

## POSITION DESCRIPTIONS

### NEVADA MEDICAL GROUP MANAGEMENT ASSOCIATION

#### **President:**

Will be the chief officer and will preside at all meetings of the Association. He/She will cause to be communicated to the membership all matters affecting the Association between meetings and will perform such other duties as are necessarily incident to the office.

#### **Vice-President/President Elect:**

Will perform all duties of the President during his/her absence and will assist the President in the fulfillment of his executive duties as requested by the President.

#### **Secretary:**

Will perform and or oversee all of the following duties:

- A. Represents the membership and the state in a professional, efficient and effective manner.
- B. The Secretary attends all board meetings and records the minutes of these meetings and all business meetings of the organization. Board meetings are held monthly and any expenses to attend these meetings are reimbursed by the state organization. Minutes are to be submitted within a two day time period for the board to review.
- C. The Secretary provides copies of the minutes from the business meetings to the officers at subsequent board meetings and to the general membership as required. If for some reason the Secretary cannot attend a meeting, he/she should arrange for a replacement to attend and record the minutes of the meeting.
- D. Makes deposits to the bank of funds received for the south chapter.
- E. Member of committee for annual state meeting.
- F. Performs other duties as requested by the Board of Directors when needed.
- G. It is required the Secretary be a member of the national MGMA.
- H. Responsible for coordinating the mailing of dues statements by the NVMGMA support staff members in August for the upcoming period.

**Treasurer:**

The position of the Treasurer is a voting three year position and will perform the following duties:

- A. Represents the membership and the State in a professional, efficient and effective manner.
- B. Prepares quarterly financial statements, including monthly bank reconciliations, and make these available for the Board.
- C. Is responsible for an up-to-date listing of all members based on payment of current year's dues and coordinates this with the Membership Committee chair or Secretary in the chair's absence.
- D. Reports the financial statements as of December 31 of each year and the most recent quarter-to-date financial statement to the Annual Business Meeting which is generally held at the Annual State Meeting.
- E. Makes all deposits into State Money Market, and initiates transfers to the State Checking, the South Checking or the North Checking as appropriate. At present, the South is responsible for the deposits into the South Checking.
- F. Prepare all checks and payments from the State Checking Account and the North Checking Account. At present, the South is responsible for the checks written out of the South Checking.
- G. Prepares and files the Annual 990 Tax Return.
- H. Prepares and files the Annual Form 1099.
- I. Prepares and presents the Annual Budget.
- J. Responsible to go to the PO Box and pick up the mail at least 2 times a month, more if during membership or state meeting.
- K. Attends all Board Meetings and presents quarterly Financial Statements.
- L. Maintains a membership in National MGMA.