

FAMSS FLORIDA ASSOCIATION MEDICAL STAFF SERVICES POLICIES & PROCEDURES



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**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

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CODE OF PROFESSIONAL CONDUCT AND RULES OF ETHICS

POLICY STATEMENT:

This Policy establishes a Code of Professional Conduct (the "Code") and Rules of Ethics (the "Rules") for FAMSS covered individuals. It also includes standard procedure for evaluating complaints of alleged violations of the Rules lodged by other Medical Services Professionals (MSP's), the public, leadership and FAMSS members.

Corrective action may be imposed when it is determined that a Covered Individual has demonstrated conduct that violates the Rules as defined below.

Complaints of alleged violations, questions or concerns should be directed to the FAMSS Board via email at FAMSSBoard@gmail.com. Anonymous reports will not be accepted. All alleged violations will be given careful consideration by the FAMSS Board of Directors. Sanctions may be imposed when it is determined that a Covered Individual has demonstrated conduct that is in direct violation of the Code and/or Rules as described in this policy.

PURPOSE:

The FAMSS Code of Professional Conduct and Rules of Ethics shall apply to all Covered Individuals in FAMSS. The Code sets forth principles that connect the values and ideals of the profession to the work performed by Medical Services Professionals (MSP).

The Code/Rules shall serve as the standard by which the Board of Directors will evaluate professional misconduct Covered Individuals.

Covered Individuals are responsible to observe and comply with the Code and the Rules and enhance ethical standards to maintain the respect and credibility of the profession. Further, members are expected to report alleged violations of the Code for evaluation to the Board of Directors.

DEFINITIONS:

- Covered Individuals – Includes Members, Applicants, Speakers, as well as any person(s) presenting as covered individual or medical services professional
- Instructors/speakers – those presenting on behalf of FAMSS or at a FAMSS event.
- Member – An Active, Affiliate or Honorary member of FAMSS as defined in the FAMSS Bylaws.

CODE OF PROFESSIONAL CONDUCT:

Covered Individuals will:

- 1) Conduct him/herself in a professional manner at all times and provides appropriate quality credentialing support when requested by a peer or superior.
- 2) Provide for patient safety and service unrestricted by the concerns of personal attributes and without discrimination on the basis of gender, sexual orientation, race, creed, religion, or national origin, socioeconomic status, or any other protected classification.
- 3) Use technology consistent with the purposes for which it was designed, and employ procedures and techniques appropriately for credentialing best practices.
- 4) Assess situations; exercise care, discretion and judgment; assume responsibility for professional decisions; and act in the best interest of patients, his or her employers/healthcare providers and the public.
- 5) Demonstrate expertise by protecting the safety of patients and other members of the healthcare team through credentialing processes that meet industry standards and understanding of regulatory requirements.

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- 6) Practice ethical conduct appropriate to the profession and protects the patient's right for quality healthcare.
- 7) Respects and preserves confidences entrusted in the course of professional practice and reveal confidential information only as needed and in accordance with any applicable law.
- 8) Strives to improve his/her knowledge, skills and productivity by participating in continuing education and professional development activities, and sharing his/her knowledge with colleagues
- 9) Be in compliance with policies and statements put forth by FAMSS.

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THE RULES OF ETHICS:

The Rules of Ethics set forth prescribed activity – unacceptable professional conduct for any Covered Individual.

Because the public, healthcare providers, and employers rely on the MSP, it is essential that all Covered Individuals act consistently with the Code. This Code is intended to maintain minimum standards of conduct and promote the protection and safety of patients. The following conduct or activities violate the ethical requirement of section 6 of the Code and, subject to the facts and circumstances, may result in sanctions as described under the section of this Policy entitled: Administrative Procedures for Evaluation of Ethical Conduct:

- 1) Employing fraud or deceit in our work or using authority for personal gain.
- 2) Any incitement, arrest, charge, conviction, plea of guilty or nolo contendere involving a felony or misdemeanor related to ethical standards or professional conduct, including, but not limited to a crime against a person, negligent credentialing, or fraud.
- 3) Termination from any employment for conduct that is contrary to the ethical principles appropriate to the medical services profession.
- 4) Inability to practice the medical services profession with reasonable skill and safety because of use of alcohol, drugs, chemicals, or any other material.
- 5) Adjudication by a court of competent jurisdiction, as mentally incompetent, or a person dangerous to the public.
- 6) Engaging in conduct likely to deceive, defraud, or harm the public, an employer and/or healthcare workers.
- 7) Demonstrating a willful or intentional disregard for the medical services profession duties.
- 8) Knowingly making a false statement or knowingly providing false information to FAMSS and/or NAMSS in any application or proceeding.
- 9) Making false, fraudulent, deceptive, or misleading communications to any person regarding the member's education, training, credentials, experience or qualifications, or the status of the individual's certification.
- 10) Using without explicit authorization of the author, presentations and materials from NAMSS/FAMSS events (webinars, conferences, publications, etc.) in any other non-NAMSS/FAMSS event or publications. Plagiarism is expressly prohibited.
- 11) Being found to have violated NAMSS Code and/or Rules.

ADMINISTRATIVE PROCEDURES FOR EVALUATION OF PROFESSIONAL CONDUCT:

The Board of Directors will evaluate concerns reported regarding FAMSS Covered Individuals following the Administrative Procedures outlined below. Member complaints will be reported to NAMSS at the discretion of the Board

1) Preliminary Screening of Potential Violation of the Code of Professional Conduct

The FAMSS President shall review each complaint of alleged violation of the Code by a FAMSS Covered Individual and will bring alleged violations to the attention of the Board of Directors. If the involved individual is a member of the Board of Directors, the individual will be recused from Board of Directors' activities until a final decision is rendered. If there is (1) insufficient information upon which to base a charge of a violation of the Code, or (2) the allegations against the member are patently frivolous or inconsequential, or (3) the allegation, if true, would not constitute a violation of the Code, the Board of Directors may summarily dismiss the matter. Legal counsel may be called on to assist in this decision and the investigation of complaints.

The member subject to a complaint should have the opportunity to review the membership of the Board of Directors to make sure there is not a conflict of interest.

2) Investigations

- a) Upon the concurrence of the Board of Directors that there is sufficient information to warrant an

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investigation, the member will be notified by certified mail and/or email with read receipt of the alleged violation(s) of the Code/Rules that is being investigated. The notification will provide the Covered Individual with the following information:

- The alleged violation
- The right to submit a written response (including supporting materials) to the allegation(s) within 15 business days from the date of the notification letter;
- The obligation to cooperate with, and participate in the investigation process as determined by the Board of Directors; and
- A copy of this policy.

In the event that the Covered Individual in question is not reachable as a result of an incorrect address via USPS mail, email via read receipt, custody of the court, or return of unclaimed USPS Mail, the Board of Directors reserves the right to continue with the investigation.

The Board of Directors' investigation process may include but not be limited to: 1) Interview with the Covered Individual in question; 2) Interview with other parties involved who may or may not be members of FAMSS and/or NAMSS for the purposes of obtaining information deemed applicable to the specific violation. Telephone interviews may be held. 3) Review applicable documentation and data.

- 3) Possible Action to be taken by the Board of Directors - Actions taken may include but are not limited to:
- a) Letter of Concern
 - b) Letter of Admonition
 - c) Refer the Issue to NAMSS
 - d) Report to NAMSS action taken by FAMSS with/or without recommendation
 - e) Suspension of FAMSS Committee Assignment
 - f) Termination of FAMSS Committee Assignment
 - g) Suspension of FAMSS Membership
 - h) Termination of FAMSS Membership (refer to Bylaws for reinstatement process)
 - i) Written reprimand with no effect on current or future membership(s).
 - j) Exclusion from presenting or publishing in FAMSS publications, events, and conferences.
- 4) At the conclusion of the investigation process, the member in question will be notified by certified mail or email with read receipt of the decision of the Board of Directors.

The decision of the FAMSS Board of Directors shall be final and binding upon the member in question.

- 5) Disclosure of Adverse Decisions -
- a) Final decisions that are adverse actions to the member will be communicated within five (5) business days of the decision to the FAMSS Covered Individual and the NAMSS Board of Directors.
 - b) Adverse action is defined as suspension or termination of FAMSS Leadership position, Committee assignments, or FAMSS membership.

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BOARD OF DIRECTORS

The Board of Directors shall consist of the *elected* officers of FAMSS:

President,
President-Elect,
Immediate Past President,
Secretary, and
Treasurer,

Along with the *appointed* positions of:

Membership Chair,
Press Secretary,
Website Liaison, and
Any appointed advisors, such as Legal Advisor

Who shall serve on an annual basis at the pleasure of the President, approved by the Board, and may be removed from office at the discretion of the President and approved by the Board.

The duties and responsibilities of the members of the Board of Directors of FAMSS shall be to:

- 1) Review the FAMSS Bylaws on a biennial basis to be completed in the odd years. Recommendations for revisions will be presented at the next FAMSS Business Meeting or forwarded to members electronically for a ballot vote.
- 2) Review and approve the Annual FAMSS Budget.
- 3) Adopt policies and procedures, as needed for FAMSS and its' Board of Directors.
- 4) Review and approve Bylaws of the local Chapters.
- 5) Review and approve all reports from standing and special committees and reports from the elected and appointed officers.
- 6) Attend a minimum of 75% of scheduled Board of Directors and Business Meetings.

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ANNUAL AWARDS AND EDUCATION GRANTS

The FAMSS Board of Directors may present any or all of the following awards at the annual FAMSS Business Meeting held during the Annual Educational Conference:

- 1) A nomination form will be posted on the FAMSS website and sent with the annual membership renewal notices or within an adequate amount of time for nominations as determined by the Board of Directors. Nominations must be submitted timely for consideration by the FAMSS Board. Current Board of Directors members shall not be eligible.
- 2) A FAMSS member in good standing may nominate candidate(s) for an award by submitting a narrative (not to exceed 500 words), including the following information:
 - a) Nominee's name, organization and position;
 - b) Nominee's email address, and phone number;
 - c) Description of nominee's contributions to the local chapter, FAMSS and/or NAMSS as applicable for each award.
- 3) When submitted, all nominations become the property of the FAMSS Board of Directors and will not be returned. FAMSS reserves the right to reprint the nomination and photographs in FAMSS publications and on the FAMSS website.
- 4) It is the responsibility of the individual submitting the nomination to ensure it is completed and submitted within the time frame designated on the FAMSS Request for Nominations form.

The FAMSS Board of Directors will evaluate all nominations. The Board of Directors will determine if any or all awards are to be presented at the FAMSS Business Meeting held during the Annual Educational Conference. The President will notify recipients in advance of the Conference.

FAMSS Advocate Award

The FAMSS Advocate Award(s) recognizes professionals for the contributions they have made to FAMSS. The recipient shall receive a recognition award, one (1) night's lodging and travel expenses for the Annual Education Conference per the travel policy, for the recipient only.

FAMSS Mentor Award

The FAMSS Mentor Award(s) was established to recognize FAMSS members in good standing for their mentoring efforts. The recipient shall receive a recognition award, and two-day FAMSS Annual Education conference registration.

FAMSS Sylvia B. Davis Scholarship Award

The FAMSS Sylvia B. Davis Scholarship Award was established to recognize FAMSS members for their efforts at the local chapter, state level, and national level. The award is a scholarship to cover the cost of the recipient's two-day FAMSS Annual Education conference registration, lodging and travel in accordance with FAMSS Travel Policy to be redeemed within two (2) years. Candidates must be FAMSS members in good standing who have demonstrated enthusiastic support of FAMSS and NAMSS.

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BOARD RETREAT

In order to effectively administer the activities of FAMSS, the Board of Directors shall hold an annual Board Retreat for the purpose of accomplishing its' assigned duties. This retreat shall be held at the site selected for a future FAMSS Educational Conference and may take the place of a Board of Directors Meeting.

The following duties shall be accomplished during the Board Retreat:

1. Perform a final review of all recommendations from the Bylaws Committee. (if applicable)
2. Perform a review of FAMSS financial transactions to identify opportunities for improvement. At a minimum, the following shall be reviewed:
 - a. Previous conference expenses as compared to conference budget,
 - b. Previous year expenses as compared to budget,
 - c. Annual audit of financial records.
 - d. Approve proposed budget.
3. Complete a tour of the conference site. The Education Committee Chair, as the conference site coordinator, shall address any potential problems or concerns.
4. Members will disclose any conflicts of interest or potential conflicts of interest at the beginning of the meeting. During election year, transition to new Board members all documents, computers, and responsibilities.

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BYLAWS COMMITTEE

A comprehensive and current document of self-governance shall be maintained in conjunction with, and in conformity to, the National Association of Medical Staff Services (NAMSS) Bylaws. Committee membership shall consist of the elected and appointed FAMSS officers.

FAMSS Bylaws

The duties and responsibilities of the Bylaws Committee shall be to:

- 1) Review the FAMSS Bylaws to determine applicability to current responsibilities of Medical Services Professionals. The review shall consider conformity with the NAMSS Bylaws and relevance to current and future FAMSS activities. Review the FAMSS Bylaws biennially in the odd years prior to the Board Retreat.
- 2) Review recommendations for FAMSS Bylaws changes that have been received from a FAMSS member or FAMSS Committee.
- 3) Forward electronically and by posting on FAMSS website, proposed changes to the voting membership at least fifteen (15) days before the next regularly scheduled FAMSS Business Meeting. If voting will be by means other than at a scheduled FAMSS Business Meeting, the Bylaws Committee will specify a deadline return date that is no less than twenty-one (21) days after distribution.
- 4) Obtain the signature of the FAMSS President on the revised Bylaws.
 - a) Revised documents will be made available to all FAMSS members on the FAMSS website
- 5) Bylaws will be forwarded to NAMSS for review and recommendation.

Local Chapter Bylaws

The duties and responsibilities of the Bylaws Committee shall be to:

- 1) Review Local Chapter Bylaws (when submitted) to determine conformity with FAMSS Bylaws.
- 2) Resolve issues, if applicable, with local Chapter President to bring Bylaws into conformity.
- 3) Obtain the signature of FAMSS President on local chapter Bylaws document.
- 4) Copy signed document for FAMSS records and forward to FAMSS Press Secretary.
- 5) Return signed document to local Chapter President or designee.

FAMSS Policies and Procedures

The duties and responsibilities of the Bylaws Committee shall be to:

- 1) Review FAMSS Policies and Procedures to identify corrections, additions or deletions, and to identify need for new policies. Review the FAMSS Policies and Procedures biennially in the even years and formulate necessary changes, prior to the Board Retreat.

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CERTIFICATION EXAMINATION SCHOLARSHIP

A nomination form will be posted on the FAMSS website and sent with the annual membership renewal notices or within an adequate amount of time for nominations as determined by the Board of Directors. Nominations must be submitted timely for consideration by the FAMSS Board. Current Board of Directors members shall not be eligible.

Criteria for CPMSM/CPCS Certification Scholarship

- 1) Must be an active FAMSS member of at least twelve (12) months in good standing.
- 2) Scholarship amount shall be for the current exam fee only and requires proof of payment.
- 3) Current Members of the Board of Directors for either the State or National Associations are not eligible.
- 4) Application, plus a 300+ word typewritten statement regarding the applicant who desires to become certified and how certification will benefit him/her both personally and professionally; plus two (2) letters of reference (one from the applicant's supervisor and one from another FAMSS member) attesting to the applicant's character and verifying the applicant's employer is unable and/or unwilling to pay for the NAMSS CPMSM and/or CPCS certification examination fee(s). Must be submitted by deadline as outlined on the application. An unemployed candidate may still apply, contingent upon approval of the Board of Directors.
- 5) Applicants will be measured by the degree of the following:
 - a) Commitment toward educational growth as a Medical Staff/Credentialing Services Professional;
 - b) Demonstrated sincere enthusiasm and support for the goals of FAMSS;
 - c) Future benefits for FAMSS resulting from certification assistance.

DISCLAIMER:

The FAMSS Board of Directors reserves the right to withhold awarding a scholarship. Certification reimbursement is contingent upon the recipient passing the examination.

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CONFLICTS OF INTEREST

The Board of Directors, local Chapter Presidents and Committee members (all volunteer leaders) of FAMSS serve in a fiduciary capacity and owe a duty of care and undivided loyalty to FAMSS. Since FAMSS exists as authorized by the National Association Medical Staff Services (NAMSS), this policy extends to conflicts at both levels of the organizational structure. Thus, volunteers must conduct themselves with integrity and honestly and act in the best interest of FAMSS and NAMSS.

Volunteer leaders may not use their relationship to FAMSS or NAMSS for their own personal gain. They must avoid conflicts of interest between their duties to FAMSS or NAMSS, and their duties to other organizations, including local chapters and other related groups or their own business or personal interests.

Full disclosure by a volunteer leader of any actual or potential conflict is required by the standard of good faith. A conflict of interest exists when a volunteer leader participates in the deliberation and resolution of an issue important to FAMSS or NAMSS, while at the same time, the volunteer leader has other professional business or volunteer responsibilities outside of FAMSS that could predispose or bias the volunteer leader to a particular view, goal or outcome not in the best interest of FAMSS or NAMSS.

Conflicts of interest are not in themselves harmful unless not disclosed. A conflict of interest that is not disclosed places the volunteer leader with the conflict in difficulty should he/she participate in discussion or vote and then found to have influenced the outcome or carried proprietary information to another organization while withholding disclosure of the conflict.

In order to avoid any actual or potential conflict of interest problems, each FAMSS volunteer leader shall, prior to taking office or accepting appointment, agree to abide by the following conflict of interest policy:

When any actual or potential conflict of interest exists with respect to any subject requiring action by the Board of Directors, Committees or any other FAMSS sanctioned entity, the volunteer leader having an actual or potential conflict shall immediately notify the President and/or Immediate Past-President or appropriate Committee Chair, in writing, of such conflict.

The volunteer leader shall not vote on the subject in which the volunteer leader has an actual or potential conflict of interest, shall not use his/her personal influence on other voting members through public or private communication, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not been established, the volunteer leader shall not be counted.

If excluded from voting because of an actual or potential conflict of interest, a volunteer leader will be required to briefly state the nature of the conflict and may be requested to answer pertinent questions of other volunteer leaders when that volunteer leader's knowledge of the subject will assist the Board of Directors, Committees, or other entity. The Chair of the body discussing the subject may request that a volunteer leave the meeting temporarily while the subject is debated and/or voted upon.

The minutes of the meeting shall reflect that a disclosure was made, that the volunteer leader who stated a conflict of interest did abstain from voting, and in those cases where the quorum was not already established, that the volunteer leader was not counted in determining the quorum.

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Illustrations of Conflict-of-Interest Situations

The following illustrations or guides are offered to assist in identifying a situation that may be a conflict of interest to be disclosed. Generally, these are situations where a FAMSS volunteer leader also has a position of responsibility, either paid or unpaid, with other associations, either for-profit or not-for-profit, or individuals that should not have access to or influence on FAMSS strategies, relationships, plans, intellectual property or materials.

- Panelist, presenter, faculty, author, or advisor for an organization that competes directly with FAMSS or NAMSS for publishing, seminars, or membership income.
- Employees of consulting or training firms doing business, with members, FAMSS or NAMSS.
- A change in professional status not clearly apparent during consideration for nomination or appointment or during one's term in elected or appointed position, such as intention to become a consultant or leave the field.
- Personal or professional relationships to others in the field or in the association leadership or to someone who has a disclosed conflict of interest.
- Special relationship to any exhibitor, supplier, employee, consultant or advisor doing business with FAMSS.

Please note that none of these illustrations are problematic as long as they are disclosed and are appropriately raised when a conflict-of-interest situation arises.

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EDUCATION COMMITTEE

The Education Committee shall be chaired by the President-Elect and comprised of the Board of Directors and other members appointed by the President-Elect. Local Chapter Presidents are expected to either serve on the committee or delegate this responsibility to a representative from their chapter. All local chapters should be represented on the Committee. Local Chapter Presidents or delegates attending Education Committee meetings must be members of FAMSS. The Committee is expected to meet as necessary to plan educational conferences and ways to meet the educational needs of FAMSS members. It is expected that Committee members will attend 75% of the scheduled meetings. Education Committee members who attend at least 75% of the scheduled meetings may be compensated via discounted conference registration, up to 50% off, at the discretion of the Board of Directors.

The Committee shall have the responsibility of planning educational conferences as follows:

Conference Preparation:

- 1) Approximately one (1) year prior or as soon as possible thereafter:
 - a) Select date(s) for conference.
 - b) Select location. Education Committee Chair will be the site coordinator and will conduct all arrangements with the site. Location should be near an airport or on a major roadway, and room costs kept at a reasonable rate.
- 2) After conference site location has been determined, the Education Committee will:
 - a) Select format (i.e. number of general sessions, workshops, focus sessions, prep courses, breakout sessions, and hospitality event, etc.)
 - b) Select desired speakers and topics.
 - c) Assign Education Committee member(s) responsibility for:
 - i) Speaker recruitment.
 - ii) Exhibitor/Sponsor/Vendor recruitment.
 - iii) Promotional brochure development.
 - iv) Conference App management
 - v) Volunteer recruitment.
 - vi) Registration.
 - vii) Welcome Reception planning
- 3) Speaker Recruitment – Speaker Liaison(s)
 - a) Select speaker(s) in conjunction with Education Committee.
 - b) Contact speaker by phone/email to secure acceptance to speak.
 - c) The honorarium maximum is \$200.00 per session, unless another amount has been approved by the Board of Directors (e.g. for keynote speakers).
 - d) Travel and meal expenses will be reimbursed according to the FAMSS Conference Speaker Travel Policy.
 - e) Speaker Liaison(s) will:
 - i) Confirm in writing the agreed upon honorarium, travel, lodging and meal expense arrangements and provide a copy of the FAMSS Travel Policy and FAMSS Expense Report
 - ii) Provide speaker with instructions to post required information to the conference app.
 - iii) Forward AV needs (e.g. laptop and LCD projector, overhead, handheld microphone(s) or lavalier(s), etc.) and arrival date/time to Education Committee Chair (site coordinator) for hotel reservations and audiovisuals reservations
 - iv) Provide the introduction statement to person assigned to introduce the speaker
 - f) At conference, person assigned to introduce the speaker, or designee, will confirm arrival, make personal contact and refer speaker to registration desk for check-in:
 - g) Education Committee Chair will contact by phone or send “Thank You” letters electronically or by US Mail.
- 4) Exhibitor/Sponsor/Vendor Recruitment – Exhibitor Liaison(s)
 - a) Write to exhibitors/sponsors/vendors inviting them to exhibit/sponsor our event giving information about location and dates of the upcoming conference.

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- b) Provide an updated FAMSS Exhibitor/Sponsor Registration Form via a link to the website exhibitor/sponsorship page. (**Before mailing, obtain from Education Committee Chair the hotel contact name and number for entering onto form.)
- c) Forward a copy of returned Exhibitor Registration Forms to:
Education Committee Exhibitor Liaison and/or app representative.

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- d) Forward original registration form and check to FAMSS Treasurer (if applicable).
 - e) Upon arrival to conference, the Exhibitor/Sponsor/Vendor Liaison will confirm arrival, make personal contact, ascertain if there are any additional needs and refer Exhibitor to registration desk for check-in
 - i) At conclusion of conference, thank exhibitor for displaying and give tentative date/location for next conference when available.
 - f) Exhibitors/Vendors with goods not related to Medical Staff Services "Fun Vendors" may display and sell these goods if not prohibited by the hosting conference facility. These types of exhibitors shall, in lieu of the exhibitor fee, donate a door prize for each day they display their goods at the conference. Each door prize must have a minimum value of fifty dollars (\$50.00). The date and time of the drawing of names for all exhibitor door prizes will be announced at the conference.
 - g) Exhibitors/Vendors may display and sell goods at the Welcome Reception and/or during the conference as determined by the Education Committee.
- 5) Promotional Brochure Development
- a) No later than six (6) months from conference date, prepare and post to the website a "Save the Date" announcement of the conference dates and location with electronic notice sent to members.
 - b) At least three (3) months from conference day, prepare and distribute the conference registration brochure which contains the following information:
 - i) Program agenda with speaker names, topics and time of talks
 - ii) Conference theme
 - iii) FAMSS Logo
 - iv) Conference location and dates
 - v) Continuing Education (CE) statement will be included for all approved CEs in accordance with NAMSS Accreditation policy.:
 - vi) Hotel information including name, address, room rates, size of rooms, reservations, phone number, and deadline to make reservations, and any other relevant information.
 - vii) Registration fee is broken down by:
 - (1) A daily rate to include any discounts for early registration
 - (2) Full conference rate to include any discounts for early registration
 - (3) FAMSS member vs. non-member rate
 - (4) Workshop pre course, etc. rate
 - (5) Cancellation refund statement
 - viii) Membership and registration forms include the following:
 - (1) Name
 - (2) Preferred name for badge
 - (3) A check box for CPMSM and CPCS credentials
 - (4) Title
 - (5) Organization
 - (6) Address
 - (7) City/State/Zip
 - (8) Phone number
 - (9) Email address
 - (10) Required special accommodations (including dietary restrictions)
 - (11) Section to calculate registration fees
 - (12) Statement to "Make checks payable to FAMSS"
 - (13) Registration deadline date
 - (14) Registration forms to be completed online or returned to Education Committee member responsible for Registration. Member responsible for registration (give name, address and phone number, email and credit card information).
- 6) Continuing Education Credits (CEs), Post Conference Survey and Syllabus
- a) Obtain from the individual responsible for speaker recruitment the resume, handouts, outlines or other materials provided by the speakers.
 - b) Obtain final program agenda from Education Committee Chair.

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- c) CEs
 - i) The Treasurer, if requested, will complete NAMSS CE Accreditation application form via the NAMSS website. as soon as all information has been received but no later than forty-five (45) days before conference.
 - ii) NAMSS will provide CE certificate.
 - iii) CE Form will be provided. -Attendee shall be responsible for accurately reporting CEs and keeping this proof of attendance for CE reporting purposes.
 - (1) Post conference survey will be distributed to the attendees electronically and results will be tabulated for presentation at next Education Committee meeting.
 - (2) The Treasurer will submit a roster of attendees and CEs to NAMSS as required.
- 7) Handouts will be posted to the website for confirmed registrants in advance for printing prior to the conference.
- 8) Prior to conference, post printable presentations to FAMSS website and/or conference app and notify registrants of availability.:
 - a) On website and/or conference app post a printable Registrant list and notify registrants of availability. The list will include name, title, address, phone, and email address The following statement will be included on each page of the registrant list: "Not to be used for solicitation purposes. Current as of "00/00/00" (date posted)
 - b) Conference at-a-glance posted to website/app: A printable, condensed full conference agenda
- 9) Conference Registrant
 - a) Education Committee member responsible for Registration (Conference Registrant) shall monitor website registrations and manually enter offline registrations.
 - b) .
 - c) Offline registrations will be mailed directly to the FAMSS Treasurer.
 - d) The FAMSS membership deadline date established by the Board of Directors must be included on the conference registration form.
 - e) Perform follow-up with registrants who have sent incorrect fees, failed to pay or to complete registration.
 - f) Keep Education Committee informed at scheduled Education Committee meetings of the number of registrants.
 - g) Create name badges for each registrant, speaker and exhibitor.
 - h) Acknowledge FAMSS membership by sticker or label or pin on badge or on registration list.
 - i) Print registration list(s) to use for checking in registrants. These lists should signify if there are any funds owed so that these can be collected upon registration.
 - j) Set-up registration tables with designated areas for:
 - i) Sign-in sheets;
 - ii) Name badges minus the name badges of those owing fees (refer these individuals to the Treasurer);
 - iii) Any items to be provided to registrants, i.e. Syllabus, conference bags, door prize tickets, list of registrants;
- 10) iv) Bulletin Board for messages and postings. Can be electronic bulletin board.) Man registration desk on main conference days during registration hours.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

EDUCATION COMMITTEE CHAIR

The FAMSS President-Elect shall serve as Education Committee Chair. The Chair shall submit reports to the Board of Directors on behalf of the Committee.

Other responsibilities of the Education Committee Chair are as follows:

- 1) Call and preside at all Education Committee meetings.
- 2) Serve as the official spokesperson for the Education Committee.
- 3) Serve as the conference coordinator for all FAMSS Education Conferences.
 - a) Contact selected site for conference
 - i) The Board of Directors must approve all arrangements with the site to include contract negotiations for room guarantees, complimentary rooms, food and beverages, etc.
 - ii) The FAMSS President will sign all contracts with the site.
 - b) Coordinate site setup.
 - i) At least eight (8) weeks before event, and not later than six (6) weeks before conference, communicate with hotel sales and catering, or with conference site personnel to arrange conference room details.
 - ii) Conference room layout (round tables, classroom style, theater style, etc.)
 - iii) Identify location of registration tables
 - iv) Identify location of exhibitors, electricity and internet access for exhibitors. Obtain number of exhibitors and their electricity needs from the exhibitor liaison. Identify location of meals and breaks.
 - v) Identify location of room for Committee and/or Board meetings and storage
 - vi) Choose menus for all conference functions
 - vii) Obtain audiovisual needs from speaker liaison and communicate to site
 - viii) Obtain arrival date/time of speakers from individual's responsible for speaker recruitment and make hotel reservations for speakers
 - ix) Make reservations for Board members
 - x) Designate VIP reservations per hotel contract
 - xi) At pre-arranged date with hotel, confirm the number of conference attendees in order to have appropriate seating in conference rooms, and confirm number of attendees for breaks and meals
 - xii) Within 24 hours of conference, or at time agreed upon with hotel or conference site personnel, schedule a meeting with the FAMSS Board and conference hotel representatives (i.e. conference planner, F&B, A/V, etc.) do a site visit and confirm your arrangements.
 - (1) Is the registration area in place?
 - (2) Is the exhibitor area ready?
 - (3) Is the conference room arrangement correct?
 - (4) Is the "reader board" in hotel the lobby correct? (Reader board advertises the conference venue and identifies the conference rooms.)
 - (5) Arrange for message board
 - (6) Audiovisuals for each speaker available?
 - xiii) Arrange with site for FAMSS signage
 - xiv) Introduce speakers at educational conferences and assign individuals to introduce speakers for concurrent sessions.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

FACILITATOR

FACILITATORS for networking (i.e. round-table) lunches may be selected by the FAMSS Education Committee. The facilitator shall assist learning and decision-making by FAMSS members through use of certain skills and techniques to gain maximum team/committee/table participation.

The duties and responsibilities of the facilitator shall be to:

- 1) Initiate discussion of topic but not monopolize the conversation.
 - a) Ask open-ended questions
 - b) Give all participants the opportunity to respond
 - c) Request a response from each participant
- 2) Provide opportunity for equal participation by all team/committee/table members.
- 3) Provide feedback and summary report to Education Committee.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

HOSPITALITY EVENT

- 1) Any Hospitality Event responsibilities may be assigned to Host Chapter(s), a Host Committee or an Ad Hoc Committee appointed by the Education Committee Chair. Duties include:
- 2) Fundraising/sponsorship
- 3) Theme
- 4) Decorations
- 5) Entertainment
- 6) Menu
- 7) Hospitality Event may be held the evening before the conference begins, or sometime during conference (day or evening). Hospitality Event should be held early in the conference.
- 8) Decide upon the type of event. Ideas of hospitality events include, but are not limited to: tour of local attraction, fashion show, interactive theater, magic show, dance lesson and dancing, costume party, trip to local sponsoring event; casino, mystery or clue game, treasure or scavenger hunt, music guest, Sunset Cruise, etc.
- 9) Provide information about Hospitality Event to Education Committee member responsible for Promotional Brochure development.
- 10) Careful consideration should be given to cost of event and associated fundraising.
- 11) Transportation must be arranged if event involves a location off-site. Hotel staff can usually assist with direction to transportation companies.
- 12) Within 72 hours of event, confirm the number of attendees with the Education Committee member responsible for Registration, and communicate to the entertainer or company/facility providing entertainment for the hospitality event.
- 13) Confirm within twenty-four (24) hours of event that the following are in place:
 - a) Signs, if necessary
 - b) Volunteers
 - c) Transportation, if necessary

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a member of the Board of Directors.

- 1) Serve as a voting member of the Board of Directors.
- 2) Act as consultant to the President and the Board of Directors.
- 3) Serve as Chair of the Nominating Committee.
- 4) Serve as Chair of the Bylaws Committee.
- 5) Be responsible for the maintenance of changes to FAMSS Policy and Procedures and Bylaws.
- 6) Provide an orientation for chapter presidents.
- 7) Provide for publication:
 - a. Notification of approved bylaw(s) changes
 - b. Notification of approved local chapter bylaws
- 8) Submit approved bylaws to NAMSS Annually.

At the conclusion of office:

- 1) Forward all records and technology necessary for continuity of office to the succeeding officer.
- 2) Forward to the FAMSS Press Secretary all other FAMSS records.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

LOCAL CHAPTER PRESIDENT

Local Chapter Presidents shall be nominated and elected to office in accordance with local chapter bylaws and shall assume leadership of the local chapter's activities. In accordance with FAMSS Bylaws, local chapters must be recognized and approved by the FAMSS Board and shall function as a forum for educational and networking activities at a local level.

The duties and responsibilities of the local Chapter Presidents shall be to:

- 1) Serve as liaison between FAMSS and members of the local chapter by:
 - a. Providing local chapter members with updated information regarding changes to FAMSS bylaws, policies, procedures, organization structure, etc.
 - b. Disseminating information from the FAMSS President to local chapter members.
 - c. Provide FAMSS President with roster of members when applying for an Educational Grant;
 - d. Providing the FAMSS President with an annual roster of local chapter officers, and
 - e. Functioning as a resource for special projects as requested by FAMSS.
- 2) For annual FAMSS Business meeting, provide a local chapter report. This activity may be delegated to another officer or member of the local chapter.
- 3) Serve as a member of the FAMSS Education Committee or delegate responsibilities to another officer or member of the local chapter.
- 4) Encourage FAMSS membership and NAMSS certification.
- 5) Encourage the promotion of continuing education of all professionals who credential health care providers and provide other related health care services.
- 6) Furnish Press Secretary with local chapter report for publication.
- 7) Provide and maintain current data about the local chapter on the FAMSS Web Site.
- 8) Local Chapter Presidents, or delegates, attending FAMSS meetings or Education Committee meetings must be members of FAMSS.
- 9) Provide copy of chapter bylaws to Immediate Past President/Bylaws Committee Chair initially and whenever changes have been made. Prior to the Annual Board Retreat, the President of each local chapter shall submit a copy of the revised bylaws or a statement that no changes have been made to the bylaws in the past year.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

MEMBERSHIP CHAIR

The Membership Chair is responsible for membership recruitment and retention for analysis of membership profiles and needs and development of membership services.

The duties and responsibilities of the Membership Chair shall be to:

- 1) Maintain member database and mailing list via website.
- 2) Distribute annual membership renewal notices via email. Maintain a master mailing list to solicit new members or use for conference mailing all on the FAMSS mailing list.
 - a. Direct offline payments to FAMSS Treasurer.
 - b. Confirm FAMSS membership via email address as provided on the membership application.
- 3) Send emails to members/non-members periodically for membership recruitment and conference marketing/information distribution.
- 4) Identify annually members who do not renew their membership. and follow-up.
- 5) Prepare a summary of membership numbers for presentation at each FAMSS Board Meeting and Education Committee meetings.
- 6) Assist in the development of a membership marketing strategy for FAMSS in cooperation with the FAMSS Board.
- 7) Perform other duties as may be necessary to coordinate and advance the mission of FAMSS.
- 8) Serve as a voting member of the Board of Directors.

At the conclusion of office:

- 1) Forward all records and technology necessary for continuity of office to the succeeding officer.
- 2) Forward to the FAMSS Press Secretary all other FAMSS records.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

NOMINATING COMMITTEE

The Nominating Committee will present a fully qualified Slate of Candidates for FAMSS Officer Positions. The Committee shall consist of the Immediate Past President, the President-Elect, and two (2) Active members elected to the Committee.

No later than February of each odd year, the Nominating Committee shall:

- 1) Nominate officers to fill the elected FAMSS positions. Candidates may be placed in nomination in any of the following ways:
 - a. Candidate may express interest in particular office(s)
 - b. Candidate may be nominated by an Active member
 - c. Each chapter may nominate candidates for each office
- 2) Personally contact each candidate before their name is entered into nomination to:
 - a. Confirm interest and qualification
 - b. Confirm commitment based upon Job Description of the office.
 - c. Request submission of resume.

The Nominating Committee's proposed Slate of Officers is forwarded to the Active membership at least thirty (30) days before the distribution of the ballots. Members may submit additional nominations to be included on the ballot, if submitted within ten (10) business days of distribution of the Nominating Committee Slate of Officers. The Nominating Committee Chair, or designee, will make personal contact with nominee (See #2 above).

If a candidate is unopposed, the slate is approved for the position and the candidate will be considered elected by the membership.

If a candidate is opposed, electronic ballots via website link are sent to members via email no less than thirty (30) days following the distribution of the Slate of Officers. Included with the ballot shall be the job description for the office and the candidate's resume.

Ballots are to be compiled and returned within the timeframe noted on the ballot which shall be no less than fifteen (15) days from the initial distribution of the said ballot. Election is by simple majority of the returned ballots. Announcement of the results is made either at an upcoming Business Meeting, , by email, or newsletter.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

PRESIDENT

The President shall be the Chief Executive Officer of FAMSS, shall administer the Association effectively, and assume leadership of its activities.

The duties and responsibilities of the President shall be to:

- 1) Appoint (subject to approval by the elected officers) a Membership Chair, Legal Advisor, Press Secretary, Web Site Liaison, and any special appointees (Advisors/Consultants).
- 2) Serve as Chair of the FAMSS Board of Directors.
- 3) Serve as liaison between NAMSS and members of FAMSS by:
 - a. Providing FAMSS members with updated information regarding changes to NAMSS policies, procedures and organizations structure, etc.,
 - b. Providing the NAMSS Executive Office with an annual roster of FAMSS officers and members,
 - c. Function as a resource for special projects as requested by NAMSS.
- 4) Serve as a member of the NAMSS Leadership Council.
- 5) Attend the annual NAMSS Leadership Conference and the annual NAMSS Educational Conference.
- 6) Report FAMSS Activities to the NAMSS Representative.
- 7) Encourage FAMSS membership.
- 8) Encourage the promotion of continuing education of all professionals who credential healthcare providers and provide other related healthcare services.
- 9) Conduct all Board meetings and preside at FAMSS business meeting.
- 10) Represent FAMSS, when requested, to other associations.
- 11) Following consultation with the Board of Directors, signs all contracts for FAMSS.
- 12) Be responsible for contacting legal counsel, when necessary, or may authorize contact with legal counsel.
- 13) Sign all approved Bylaws for organized Local Chapters.
- 14) Serve as an ex-officio member of all Committees.
- 15) in the absence of, or because of the incapacity of the President, perform the duties and assume the responsibilities of the Immediate Past-President in addition to those of the Office of President.

At the conclusion of office:

- 1) Forward all records and technology necessary for continuity of office to the succeeding officer.
- 2) Forward to the FAMSS Press Secretary all other FAMSS records.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

PRESIDENT ELECT

The President Elect shall, in the absence of, or because of the incapacity of the President, perform the duties and assume the responsibilities of the President.

The duties and responsibilities of the President Elect shall be to:

- 1) Serve as a voting member of the Board of Directors.
- 2) Serve as Chair of the Education Committee with responsibilities as outlined in the Education Committee and Education Committee Chair policies.
- 3) Perform other duties as may be necessary to coordinate and advance the mission of FAMSS.
- 4) Serve as a member of the NAMSS Leadership Council.
- 5) Attend Leadership Council.
- 6) Serve as a voting Member of the Nominating Committee.
- 7) Complete NAMSS CE Accreditation application form via the NAMSS website. as soon as all information has been received but no later than forty-five (45) days before conference.
- 8) Plan and host Lunch and Learn CE programs.

At the conclusion of the office:

- 1) Forward all records and technology necessary for continuity of office to the succeeding officer.
- 2) Forward to the FAMSS Press Secretary all other FAMSS records.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

COMMUNICATIONS CHAIR

The Press Secretary shall act as a liaison between the FAMSS membership and the Board of Directors in publishing news related to or of interest to the FAMSS membership, and shall maintain all FAMSS historical records.

The duties and responsibilities of the Press Secretary shall be to:

- 1) Prepare articles of interest for newsletter, website and social media (i.e. Facebook, LinkedIn) regarding FAMSS in collaboration with Board of Directors and Local Chapter Officers
- 2) Maintain all FAMSS historical records as directed by the Board.
- 3) Capture and maintain pictures at FAMSS events to preserve the history of FAMSS.
- 4) Collaborate with Board of Directors and Education Committee conference, registration and membership brochures with current information.
- 5) Assist in the development of a membership marketing strategy for FAMSS in cooperation with the FAMSS Board and the Membership Chair.
- 6) Promote the Annual Awards Nominations process for award recipient selection at the FAMSS Board Retreat. Communicate instructions and criteria to FAMSS members via newsletter, email and web site.
- 7) Communicate with local chapters, providing them with instructions and criteria to nominate a local chapter candidate for one or more awards.
- 8) Collaborate with Board of Directors for award recognition products, i.e. plaques, trophies, certificates and press releases.
- 9) Perform other duties as may be necessary to coordinate and advance the mission of FAMSS.
- 10) Serve as voting member of the Board of Directors.
- 11) Review results of the annual Conference Evaluation Survey with the Board and FAMSS Education Committee.

At the conclusion of office:

- 1) Forward all records and technology necessary for continuity of office to the succeeding officer. Upon dissolution of FAMSS, records will be transferred to the National Association Medical Staff Services (NAMSS) office.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

RECORDS RETENTION

POLICY: FAMSS' records will be maintained and/or destroyed in accordance with the approved records retention schedule identified below:

RECORD	DESCRIPTION	TOTAL RETENTION
Financial Records	Bank statements, budget reports, travel and expense reports and receipts, copies of taxes filed and all supporting documentation.	7 years
Bylaws	Annual Bylaws and review.	4 years + Earliest available version
Policies & Procedures	Policy and Procedures Manual, including addendums.	4 years + Earliest available version
Meeting Minutes	Agendas, minutes and supporting documentation for Board of Directors and Education Committees and any appointed Ad-Hoc Committees.	4 years + Earliest available version
Conference Materials	Syllabus and handouts: Cover & Agenda (Table of Contents)	4 years + Earliest available version
Historical Materials	Conference brochure/registration form, syllabus cover page, conference schedule	Lifetime
Leadership Listing	Both Board and Education Committees	Lifetime
Pictures	Pictures of FAMSS members and attendees at FAMSS and/or NAMSS conferences and events.	Lifetime

- 2) Photos will be kept in .jpg format at online location determined by the board.
- 3) Documents will be kept in .pdf format at an online location determined by the board.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

SECRETARY

The Secretary shall serve as recording secretary at all FAMSS meetings (Board, Business, Committees, Special), shall maintain current rosters of FAMSS Leaders (Board, Local Chapter Presidents, and Education Committee), and shall generate all FAMSS correspondence as requested by the Board.

The duties and responsibilities of the Secretary shall be to:

- 1) Serve as a voting member of the Board of Directors.
- 2) Produce minutes within thirty (30) days of the meeting.
- 3) Distribute Board minutes to all Board Members within thirty (30) days of the meeting.
- 4) Assure outstanding business is brought to closure by reminding those responsible for follow-up activities before the next meeting.
- 5) Serve as corresponding secretary for all FAMSS activities.
- 6) Coordinate thank-you notes to all conference speakers and vendors within thirty (30) days of the conference.
- 7) Coordinate note of appreciation to the Education Committee and all participants who assisted with the production of the conference.
- 8) Perform such other duties as may be necessary to coordinate and advance the mission of FAMSS.

At the conclusion of office:

- 1) Forward all records and technology necessary for continuity of office to the succeeding officer.
- 2) Forward to the FAMSS Press Secretary all other FAMSS records.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

TREASURER

The Treasurer shall be the Chief Financial Officer of FAMSS and shall assume full responsibility for its financial transactions. The duties and responsibilities of the Treasurer shall be to:

- 1) Serve as a voting member of the Board of Directors.
- 2) Maintain accurate and up-to-date financial records of all funds. (Checking account(s) and financial records are to be kept via computer accounting software, which will be passed to the next Treasurer).
- 3) Maintain checking accounts and all other financially related accounts as designated by the Board of Directors.
- 4) Prepare accurate financial statements (balance sheets, income statements and budget reports) for each Board of Directors meeting.
- 5) Prepare a year-to-date budget to expense report for each FAMSS Business Meeting.
- 6) Prepare financial statements or budget reports for the Annual Retreat or as specifically requested by either the President or Board of Directors.
- 7) Review all invoices and requests for reimbursements for accuracy and appropriateness.
- 8) Prepare checks for signatures.
- 9) Co-sign all checks (whenever possible), unless reimbursement is to the Treasurer.
- 10) Receive all funds (annual membership dues, conference registration fees, etc.) and deposit in FAMSS bank account.
- 11) Serve as Strategy Manager for financial decisions and budget preparation.
- 12) Serve on all committees that involve financial support or transactions and act as financial advisor to these committees.
- 13) Keep the President and Board of Directors informed concerning all financial transactions.
- 14) Monitor the financial viability of FAMSS and advise the President and Board of Directors of any unusual circumstance that may benefit or adversely affect FAMSS.
- 15) Collect all monies for conference and be available during on-site Educational Conference registration as needed.
- 16) Perform such other duties as may be necessary to coordinate, promote and advance the mission of FAMSS.
- 17) Maintain any insurance or bonds as directed by the Board of Directors.
- 18) Submit CE application to NAMSS for educational programs as requested
- 19) File, or cause to be filed, organization's taxes on an annual basis, and submit Form 990 and W-9 for posting on the web site.
- 20) Perform a detailed review of FAMSS' financial transactions to identify opportunities for improvement.
- 21) At a minimum, the following shall be reviewed:
 - a) Previous conference expenses as compared to the conference budget.
 - b) Previous year expenses as compared to budget.

At the conclusion of office:

- 1) Obtain signature cards and resolution of Board of Directors to give to incoming Treasurer and Board of Directors for their subsequent signing and submission to appropriate financial institutions for change of signatory.
- 2) Forward all records and technology necessary for continuity of office to the succeeding officer.
- 3) Forward to the FAMSS Press Secretary all other FAMSS records.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

TRAVEL POLICY

Travel expenses (mileage, airfare, lodging, meals, etc.) for FAMSS approved meetings will be covered as outlined below. A FAMSS Expense Report shall be completed within fifteen (15) days following the conference/meeting date and submitted to the FAMSS' Treasurer for payment.

Conference Speakers:

- 1) Mileage for travel (rate determined by current IRS reimbursement rate, OR
- 2) Advance purchase twenty-one (21) day economy class airfare for travel
- 3) One night accommodation per day of presenting.
- 4) Reasonable meal expenses limited to \$50.00 per day. No expenses for family or friends accompanying speaker will be reimbursed. No personal expenses (bar tabs, movies, massages, etc.) will be reimbursed.
- 5) Reimbursement will not be made without receipts except under special circumstances or in instances where obtaining a receipt is difficult or impossible.

Board Members:

FAMSS Board of Directors shall be authorized to attend at FAMSS' expense:

- 1) FAMSS Board meetings (mileage, meals, and lodging).
- 2) FAMSS Business Meetings and Education Conferences. (Registration, mileage, meals, and lodging).
- 3) No reimbursement for meals shall be made when food is provided by FAMSS.

The President with approval of the Board, may invite others to attend a Board Meeting. FAMSS will pay expenses for authorized attendees.

President's Travel Expenses:

The FAMSS President shall be authorized to attend the NAMSS Annual Conference and the NAMSS Leadership Retreat at FAMSS' expense. Expenses shall include hotel, conference registration, travel expenses and meals. In the event the President is unable to attend the NAMSS Conference, the President-Elect may attend in his/her stead or may designate another attendee in their role.

President-Elect's Travel Expenses:

At the discretion of the Board, the President Elect may also attend the NAMSS Leadership Retreat at FAMSS' expense.

Education Committee Meetings:

All appointed members of the Education Committee shall be authorized to attend meetings (which have been approved by the Board of Directors) at FAMSS' expense.

Other:

Travel expenses for members attending meetings other than those listed may be paid only with prior approval from the Board of Directors. Anticipated travel expenses for these meetings shall be included in the annual budget.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

All persons traveling at the expense of FAMSS shall travel in the most economical manner. Each person shall hold expenses within reasonable limits.

Reimbursement over \$15.00 will not be made without receipts except under special circumstances or in instances where obtaining a receipt is difficult or impossible.

Mileage will be paid at the current IRS reimbursement rate.

Hotel expenses will be paid. It is expected that attendees requesting reimbursement for hotel expenses will be willing to share a room whenever possible.

Food expense shall be set at a maximum of \$50.00 per day; however, no reimbursement shall be made when food is provided by FAMSS.

Expense reports shall be completed within fifteen (15) days of the conclusion of a business trip on the FAMSS Expense Report and shall be submitted to the Treasurer.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

USE OF DEBIT CARD

It is the policy of FAMSS to issue checking account debit cards to the President, President –Elect and Treasurer to facilitate payment of approved expenses.

Debit card holders are authorized to use the card for official FAMSS business and must provide documentation of use on the FAMSS Debit Card Expense Report with appropriate receipts. The FAMSS Debit Card Expense Report shall be completed, receipts attached and forwarded to the FAMSS Treasurer within fifteen (15) days of utilizing the card. Reimbursable expenses shall be submitted on the FAMSS Expense Report form.

Upon conclusion of term, whether via expiration or termination, the cardholder shall return the cut up card to the current FAMSS Treasurer.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

WEBSITE ADVERTISING POLICY

The Website Advertising Policy outlines the processing of requests to advertise and post on the FAMSS website at www.flmedstaffservices.org as well as the handling of collected fees.

The Board of Directors will annually review the Web Site Advertising Form, and the Website Liaison will post the form on the web site. Potential advertisers will complete the Website Advertising Form and submit to the Website Liaison.

1. All advertisement requests will be reviewed by the Board before posting and approved by the President.
2. Advertisements may not contradict the mission or purpose of FAMSS.
3. The placement of the advertisements will be on the Home Page under the heading of Sponsors.
4. The number of banner advertisements will be limited and will be posted on the Home Page. Additionally, banner advertisements:
 - a. Must be tasteful and not overly distracting, i.e., obstructing the view of the web page content
 - b. Should not force the reader to close or hide the banner
 - c. Will not contain "mouse traps" or other code forcing the reader to divert to another web page or to download content
 - d. Links will not disable the browser's back button or prevent the reader from returning to the FAMSS page.

The advertisement with payment will be submitted to the Treasurer to ensure that payment arrangements have been fulfilled by the requestor. The Treasurer will submit paid advertisement information to the Website Liaison.

The following guidelines are addressed on the Website Advertising Form and will be reviewed annually by the Board:

1. FAMSS does not endorse any products and reserves the right to approve all advertisements submitted for placement.
2. All web site advertising expires December 31 of each year – regardless of the date of purchase
3. First-time advertisers may be prorated with FAMSS Board approval.

Website Liaison will provide all scanned documentation in .pdf format to the Press Secretary at the conclusion of his/her term of office.

**FLORIDA ASSOCIATION MEDICAL STAFF SERVICES
POLICIES & PROCEDURES**

Adopted: July, 1981

WEBSITE LIAISON

The Website Liaison will manage the content of the FAMSS website. The duties and responsibilities of the Website Liaison shall be to:

1. Serve as a voting member of the Board of Directors;
2. Create website pages;
3. Maintain website pages: Ensure information is accurate and timely. A full website review should be accomplished at least annually.
4. Assist the Board of Directors by emailing communication to FAMSS members, as requested;
5. Provide input to the Board of Directors on Website creation of documents and website pages;
6. Communicate website advertising requests to the Board of Directors;
7. Maintain job posting list on the website and communicate electronically to members; and...