

Board Directors, Job Description

[From Bylaws] ARTICLE 6 - BOARD OF DIRECTORS

Authority: *The President shall serve as the Board Chair. The Board of Directors shall have supervision, control and direction of the affairs of the Association, its committees and publications; shall determine its policies or changes therein; shall actively pursue these objectives, supervise the disbursement of its funds, and shall be responsible for the interpretation of these Bylaws. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.*

Board Directors shall stay well informed about the organization by carefully reading the minutes of the Board Meeting, financial statements and other materials; take seriously the legal, fiscal, fiduciary and ethical responsibilities the Board carries. Be aware of and notice community activities and legal/political developments, which may impact the organization and/or its programs and bring them to the attention of the Board.

Be familiar with the bylaws. Keep your Board “files” up-to-date by adding new material as you receive them.

Be an advocate and inform others about the organization.

Serve on committees and also take on special assignments.

Board Directors shall take their commitment to the association seriously.

Board Directors will be appointed to Chirico-Chair or serve as a member on OMGMA Committees based on the needs of the association. Committee job descriptions list additional job duties and responsibilities.

Board Directors are strongly encouraged to be members of ACMPE with certification and or fellowship status.

All Board Directors shall be willing to prepare an article for the Association newsletter or website, as assigned by the President.

President-Elect, Job Description

[From Bylaws] President ***Elect***: *The President Elect shall perform all duties of the President during his/her absence, and shall assist the President in the fulfilling his/her executive duties as requested by the President. The President Elect shall perform such duties and have such powers as may be assigned or delegated from time to time by the Board of Directors.*

The President-Elect supports the President and assists with organization matters. The term of President-Elect is a three-year commitment: President-Elect, progressing to President, and then Immediate Past President. It is recommended that the President Elect serve as a Director for at least one term prior to assuming this role.

President Elect shall Co-Chair or serve as a member on the Conference Planning Committee to develop all aspects of the OMGMA Annual Conference or Regional Conference. In order to gain experience related to conference planning, the President-Elect is required to serve on the Conference Committee.

At the Annual Conference, the President-Elect will honor the outgoing President.

The President-Elect shall attempt to attend the annual MGMA State Leaders Conference. Expenses are reimbursed for registration, lodging, travel and meals when not provided at the meeting.

All Executive Committee members should be willing to prepare a Board Message for the Association Newsletter and/or website, as assigned by the President.

In the absence of the President, the President Elect will conduct and oversee meetings and/or Association functions as needed.

Time Line of Activities of President-Elect

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|------------------|--|
| July | Review Job Description and Guidebook to familiarize with duties expected in upcoming years. Assist conference planning chair with committee activities every month as needed. |
| August | |
| September | |
| October | |
| November | |
| December | |
| January | Attempt to attend MGMA-ACMPE State Leaders Conference |
| February | |
| March | |
| April | |
| May | |
| June | Assume role of Presidency on July 1. |

Secretary, Job Description

[From Bylaws] **Secretary:** The Secretary shall assume office at the beginning of the Administrative Year, the Secretary's duties are as follows:

- a. To give notice of all meetings of the Association and to make provision for the keeping and publicizing a record of all proceedings;
- b. To conduct correspondence at the direction of the President;
- c. To ensure there is a current listing of all members of the Association.

The OMGMA Secretary shall:

1. Oversee Membership Committee.
2. Oversee Scholarship Committee.
3. Oversee the OMGMA electronic newsletter with the assistance of the Executive Director
4. Assist Executive Director with Board and membership meeting communication as needed

All Executive Committee members should be willing to prepare a Board Message for the Association Newsletter and/or website, as assigned by the President.

It is recommended that the Secretary serve as a Director for a minimum of one year prior to assuming this role.

Time Line of Activities of Secretary

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|------------------|--|
| July | Reviews job description and Guidebook to familiarize with duties expected in the coming year. Present minutes to BOD from previous board meeting |
| August | Present minutes to BOD from previous board meeting |
| September | Present minutes to BOD from previous board meeting |
| October | Present minutes to BOD from previous board meeting |
| November | Present minutes to BOD from previous board meeting |
| December | Present minutes to BOD from previous board meeting |
| January | Present minutes to BOD from previous board meeting |
| February | Present minutes to BOD from previous board meeting |
| March | Present minutes to BOD from previous board meeting |
| April | Present minutes to BOD from previous board meeting |
| May | Present minutes to BOD from previous board meeting Attend and present minutes to membership from previous Membership Meeting at Annual Conference and take minutes at current Membership Meeting (timing subject to change based on planning) |
| June | Present minutes to BOD from previous board meeting |

Director Duties

As a member of the OMGMA Board of Directors, the membership has entrusted you with the privilege and responsibility to govern and set the direction of the organization.

Each Director position on the OMGMA board serves a two-year term. Approximately half are elected in odd years, the other half in even years. OMGMA Bylaws provide flexibility in the number of directors holding office at any given time. Generally, the board will include 8 to 12 members. In addition to the 5 Executive Committee positions there may be between 3 and 7 directors. The Executive Committee sets the current size of the board depending on the expected needs of the organization.

Each Director position assumes its position on the board on July 1 annually.

Should a current director be elected to the Treasurer position, their term limit may change. See Bylaws for additional information.

Each director is expected to chair or co-chair an OMGMA committee. While each committee should have a succession plan as directors rotate on and off the board, certain OMGMA committees require it. The Exhibitor and Membership committees must each have a chairperson and co-chair on opposite term schedules (odd and even years) to allow for continuity.

Directors may be asked to assist with additional tasks as needs arise within the organization. These requests may come from any other members of the board.

Unless otherwise specified in this handbook, all members of the Board of Directors are expected to adhere to the attendance policy as outlined herein.