside at all meetings of the Alliance, the Board of Directors and the Executive Committee;
- 2.\* appoint a Corresponding Secretary, Historian, Parliamentarian, Members-at-Large Coordinator and floor and/or election tellers;
- 3.\* at the meeting of the Board of Directors preceding the Annual Session, appoint a Reading Committee of three (3) members to approve the minutes of the Annual Session;
- 4.\* appoint the Chairperson and/or Vice-Chairperson (not designated by election to office) of all standing committees, special committees, Reference Committees for Annual Session, and individual appointees, with the approval of the Executive Committee;
- 5.\* be a member of the Finance committee, the Planning & Development Committee and an ex-officio member of all other committees, except the Nominating Committee;
- 6.\* fill all vacancies in appointed office;
7. coordinate the overall planning of MSMSA activity;
8. be prompt in the discharge of duties, as outlined in the bylaws;
9. motivate and communicate with membership at all levels of the Alliance, including visits to counties and other states (when invited), write a regular column for the official publication of MSMSA, as well as designated articles to be written for MSMS publication;
10. automatically be a member of the AMAA House of Delegates and chairperson of the Michigan delegation/Michigan caucus;
11. conform to requests for AMAA participation and related matters, acting as liaison between AMAA and MSMSA members;
12. prepare the Call to Annual Session in conjunction with the Parliamentarian and Executive Director, outline the program and enlist the speakers;

13. keep the President-elect informed the MSMSA activities and pass on pertinent materials at the end of the term in office;
  14. prepare an annual narrative report for inclusion in the Alliance yearly report; provide a similar accounting of Alliance activities to MSMS and AMAA; present an oral report at the AMAA Annual Session following the conclusion of the President's term; present the Historian with a typed copy of the above oral report and the President's Annual report; and
  15. approve any emergency expenditure on behalf of MSMSA amounting to less than one hundred dollars (\$100.00);
  16. assures that an article appears in each issue of the Michigan Medicine publication regarding MSMS-A Activities;
  17. facilitate board orientation for new/first time members; and
  18. request an AMA-A Speakers Bureau member to speak at annual session.
- \* Denotes duties as listed in the bylaws

## PRESIDENT-ELECT

(The President elect is responsible to the President and the Executive Committee, as well as the members)

The President elect shall:

- 1.\* attend all meetings of the Alliance, the Board of Directors and the Executive Committee;
- 2.\* in the absence of the President, perform the duties of the office;
- 3.\* automatically succeed to the presidency upon expiration of the term of the President;
- 4.\* in the event the office of President becomes vacant, immediately become President for the unexpired term as well as the succeeding term to which already elected;
- 5.\* report on the AMA Alliance Annual Session and the National Leadership Confluences;
- 6.\* be a member of the Finance Committee, the Planning & Development Committee, and an ex-officio member of all other committees except the Nominating Committee;
- 7.\* select appointees for the ensuing year;
- 8.\* conduct an Organizational Meeting at the time of the Annual Session;
9. study the bylaws and use the year as a period of self-education regarding all Alliance matters;
10. with the Executive Director, make room reservations for Confluences I and II and send names of participants to the AMA Alliance;
11. prepare the Michigan display for AMA Alliance Confluences;
12. write articles for publication as requested by the President;
13. travel, whenever possible, with the President to county meetings, speaking when requested;
14. update the MSMSA Guidebook with the Executive Director by March 15;

15. establish, and coordinate with MSMS, a calendar of events for the coming year by March 15;
16. have black and white photos taken, one 5"X7" (for the Historian) and six wallet size (Alliance publications, newspaper releases, Annual Session program, etc.) by February 1;
17. present the incoming Historian with a typed copy of the inaugural address given at the time of installation as President;
18. submit names of potential MSMSA representatives to MSMS committees by March 15;
19. plan an educational workshop for the following year;
20. facilitate Incumbent county presidents' meeting at Annual Session with the AMA-A rep; and
21. submit an annual written report to the President before March 15.

\* Denotes duties as listed in the bylaws

## RECORDING SECRETARY

The Recording Secretary shall:

- 1.\* record and keep the minutes of all meetings of the Alliance, the Board of Directors and the Executive Committee;
- 2,\* keep a permanent file of all reports;
- 3.\* when necessary, notify offices of their election and notify appointees of their approval by the Executive Committee;
4. send copies of the minutes to the President and Parliamentarian within two weeks of each meeting;
5. send a copy of the approved minutes to the Historian for summarization of significant facts for the report of the Historian;
6. have copies of the minutes of the Annual Session to the Reading Committee and Executive Committee within three weeks;
7. provide approved copies of the Annual Session minutes to the Executive Committee when available;
8. maintain a current list of the Executive Committee members and the Board of Directors members and have available at all meetings to call roll when necessary;
9. maintain a current list of all Standing and Special Committee Chairpersons and members;
10. supply the Corresponding Secretary, immediately following the meeting, with all data needed for official correspondence;
11. update, with the approval of the President and the Parliamentarian, the Board Standing Rules and MSMS Alliance Standing Rules and Policies annually, such amendments to be referenced by year of adoption in parentheses (1984); and
12. possible, record the minutes of the meetings by use of a tape recorder in order to accurately reflect the business at hand.

\* Denotes duties listed in the bylaws

## TREASURER

The Treasurer shall:

- 1.\* be custodian of the funds of the Alliance;
- 2.\* be chairperson of the Finance committee, which shall prepare a budget prior to the Annual Session;
- 3.\* keep an itemized account of all receipts and disbursements;
- 4.\* sign vouchers authorizing all disbursements;
- 5.\* keep an accurate classified list of Alliance membership;
- 6.\* present a statement of account at all meetings of the Board of Directors and make a full report at the Annual Session;
- 7.\* review the status of the current budget at each Board meeting;
- 8.\* arrange, in cooperation with the Auditor (CPA), for the audit of the Alliance books at the close of each fiscal year and whenever a treasurer leaves office at some other time of the year;
- 9.\* collect dues from county alliances/auxiliaries and Members-at-Large, and forward any AMA Alliance dues;
- 10.\* be a member of the Planning & Development and Membership committees;
11. attend all meetings of the Alliance, the Board of Directors and the Executive Committee;
12. become familiar with the Alliance bank accounts and have the necessary signature cards signed;
13. review the previous year's budget at the Fall Board meeting;
14. sign any necessary tax reports to the Internal Revenue Service, as prepared by the accountant; and
15. report all budget overages to the Executive Committee in a timely manner.

\* Denotes duties as listed in the bylaws

## REGIONAL DIRECTOR

Each Regional Director shall:

- 1.\* contact or visit each alliance/auxiliary in the Region at least four (4) times, coordinating activities of the counties with MSMSA;
  - 2.\* be a member of the Membership Committee;
  - 3.\* be an ex-officio member of the AMA Foundation, Health Promotion, Legislation, Publications and RP/MSS committees;
  4. attend all meetings of the Alliance and the Board of Directors;
  5. act as the liaison, support system, and information source between the county alliances/auxiliaries and MSMSA;
  6. assist the President and Membership Chair in organizing new county alliances or reactivating those that have disbanded;
  7. ..assist each county in the retention and addition of members;
  8. submit a written report of the regional activities with county Alliances for each Board of Directors meeting and the Annual Session;
  9. encourage each County President to attend Board of Directors meetings and the Annual Session and to submit county reports to MSMSA in a timely manner;
  10. encourage counties to budget a stipend for Annual Session attendees;
  11. telephone each county president in Feb/March to encourage attendance at the Annual Session;
  12. introduce each County President from the region when attending meetings of the Board of Directors and the Annual Session and request a brief oral update on county alliance/auxiliary activities;
  13. request copies of mailings from each county alliance/auxiliary in the region;  
and
  14. submit an annual written report to the President by March 15.
- \* Denotes duties listed in the bylaws



## PARLIAMENTARIAN

The Parliamentarian shall:

- 1.\* attend all meetings of the Alliance, the Board of Directors, and the Executive committee, without vote on the latter;
- 2.\* be a member of the Annual Session and Bylaws Committee;
- 3.\* advise any member on parliamentary questions concerning the Alliance;
- 4.\* be a member of a recognized parliamentary group if possible;
5. be available and give advice/assistance to the President on planning ALL meetings;
6. assist the Recording Secretary to update both the Board Standing Rules and the MSMS Alliance Standing Rules and Policies, referenced by year of adoption in parentheses; (1984) and
7. have a working knowledge of the MSMSA Bylaws and the current edition of Robert's Rules of Order Newly Revised.

\* Denotes duties listed in the bylaws

## **CORRESPONDING SECRETARY / HISTORIAN**

The Corresponding Secretary shall:

- 1.\* conduct the correspondence of the Alliance;
- 2.\* order the past President's Pin (approximately four (4) months prior to the Annual Session with the assistance of the Executive Director;
3. attend all meetings of the Alliance and the Board of Directors;
4. travel with the President as requested;
5. assume responsibility for distribution of Guidebooks for Board members at the time of the Annual Session Organizational Meeting; and
6. submit an annual written report to the President before March 15.

The Historian shall:

- 1.\* prepare a historical record of the activities of the current year;
- 2.\* place the record on file in the archives at the Michigan State Medical Society Headquarters;
3. attend all meetings of the Alliance and the Board of Directors;
4. photograph events of the Alliance year or arrange for someone to do so; and
5. prepare and maintain a scrapbook of photos and memorabilia to be given to the President at Annual Session.

\* Denotes duties listed in the bylaws

## COMMITTEE OUTLINES

### **AMA Foundation Committee**

The AMA Foundation committee shall consist of the chairperson, all county presidents and AMA Foundation chairperson. Together they shall provide AMA Foundation materials at meetings of the Alliance. Any solicitation of funds by this committee for MSMSA projects must first be approved by the Executive Committee prior to submitting the project to the Board of Directors.

The chairperson shall:

- 1.\* support and promote the programs of the AMA Foundation;
- 2.\* educate members to the importance of a need for AMA Foundation programs;
- 3.\* provide advice, incentive encouragement and enthusiasm to county chairpersons;
- 4.\* provide assistance on fund raising for the AMA Foundation at the state and county levels;
5. develop and communicate to the President the strategies/plans for the year;
6. attend all meetings of the Alliance and the Board of Directors;
7. attend the Program Preview and Breakout Session of the AMA Foundation prior to the AMAA Annual Session;
8. prepare written articles as requested by the President for publication;
9. process the contribution reports received from the county AMA Foundation chairperson, sending monies and reports promptly to the AMA Headquarters;
10. keep an accurate accounting and running total, with periodic breakdowns by county, sending confirmation receipts to the county chairpersons;
11. contact county chairpersons for information on the level of county involvement as preparation for consultation with the AMAA regional AMA Foundation committee member;
12. prepare an AMA Foundation presentation for the summer Board meeting or educational orientation/mini-confluence;

13. contact all county AMA Foundation chairperson by phone at least once during the year; and

14. submit an annual written report to the President before March 15.

\* Denotes duties as listed in the Bylaws

## **Annual Session Committee**

### A. The Annual Session Committee shall:

- 1.\* be responsible for the planning and implementation of the Annual Session, in consultation with the President and Executive Director, attempting a joint Annual Session with MSMS every 3-5 years;
- 2.\* include the Parliamentarian as a member; and
- 3.\* provide the Executive Director, by July 1 following the Annual Session with any financial accounting for the Annual Session, including all in kind contributions and receipts the committee has in their possession.

### B. The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and the Board of Directors, reporting the progress of plans for the Annual Session at each meeting and periodically to the President;
3. author an article for the winter issue of the Alliance in Action, giving highlights of the up coming session;
4. be present at the Annual Session to supervise operations, coordinating the personnel of the Alliance; and
5. following the Annual Session, mail a copy of the program to each person/company that contributed to the success of the Annual Session, enclosing a letter of appreciation with each mailing.
6. submit to the Executive Director the host county literature to accompany the Annual Session Brochure mailing as budgeting allows.

### C. Financial Decisions

1. Registration fees for Annual Session may include meal expenses;
2. the Annual Session shall strive to be self supporting; and

3. every effort shall be made to be fiscally responsible for expenses incurred for the Annual Session utilizing historical data available regarding income and expenses from past Annual Sessions.

\* Denotes duties as listed in bylaws

## **Bylaws Committee**

The Bylaws Committee shall:

- 1.\* include the Parliamentarian as a member;
- 2.\* review the MSMSA Guidebook in consultation with the President-elect;
- 3.\* review the Bylaws for possible changes and for consistency with the AMAA and MSMS policies;
- 4.\* review the bylaws of each county alliance/auxiliary and any proposed amendments thereto, to protect the counties from incurring any conflict with MSMSA and AMAA Bylaws;
- 5.\* submit, in the form of resolutions, such changes in the Bylaws as it deems appropriate for action by the House of Delegates;
- 6.\* correlate and edit resolutions pertaining to the Bylaws submitted to the House of Delegates in accordance with ARTICLE XVI of these Bylaws;  
and
- 7.\* present precise wording of an amendment to the House of Delegates for adoption.

The chairperson shall:

1. develop and communicate to the President the strategies/pans for the year;
2. attend all meetings of the Alliance and the Board of Directors; and
3. submit an annual written report to the President before March 15.

\* Denote duties as listed in the Bylaws

## **Finance Committee**

The Finance Committee shall:

- 1.\* consist of the Treasurer as chairperson, the President, the President-elect, and a Regional Director appointed on a rotating regional basis (Southeast, Southwest, Northwest, Northeast);
- 2.\* act in an advisory capacity on all questions involving finance of the Alliance, reporting recommendations to the Board of Directors; and
- 3,\* prepare a budget which shall be submitted to the Board of Directors for approval, and presented at the Annual Session for adoption.
4. Explore outside funding opportunities for special projects.

\* Denotes duties as listed in the bylaws



## Health Promotion Committee

The Health Promotion Committee shall consist of the chairperson, all county president and Health Promotion chairperson. Any solicitation of funds by this committee for MSMSA projects must first be approved by the Executive Committee prior to submitting the project to the Board of Directors.

The Health Promotion Committee shall:

- 1.\* be concerned with promoting quality health programs including those of the AMAA and MSMS; and
- 2.\* promote the use of the AMA Alliance Project Bank and encourage Project Bank deposits.

The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and Board of Directors;
3. attend the Program Preview and Breakout Session on Health Promotion prior to the AMAA Annual Session;
4. motivate and assist in the development of programs to serve community needs as well as promote AMAA approved programs and their use (i.e., Project SAVE);
5. contact county chairpersons at least once a year for information on the level of county involvement in health promotions as preparation for consultation with the AMAA regional Health Promotion committee member;
6. correlate county information for MSMSA and AMAA annual reports;
7. evaluate programs and appraise new ones;
8. when approved by MSMS, represent the Alliance on state health-related committees;
9. write articles for publication when requested by the President; and

10. Plan a health promotions workshop for year serving as chair
11. submit an annual written report to the President before March 15.

\* Denote duties as listed in the bylaws

## Legislation Committee

The Legislation Committee shall include all county legislation chairpersons and county presidents. Any solicitation of funds by this committee for MSMSA projects must first be approved by the Executive Committee prior to submitting the project to the Board of Directors.

The Legislation Committee shall:

- 1.\* educate and communicate with Alliance members in support of legislative issues and activities concerned with Health, medicine, and health care as approved by the AMA Alliance and/or the Michigan State Medical Society;
- 2.\* encourage programs which will increase membership interest, knowledge and involvement in legislative activities pertaining to health, medicine and health care;
3. keep informed of pending legislation through materials from AMAA and the MSMS legislation committee;
4. utilize the FAX alert system to notify members of important issues;
5. assist MSMS in influencing positive legislative actions at local, state and federal levels;
6. establish and maintain a rapport with state and federal legislators to enable quick and effective contact when needed and encourage the membership to do the same;
7. facilitate individual and group attendance at public hearings when medical or health care issues will be discussed; and
8. facilitate grassroots activities pertaining to legislative issues at the county level.

The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and Board of Directors;
3. attend the Program Preview and Breakout Session on Legislation prior to the AMAA Annual Session;
4. prepare a legislation presentation for the summer Board meeting or

- educational orientation/mini-confluence;
  - 5. prepare articles for publication as requested by the President'
  - 6. be prepared to represent the Alliance on the MSMS legislative committee;
  - 7. be prepared to represent the Alliance on the Spring MSMS-A Legislative Day;  
and
  - 8. Monitor legislative alerts for distribution to membership;
  - 9. submit a written annual report to the President before March 15.
- \* Denotes duties as listed in the bylaws

## Membership Committee

The Membership Committee shall include county Membership chairpersons and county presidents. Any solicitation of funds by this committee for MSMSA projects must first be approved by the Executive committee prior to submitting the project to the Board of Directors.

The Membership Committee shall:

- 1.\* consist of at least the Membership Chair as chairperson, Regional Directors, the Member-at-Large Coordinator, the Resident Physician/Medical Student Spouse Committee chairperson, and the Treasurer;
- 2.\* promote membership;
- 3.\* develop programs to recruit and retain members;
4. officer assistance to county alliances/auxiliaries in particular areas of membership concern;
5. contact spouses of new members of MSMS as obtained from the Executive Director;
6. recruit special interest groups, widowed, divorced, male, career, etc.;
7. change dues billing to promote federated membership; and
8. separate recruitment and retention statistics to evaluate trends.

The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all Alliance and Board of Directors meetings;
3. attend the Program Preview and Breakout Session on Membership prior to the AMAA Annual Session;
4. be prepared to represent the Alliance on the MSMS membership committee;
5. prepare a membership presentation for the Summer Board meeting or educational orientation/mini-confluence;
6. visit, assist and communicate with the county Membership chairpersons;

7. maintain an account of the number of members and prospective members with the assistance of the Treasurer and Executive Director;
8. contact county chairperson at least once a year for information on county membership as preparation for consultation with the AMAA regional Membership committee member;
9. analyze and report membership numbers of county, state, and national at each board meeting; and
10. submit an annual written report to the President before March 15.

\* Denotes duties as listed in the bylaws

## **Public Relations Committee**

The Public Relations Committee shall consist of the chairperson, all county presidents, and all county Public Relations chairpersons. If possible, a MSMSA Past President should be selected as committee chair to make use of their experience with the MSMSA mission and projects.

The objectives of the committee are:

1. Increase public awareness of MSMSA and our mission;
2. Promote state activities & material by educating MSMSA county members on PR techniques;
3. Prepare county leaders to promote the MSMSA image to their communities and other coalitions;
4. Develop a Public Relations plan for the Alliance and work in coordination with MSMS staff on public relations; and
5. Promote annual MSMSA awards from Membership, Health Promotion, Legislative, and AMA Foundation.

The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and the Board of Directors;
3. work closely with the Publications Chairperson, MSMSA President, MSMSA Executive Director, and MSMS Director of Communications to meet the committee objectives;
4. The committee shall clear with the President all communications, whether verbal or written, to MSMSA members or when representing MSMSA.
5. assist all county alliances, committees, and officers in publicizing their events and achievements, by educating MSMSA county members on PR techniques, and in promoting the MSMSA image to their communities and other coalitions;
6. maintain and expand a list of local newspapers to send press releases;

7. update a brochure for distribution to interested individuals and groups as needed;
8. maintain a professional image for MSMSA with all of our publications, including using standardized, updated letterhead and distributing letterhead to appropriate individuals; and
9. assist the webmasters to improve and update our web site as needed.



## Nominating Committee

- 1.\* Nominations for office shall be made by the Nominating Committee consisting of five (5) members. The Chairperson shall be the Immediate Past President, and four (4) other members to be elected by the House of Delegates. No county shall have more than one member on the Committee. No member shall serve two consecutive years on the Nominating Committee. In the event that the Immediate Past President is unable to serve, the President shall appoint the most recent Past President able to serve. The Chairperson shall call a meeting at least six months prior to the Annual Session. Candidates nominated for the executive slate shall be representative, if possible, of all regions of the state. The proposed slate shall be included with the Call to Annual Session. The Nominating Committee shall report at the Annual Session the name of a candidate for each office to be filled. Additional nominations may be made from the floor.
- 2.\* Before placing a name in nomination, the written consent of the nominee must be obtained except in the case of a floor nomination when the nominee is present.

The chairperson shall:

1. establish a deadline for submission of suggestions for officers for the ensuing Alliance year;
2. prepare an article for inclusion in the Summer issue of *Alliance in Action* requesting suggestions for officers for the ensuing Alliance year;
3. prepare forms for nomination and distribute to all board of directors members, past presidents and MSMS Committee liaisons;
4. require all self-submissions to be in writing and submitted by the established deadline;
5. compile a complete list of potential nominees for each office;
6. contact any member of the Nominating Committee whose name is listed for more than one office. Inquire whether the member wishes to withdraw from consideration for office or wishes to withdraw from the committee. If the member withdraws from the committee, contact the first alternate to serve as a full member of the committee for the remainder of the term; and
7. excuse any member of the committee during the entire consideration of the office for which the member's name appears as a potential nominee.

## **Planning and Development Committee**

The Planning & Development Committee shall:

- 1.\* consists of nine (9) members. They shall be a chairperson and one (1) Regional Director appointed on a rotating basis (Northwest, Northeast, Southeast, Southwest), two county alliance/auxiliary presidents appointed by the President, the Immediate Past President, the President, the President-elect, the Treasurer, and the Executive Director shall serve as secretary
- 2.\* study and evaluate the strengths and weaknesses of the organization, future objectives and projected resources as they relate to the purposes of the Alliance;
- 3.\* make recommendations to the Board of Directors pertinent to the next three (3) to five (5) years; and
- 4.\* include as ex-officio members any MSMS Alliance member serving on the AMA Alliance Board or Committees

The Chairperson shall:

1. develop and communicate to the President the strategies/plan for the year;
2. attend all meetings of the Alliance and the Board of Directors;
3. prepare articles for publication as requested by the President; and
4. submit a written annual report to the President before March 15.

\* Denotes duties as listed in the bylaws

## **Publications Committee**

The Publication Committee shall consist of the chairperson, all county presidents and Publications chairpersons. Together they shall gather news from county presidents, county newsletters, MSMS and the MSMSA President for inclusion in the official publication of the Alliance. Any solicitation of funds by this committee for MSMSA projects must first be approved by the Executive Committee prior to submitting the project to the Board of Directors.

- 1.\* The Publications Committee shall, with the Editor as chairperson, issue an official publication for the membership and other publications authorized by the Board of Directors.

The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and the Board of Directors;
3. act as a reporter for the official publication of the Alliance, working in conjunction with the MSMSA Executive Director;
4. be in contact with the county publications chairpersons in order to gather and write county news highlights and/or state and national event with copies of this information being sent to the MSMSA Headquarters;
5. have access to a FAX machine and IBM compatible computer with current Microsoft Word software;
6. request placement on the mailing list for all county publications; and
7. submit an annual written report to the president before March 15.

- \* Denotes duties as listed in the bylaws

## **Resident Physician/Medical Student Spouse Committee**

The Resident Physician/Medical Student Spouse Committee shall:

- 1.\* promote membership;
- 2.\* develop programs to recruit and retain members;
- 3.\* offer assistance to county alliances/auxiliaries in particular areas of resident physician/medical student spouse concern; and
- 4.\* appoint delegates and alternates to the House of Delegates so that resident physician/medical student spouses shall have proportionate representation.

The chairperson shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and the Board of Directors;
3. serve on the Membership committee;
4. contact and assist the county alliances with RP/MSS members; and
5. submit an annual written report to the President before March 15.

\* Denotes duties as listed in the bylaws.

## **Web Liaison**

The Web Liaison shall:

1. develop and communicate to the President the strategies/plans for the year;
2. attend all meetings of the Alliance and the Board of Directors;
3. work closely with the Publications Chairperson, Public Relations Chairperson, MSMSA President, MSMSA Executive Director, and MSMS Director of Communications to facilitate the maintenance of information on the website;
4. work closely with the MSMS webmasters to continually update and improve the MSMSA pages on the website;
5. increase public and member awareness of MSMSA and our mission by providing our mission statement, state newsletter, and other current state information to the MSMS webmasters;
6. when possible, include links to websites of all county alliances, and provide current county alliance information to the MSMS webmasters;
7. When possible, include information on MSMSA Board member visits to county alliances;
8. explore the options for a MSMSA Listserv and a MSMSA Board Listserv with the MSMS webmasters;
9. explore the options for synchronous communication [“chat room”] for MSMSA committees;
10. explore the options for membership application and/or dues payment through the website; and
11. offer training on how to use web for improved communication.