



## **Elected Positions Job Descriptions**

**President Elect** – The President Elect joins the Executive Committee/Council for a total period of 3 years, first in this position, then as President, then as Immediate Past President. The President works closely with the Council and Executive Committee and the MPS office. This position requires leadership experience, the ability to communicate the mission of the MPS to internal and external audiences, grow our membership, interface with the APA, and articulate and direct the overall priorities of the organization. In doing so the President is instrumental in setting the agenda with the Council and Executive Committee and must be accountable for the needs of members and value for money for members' dues contributions. The position requires prior APA/MPS experience and a commitment of personal time and energy over an extended period of time. The Executive Committee meets the 4<sup>th</sup> Tuesday evening of the month and the Council the 2<sup>nd</sup> Tuesday evening of the month. The president will also participate regularly in other committees and have a number of external engagements. In their final year, as Immediate Past President, this post holder chairs the Nominating Committee and is responsible for overseeing the management contract with Massachusetts Medical Society.

**Treasurer** – The Treasurer is a two-year commitment to the Executive Committee/Council. Previous APA/MPS experience is very helpful, previous financial management experience is also very helpful, (e.g. at committee/department level). The Treasurer works closely with the Director with budget setting, monitoring the operating budget during the year, delivering reports on a quarterly basis to Council, and ensuring the MPS meets mandatory requirements (e.g. for audit and tax returns). In addition, some responsibilities are also required in overseeing the investments of the Society with the Council and

Executive Committee. The Treasurer is fully supported in this role via day-to-day input from the administrative director and MPS finance team - including accountant/auditor/financial adviser. The Treasurer attends Council and Executive Committee meetings (2 Tuesdays evenings per month – 5:00-6:30 pm).

**Secretary** – The Secretary is a two-year commitment to the Executive Committee/Council. Previous APA/MPS experience is very helpful. An interest in connecting with a cross section of the membership is also very helpful. The Secretary works closely with the Administrative Director and Membership Committee in its efforts in recruitment and retention, outreach to residency programs, oversight of the dues drop process, and reports the membership transactions of the organization on a monthly basis to Council. The Secretary is also responsible for the accurate production and recording of the records (minutes) of Executive and Council meetings. The Secretary attends both the Council and Executive Committee meetings (2 Tuesday evenings per month – 5:00-6:30 pm).

**Councilors** – the Council is the main voting body of the organization which meets monthly 9 times a year, the 2<sup>nd</sup> Tuesday of the month – 5:00-6:30 pm. Council positions are for a 3 year period to allow for continuity on the Council. Work on specific MPS projects arising from the Council, and contributions to discussion via the Council email group are also requirements. The Council comprises the Executive Committee, Elected Councilors, APA Representatives, the Resident Fellow Members representative, and the Presidents of the Western Mass and South Eastern (Cape) Chapters. Previous MPS/APA committee work is helpful but not essential.

**APA Representatives** – The APA Representatives are voting members of the APA Assembly which meets twice per year to conduct the business of the APA. APA Reps are also part of the MPS Council and meet the 2<sup>nd</sup> Tuesday of the month – 5:00-6:30 pm. APA Reps have duties similar to Council members. In addition, they provide a liaison between national and local activities within the APA/MPS. They may also lead on projects assigned by the Council, and some travel is required to Assembly meetings (to DC and the location of the APA Annual Meeting) and also to meetings of the Area 1 Council, primarily within the

New England area where all the APA reps from other regionally based District Branches meet to discuss related assembly matters and other and local business.

**Resident/Fellow Member** – A Resident/Fellow Member is elected to the MPS Council to a two year term. The Resident/Fellow Member is a full voting member of the Council with meets monthly 9 times a year, the 2<sup>nd</sup> Tuesday of the month – 5:00-6:30 pm. The RFM position is a 2-year period to allow for continuity on the Council. Responsible for submitting monthly articles in the MPS newsletter. Work on specific MPS projects arising from the Council, and contributions to discussion via the Council email group are also requirements. Previous MPS/APA committee work is helpful but not essential.

**Nominating Committee** - The role of this committee is crucial to MPS. This committee reviews nominations for MPS positions and grows leaders for the MPS of the future. APA/MPS experience is helpful, also a good network of professional contacts is helpful. The committee meets at least 2-3 times in the early fall and conducts outreach to members via telephone and email in the fall when developing the Slate. From the Bylaws: “The Nominating Committee shall be responsible for providing a list of candidates for MPS offices. The Committee shall consist of seven members, four of whom shall be elected [*2 each year for a 2 year terms*] and three of whom, including the Chair, shall be appointed by the President after consultation with the Executive Committee.”