



Volunteer Job Description

Position Title: President

Relationships:

Reports To: CAMSS Board
Internal Contacts: CAMSS Board Members, CAMSS Membership
External Contacts: General Public, Industry Partners

Length of Commitment: Term of office is two (2) years (January 1 – December 31) with a commitment to serve the following two (2) years as Immediate Past President and may not be elected to a second term.

Time Involvement: Average 10 hours monthly
8-10 meetings per year
Up to 2 Educational Conference Programs
NAMSS Leadership Conference
NAMSS Annual Conference

Key Responsibilities:

As a CAMSS Board Officer:

1. Serve as a voting member of the CAMSS Board.
2. Attend CAMSS Board and other meetings to include the Educational Conference Program(s).
3. Serve as a role model and as an advocate:
 - a. for CAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of CAMSS.
 - b. for the CAMSS membership at large.
4. Assist the CAMSS Board in:
 - a. developing and executing annual and strategic plans.
 - b. carrying out its legal and fiduciary responsibilities, as needed.
 - c. initiating formal and effective transition of office to incoming officer at the end of term.
5. Participate as a CAMSS Board Member through one or more of the following methods:
 - a. recruit volunteers or new members to CAMSS who can help further the mission.
 - b. serve as a speaker for CAMSS.
 - c. provide any other kind of service or contribution that furthers the mission of CAMSS.
6. Review and approve nominations for the CAMSS Board based on recommendation by the Nominating Committee.
7. Prepare in advance for decision-making and policy formation at CAMSS Board meetings; take responsibility for self-education on the major issues before the CAMSS Board.
8. Responsibly review and act upon committee recommendations brought to the CAMSS Board for action.

CAMSS JOB DESCRIPTION
PRESIDENT

As President:

1. Preside, as Chief Executive Officer, of CAMSS.
2. Preside, as Chair, over all meetings of the CAMSS Board.
3. Oversee the governance of CAMSS and ensure the programs and activities advance CAMSS's mission, vision, and strategic plan.
4. Oversee preparation of agendas for all meetings of the CAMSS Board.
5. Ensure that CAMSS abides by its bylaws and established policies.
6. Report to the CAMSS membership through periodic communication, including the annual report at the Educational Program Conference.
7. Appoint the chair and members of committees upon approval of the CAMSS Board.
8. Perform such other duties as authorized by the CAMSS Board.
9. Represent CAMSS as a speaker, participant or liaison to external associations, organizations, media, and the public at large.
10. Review all communications, reports and proposals prepared by the CAMSS Board.
11. Lead the CAMSS Board in developing and executing annual and strategic plans, carrying out its legal and fiduciary responsibilities.
12. Serve as a resource of knowledge and counsel to the CAMSS Board, CAMSS committees, other CAMSS Board members and the CAMSS members.
13. Initiate formal and effective transition of office to incoming President at end of term.

Qualifications:

1. Must be an Active CAMSS member in good standing.
2. Must be an Active NAMSS member in good standing.
3. Must have served as President-Elect.
4. Must hold current NAMSS certification.
5. Must have previous experience on the CAMSS Board.

Additional Requirements:

1. Support from employer if applicable (written).
2. Commitment to advance the mission of CAMSS.
3. Commitment to full preparation in advance of CAMSS Board meetings for decision making and policy formation and self-education on major issues before the CAMSS Board.
4. Ability to make the necessary time commitment.

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| Subject: | CAMSS President Job Description |
| Date Implemented: | 10/25/2024 |
| Date Reviewed: | 10/25/2024 |
| Date Revised: | 10/25/2024 |