ArMA Leadership Job Descriptions

BOARD OF DIRECTORS

President: — The President shall serve a one-year term as chief elected 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.

Secretary: — The Secretary shall keep minutes of all official meetings of the Association, its Board, and its committees. The Secretary shall see that all notices are duly given in accordance with the provisions of law and these Bylaws and shall keep the membership records of the Association and be the custodian of all contracts, assignments, and other legal documents and records. In general, the Secretary shall perform all the duties incident to the office of Secretary of a corporation.

The Secretary serves a two-year term of office.

Treasurer: — The Treasurer shall have charge of and be responsible for all funds, securities, receipts, and authorized disbursements of the Association; shall deposit or cause to be deposited, in the name of the Association, all money or other valuable effects in such banks or other depositories as shall from time to time be selected by the Board; shall render to the President and the Board, whenever requested, an account of the financial condition of the Association; and shall report annually to the House and membership on Association finances. The Treasurer serves as Chair of the Committee on Finance. In general, the Treasurer shall perform all duties incident to the office of Treasurer of a corporation.

The Treasurer serves a two-year term of office.

Constituent 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 Early Career, Maricopa, Pima, Rural, and At-Large constituencies with a predetermined number for each as outlined in the bylaws.

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

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

ArMA Board of Director positions start and conclude during ArMA’s Annual Meeting held in April of each year.
OTHER LEADERSHIP POSITIONS

ArMA House of Delegates

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. The term is two years.

ArMA / AMA Delegation

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. There are two out-of-state meetings annually that AMA delegates/alternates are requested to attend.

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

All open positions on the AMA Delegation serve a two-year term, beginning January 1, the year after you are elected.