



PRESIDENT

Function

The President's main responsibilities are to lead the activities of the Board and the Society as a whole. The President presides over all meetings of the Board. To effectively lead meetings, the President works with the Chapter Assistant and other Board members as necessary to prepare an agenda, keep meeting discussion and debate focused on the issues, and lead the Board to decisions and votes on key issues. The President is also responsible for appointing Board members to committees and other groups. To do this, he or she must know Board members' skills and interests. The President's authority is derived from the policies and procedures of the Society. He or she may speak publicly on behalf of the Board and the Society on issues of interest to the membership and to ASHRM. The President shall sign all corporate documents and agreements on behalf of the corporation unless the President or the Board delegate that duty to be done by another officer, agent or employee. The President shall see that all proposed actions to be taken by the Board are executed and shall perform all other duties incident to the office. To the extent necessary, the President shall solicit legal advice from a lawyer within the MSHRM membership, if there is not a lawyer on the Board of Directors. With the consent of the Board of Directors, the President may also retain outside legal counsel to address legal issues that are deemed to be beyond the capabilities of an attorney within the MSHRM membership.

Qualifications

- At least one term as a member of MSHRM Board
- Demonstrated leadership ability as evidenced by such positions as MSHRM committee chair/member or President/President-elect or other leadership position of an affiliated chapter or other nationally recognized healthcare-related organizations
- Demonstrated leadership as evidenced by leadership or management roles within a work-related environment
- Current MSHRM member in good standing with a minimum of four years of membership
- A minimum of five years of work experience as a risk management professional and/or a medical malpractice defense lawyer or risk management-supporting vendor, etc.
- Demonstrated a broad base of risk management knowledge and experience

Duties and responsibilities

- Collaborate with Chapter Assistant to formulate a year-long Chapter calendar of MSHRM activities to be distributed at the start of the fiscal year.

- Assist in preparing the agenda for Board meetings and in developing Board orientation and planning processes.
- Preside over meetings of the Board and call special meetings as need arises. There is a minimum expectation that the President participate in every Board meeting and conference call. It is estimated that there will be four Board meetings throughout the year. Board meetings consist of a transition meeting, a mid-year teleconference and three one-hour meetings preceding educational programs.
- Review materials provided prior to board meetings and be prepared to discuss and/or call for vote to take action as appropriate.
- In collaboration with the Board, draft and implement strategic planning goals and objectives for the year, to be completed through discussion and approval at the transition and mid-year meetings.
- Oversee the work of the Board officers and special committees of the Board.
- Facilitate the Board's decision making and foster a sense of team spirit on the Board.
- Attend the series of educational offerings provided to the membership.
- Attend ASHRM's annual conference as well as the Chapter President's conference activities.
- Appoint a Member to serve in a vacant position for the rest of that vacant position's term or until a membership election has taken place.
- Must become a member of ASHRM and serve as Board liaison from MSHRM to ASHRM.
- Submit a "President's Message" for each edition of "Bits & Pieces" newsletter.