

POSITION DESCRIPTIONS

AN OVERVIEW OF THE BASIC REQUIREMENTS OF EACH OF THE BOARD POSITIONS

The Call for Leaders

CMSA, the world's largest organization of case management professionals is seeking future leaders to serve as officer, director, and international director. CMSA is a not-for-profit Section 501(c)(6) professional society that is governed by an elected Board of Directors, supported by appointed Task Forces, and staffed by a professional association management company.

CMSA's Mission

In keeping with its **mission** "to promote the individual and collective professional development of health care case managers", future leaders will join a team of visionary leaders and dedicated professionals who are setting the pace with case management practice and health policy in today's healthcare environment.

Leadership Competencies and Professional Literacies

Future leaders will possess the necessary competencies and professional literacies (as indicated in the *Board Position Descriptions and the Leadership Interest Form*) and will:

- Be aware of current CMSA issues, concerns, and vision from a global perspective,
- Be committed to excellence in case management practice and process,
- Demonstrate a balance between visionary thinking and short term action,
- Maintain the highest standard of personal conduct,
- Contribute to the enrichment of the Society,
- Be socially responsive and embrace openness and diversity within the Society and other organizations,
- Be knowledgeable of CMSA Bylaws and Robert's Rules of Order,
- Demonstrate an ability to provide effective leadership,
- Demonstrate effective verbal and written communication skills,
- Be computer literate and online accessible to maintain on-going interactive communication with other board members and staff, and
- Have the ability to fulfill the time commitment, and travel expectations of a National leadership position.

Candidate Nomination Form Processing

All individuals interested in serving in a leadership position must complete the **Candidate Nomination Form** and submit a current Curriculum Vitae (CV) with the form. Information not indicated on the **Candidate Nomination Form** or CV cannot be considered in the selection process. The **Candidate Nomination Form** must be postmarked by Oct 31, 2011 to the CMSA National office. Deliberations of the Nominating Committee will remain confidential.

Level I minimum criteria will be verified by CMSA National. The Nominating Committee will process all candidate applications who meet Level I criteria by applying Level II criteria. The final slate of candidates to the Board of Directors will be recommended using Level III criteria.

PRESIDENT-ELECT

POSITION OVERVIEW & REQUIREMENTS FOR THE PRESIDENT-ELECT

Term of Office

This individual will serve a one-year term, followed by a two-year term as President and a one-year term as Past President.

Basic Function

Second highest ranking elected officer at the Society, and at the conclusion of the President's term of office, automatically succeeds to the office of President. Performs such duties and assumes such responsibilities as may be assigned by the President and Board of Directors.

Board members must:

1. Attend all four Board Meetings, including the Monday Board Meeting held at the Annual Conference preceding the actual beginning term of office,
2. Be present at a minimum of 80% of Board conference calls,
3. Participate weekly in online Forum discussions, and
4. Participate in at least 80% of online voting topics.

This position serves as chief liaison as directed by the President and Board of Directors.

Additional Competency

- CMSA Member in good standing – Three years at time of nominations closing
- Demonstrated Management/Operational experience in work history
- Served on the CMSA National Board, and
- Has comparable leadership experience in like position

Responsibilities

- Performs such duties and exercises the powers of the President during the President's absence.
- Attend President/President-Elect meeting
- Attend ASAE sponsored President/Executive Director meeting
- Works closely with the current President and Executive Director to learn the duties of the Presidency to prepare to assume that office.
- Serves as a member of the Board of Directors and the Executive Committee.
- Serves as a non-voting member of all other committees, standing or otherwise, except for those committees to which he/she is appointed a full member with voting privileges.
- Represents the Society with other associations, organizations, and industry groups as requested by the President or Board of Directors.

Time Commitment: Approximately 10+ hours per week.

PRESIDENT

POSITION OVERVIEW & REQUIREMENTS FOR THE PRESIDENT

Term of Office

This individual will serve a two-year term of office, followed by a one year-term as Immediate Past President.

Basic Function

Chief elected officer of the Society. Exercises personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership. Influences the establishment of goals and objectives for the organization during the term of office.

President must:

1. Attend all four Board Meetings, including the Monday Board Meeting held at the Annual Conference preceding the actual beginning term of office,
2. Be present at all Board conference calls,
3. Participate weekly in online Forum discussions, and
4. Participate in at least 80% of online voting topics.

Additional Competency

- CMSA Member in good standing
- Previously elected as President-Elect

Responsibilities

- Serves as Chair of the Board of Directors and Executive Committee.
- Attend President/President-Elect meetings
- Serves as a non-voting ex-officio member of all committees (except the Nominating Committee), standing or otherwise, except for those committees to which he/she is appointed as a full member with voting privileges.
- Appoints national committee chairs to manage with accountability, autonomy, and an understanding of the function of each committee and as part of the whole CMSA team. Ensures that the appointed chairperson follows a regular schedule of assessment, to facilitate daily functioning and the meeting of committee objectives.
- Communicates as often as necessary, but on average, at least 5 times a week via on-line, phone, and/or fax with CMSA's management company for a briefing of activities.
- Prepare, attend and effectively conduct scheduled Board of Directors and Executive Committee Meetings.
- Visits chapters to promote harmony and assists in problem solving. Communicates via on-line, phone, and/or fax when visits are not feasible.

- Meets and collaborates with other affiliate and professional organizations to develop coalitions, partnerships, and alliances.
- Serves on the Annual Conference Committee to develop program content and any additional conference activities.
- Consults with Executive Director who advises CMSA legal counsel of potential problems as the Society grows, and ensures members are properly represented.
- Oversees the coordination of all Special Interest Group activities and maintains a comprehensive understanding of all case management practice settings and the impact different practice settings have on one another, so that harmony will be a focal point of CMSA growth.
- Author required reports and articles as necessary to achieve publication deadlines (i.e., President's Report for Board meetings, the President's Message column in each bimonthly issue of **The Case Report**, etc).
- Serves as spokesperson for CMSA
- Oversees management company through ongoing relationship with Executive Director
- Reaches out to other health care organizations
- With the Board, continually updates strategic plan
- Assures fiscal soundness of planning and operations

Time Commitment

Approximately 25+ hours per week as an active, participating President.

PAST-PRESIDENT

POSITION OVERVIEW & REQUIREMENTS FOR THE PAST-PRESIDENT

Term of Office

This individual will serve a one-year term as a voting member of the Board of Directors and Executive Committee.

Basic Function

Serves as a key member of the Executive Committee and Board of Directors. Official historian and resource agent to the President and Board of Directors.

The Past-President must:

1. Attend all four Board Meetings, including the Monday Board Meeting held at the Annual Conference preceding the actual beginning term of office,
2. Be present at a minimum of 80% of Board conference calls,
3. Participate weekly in online Forum discussions,
4. Participate in at least 80% of online voting topics.

This position serves as chief liaison as directed by the President and Board of Directors.

Additional Competency

- CMSA Member in good standing
- Previously elected as President-Elect

Responsibilities

- Executes assignments as assigned by the President and Board of Directors.
- Participates and votes in Executive Committee meetings.
- Offers historical perspective to the serving administration, relative to the history of CMSA and its decisions to the current Board.
- Serves as a resource to the Board of Directors.
- Serves as Chair of Nominations Committee
If appointed, serves as Society Ambassador at-Large

Time Commitment

Approximately 10-12 hours per month, depending on meetings and assignments.

SECRETARY

POSITION OVERVIEW & REQUIREMENTS FOR THE SECRETARY

Term of Office

This individual will serve a two-year term.

Basic Function

Serves as a key member of the Executive Committee and Board of Directors. Serves as the official "keeper of the records."

Board members must:

1. Attend all four Board Meetings, including the Monday Board Meeting held at the Annual Conference preceding the actual beginning term of office,
2. Be present at a minimum of 80% of Board conference calls,
3. Participate weekly in online Forum discussions,
4. Participate in at least 80% of online voting topics.

Additional Competency

- CMSA Member – Three years at time of nominations closing

Responsibilities

- Attends all meetings of the Society, Board of Directors, and Executive Committee, and ensures that attendance, votes, and proceedings of the meetings are recorded and maintained in permanent records of the Society.
- Official recorder of all legal & formal minutes of both online AND in-person Board meetings.
- Participates and votes in Executive Committee meetings and takes official minutes of said meetings.
- Performs other duties and responsibilities as assigned by the President and Board of Directors.

Time Commitment

Approximately 4-6 hours per month.

TREASURER

POSITION OVERVIEW & REQUIREMENTS FOR THE TREASURER

Term of Office

This individual will serve a three-year term.

Basic Function

Serves as a key member of the Executive Committee and Board of Directors. Ensures the integrity of the fiscal affairs of the Society.

Board members must:

1. Attend all four Board Meetings, including the Monday Board Meeting held at the Annual Conference preceding the actual beginning term of office,
2. Be present at a minimum of 80% of Board conference calls,
3. Participate weekly in online Forum discussions,
4. Participate in at least 80% of online voting topics.

Additional Competency

- CMSA Member in good standing – Three years at time of nominations closing
- Finance, Accounting and/or business degree, or
- Posses experience in managing and or creating department or corporate budgets

Responsibilities

- Participates and votes in Executive Committee meetings.
- Attend ASAE sponsored Treasure/CFO training event
- Maintains financial compilation for the successor.
- Participates with staff Accountant to prepare the annual budget yearly.
- Works with the Executive Director and Staff Accountant to:
 - Review current budget and prepare the annual budget for the new fiscal year,
 - Oversee financial operations of CMSA to include the review of monthly financial statements, endorse checks, determine investment policy and procedure,
 - Update the tactical, strategic, and future plan, and
 - Provide support and reporting criteria to Chapter Treasurers as needed

Time Commitment

Approximately 4-6 hours per month, depending on the assignment.

NATIONAL DIRECTOR

POSITION OVERVIEW & REQUIREMENTS FOR A NATIONAL DIRECTOR

Term of Office

This individual will serve a three-year term.

Basic Function

Provides governance to the Society in keeping with its mission, goals and objectives to ensure that the Society is meeting the needs of its members.

Board members must

1. Attend all four Board Meetings, including the Monday Board Meeting held at the Annual Conference preceding the actual beginning term of office,
2. Be present at a minimum of 80% of Board conference calls,
3. Participate weekly in online Forum discussions,
4. Participate in at least 80% of online voting topics.

Additional Competency

- Case Manager Member (*Individual-A*) in good standing
- CMSA Member – Two years at time of nominations closing

Responsibilities

- Represents members' views to the National Board of Directors.
- Works in partnership with the Executive Committee to establish policies and procedures for the Society and for the Executive Director to implement and achieve.
- Works in partnership with the Executive Committee to write the Society's tactical, strategic, and future plans and oversees the implementation of action steps to meet established goals.
- Stays informed of current National issues.
- Prepares for Board discussion and voting.

Time Commitment

Approximately 4-6 hours per month, depending on the assignment