



## ArMA Board Member Job Descriptions

**President:** — The President shall serve a one-year term as chief officer of the Association and Chair of the Board and shall exercise general supervision over its members and affairs.

**President-Elect:** — In addition to other duties assigned, the President-Elect shall prepare for the office of President by assisting the President in the discharge of the President's duties. The President-Elect shall be Vice-Chair of the Board and shall serve a one-year term.

**Vice President:** — The Vice President shall assist the President in the discharge of the President's duties. Term of office is one year.

**Secretary:** — The Secretary shall keep or cause to be kept written records of all meetings of the Association, its Board and its committees, except where the members present at the meeting concerned otherwise direct. The Secretary shall be the official custodian of all records, books and papers of the Association, except those properly belonging to the Treasurer and of the official Association Seal: The Secretary's responsibility shall be to aid in the communication and clarification of Association affairs to the membership.

The Secretary shall conduct the official correspondence of the Association, including, but not limited to, notification to members of meetings, to officers of their election, to committees of their appointment and duties and to Delegates of the agenda for the meeting of the House.

The Secretary shall keep a register of all member practitioners in Arizona, by counties and, on request, shall send a copy of this register to the American Medical Association.

The Secretary serves a two-year term of office.

**Treasurer:** — The Treasurer is the chief financial officer of the Association and Chair of the Committee on Finance. In addition to any other duties assigned, the Treasurer shall cause an annual budget to be prepared. The Treasurer shall direct the Committee on Finance to assist in this function. The Treasurer shall receive and hold all funds for the Association and disburse the same upon proper authorization and approval.

The Treasurer shall collect and receive the dues and assessments of members.

The Treasurer shall order an annual certified audit of the accounts of the Association by a Certified Public Accountant and shall have authority to pay out of the funds of the Association to the Certified Public Accountant for services rendered. This audit shall serve as a basis for an annual report to the Board and to the House of expenditures and the state of the funds in the Treasurer's hands.

The Treasurer serves a two-year term of office.

**AMA Delegation Chair:** — The AMA Delegation Chair, who shall be an AMA Delegate elected every two years by the Delegation, subject to approval of the Board, shall serve as liaison between the Executive Committee and the AMA Delegation. Term is two years.

**Speaker of the House:** - The Speaker serves a two-year term presiding at the meetings of the House and performing such duties as custom and parliamentary usage require.

**Vice-Speaker of the House:** — The Vice-Speaker shall assist the Speaker in the discharge of the Speaker's duties at the request of the Speaker or in the absence of the Speaker. Term is two years.

**Delegates to the American Medical Association and Alternate Delegates to the American Medical Association:** — The Delegates to the American Medical Association (AMA) serve two-year terms. They are responsible for representing the Association and its members in meetings of the House of Delegates of the AMA according to the rules of that body. In the absence of any Delegates to the AMA at its meetings, the Alternate Delegates shall represent the Association and its members in such meetings according to the rules of that body.

A Delegate and an Alternate Delegate shall be specifically elected to the AMA to fill the positions created by seventy-five percent or more of the membership of the Arizona Medical Association members being members of the AMA. If these positions would no longer exist, the specific Delegate and Alternate would automatically be removed from office.

In the event a decrease in the size of the AMA Delegation is mandated by the AMA by reason of a decline in the Arizona Medical Association membership, the names of the AMA Delegates and Alternates (with the exception of those elected to the seventy-five percent positions) shall be considered by the Association's Board of Directors, who, after taking into consideration existing terms, effectiveness, longevity and willingness to continue serving, shall determine the Delegate and Alternate Delegate who will not be retained in such capacity.

**Directors:** — Directors are elected to serve three-year terms on the Board of Directors. Directors are expected to regularly attend quarterly Board meetings. They are also expected to exercise the diligence, skill, and care that a prudent person would in oversight of a private business. The Directors of ArMA shall represent the interests of Maricopa, Pima, Rural, and At-Large constituencies with a predetermined number for each as outlined in the bylaws.

**Resident Physician:** — The Resident Physician elected to the Board shall represent those physicians in that constituency. One-year term.

**Medical Student:** — The Medical Student elected to the Board shall represent the full-time students. One-year term.