

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 officers, and directors. CMSA is a not-for-profit Section 501(c)(6) professional society that is governed by an elected Board of Directors, supported by appointed taskforces and committees, 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.

Responsibility of BOD

Directors of CMSA will follow and/or establish strategic and tactical goals to further CMSA's mission and will oversee the organization's policies, programs, and financial management to ensure effective and efficient operations.

Expectations of BOD

Individuals elected to the CMSA BOD are expected to:

1. Be strategic thinkers balancing personal beliefs and CMSA's mission, and not representing the interests of any stakeholder group.
2. Be willing to work collaboratively within the governance structure of CMSA, as well as with the broad set of stakeholder groups that comprise the membership of CMSA.
3. Advocate for CMSA's mission by demonstrating a strong commitment to CMSA's programs through comments and actions and by supporting the implementation of national priorities and goals.
4. Stay current on healthcare quality topics, especially those that impact case/care management.
5. Regularly attend Board meetings, including in-person meetings and conference calls, as well as other events or activities as Board representatives.
6. Be aware of and disclose any conflicts of interest, including any situations that represent actual, potential, or apparent conflicts between obligations to CMSA and an interest in an external organization or activity.
7. Adhere to Campaign Guidelines as posted.
8. Adhere to the CMSA Conflict of Interest and Confidentiality policies.

Leadership Competencies and Professional Literacies

Future leaders will possess the necessary competencies and professional literacies (as indicated in these *Board Position Descriptions and the Call for Nominations 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
- Fulfill the time commitment, and travel expectations of a National leadership position.

Board members must:

1. Attend all face-to-face Board Meetings, including the Board Meeting at the Annual Conference preceding the term of office
2. Be present at a minimum of 80% of Board conference calls and virtual meetings
3. Participate weekly in online or email discussions
4. Participate in at least 80% of voting topics

Candidate Nomination Form Processing

All individuals interested in serving in a leadership position must complete the **CMSA BOD Candidate Nomination Form**. Completion of this form includes a 500 word or less Statement of Interest, a current Professional and Leadership information, and a Letter of Recommendation. Please ensure that all contact information, and credentials listed in your profile are current.

Access Your Candidate Nomination Form: The online BOD Nominations Form will be located at <http://www.cmsa.org/board-directors-nominations/>.

Process for Reviewing Candidate Nomination Form

Individuals who have previously served as CMSA National President-Elect and/or CMSA National President may be considered for additional terms in the event that there are not at least two (2) qualified candidates slated for said position on the ballot. Prior service on the CMSA National Board cannot exceed four (4) consecutive years until at least one year has elapsed.

Level I minimum criteria will be verified by CMSA National, which includes current member status, number of years as a CMSA member, and previous National Board terms served. 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 based on other factors, diversity and geographic representation.

Those slated for the Board election will be contacted for additional information including:

- a. Headshot Photo
- b. Bio
- c. Written Campaign Statement (and support recording a verbal campaign statement)
- d. Conflict of Interest Statement
- e. Campaign Guidelines Commitment Form
- f. Verification of credentials (certifications/licensures/degrees)

PRESIDENT-ELECT

POSITION OVERVIEW & REQUIREMENTS FOR THE PRESIDENT-ELECT

Term of Office

This individual will serve a one-year term as President-Elect, 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 automatically succeeds to the position of President as the current President's term of office concludes. Performs such duties and assumes such responsibilities as may be assigned by the President and Board of Directors.

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

Additional Competency

- CMSA Member in good standing – *Three (3) consecutive years at the close of Nomination period*
- Demonstrated Management/Operational experience in work history
- Previously served on the CMSA National Board
- Has demonstrated comparable leadership experience

Responsibilities

- Performs such duties and exercises the powers of the President during the President's absence.
- Attend President/President-Elect meetings.
- Attend President/Executive Director meetings.
- 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.

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 by email, virtual meetings, or phone 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 by email, virtual meetings, or phone when personal 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 CMSA Today Presidents 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.

IMMEDIATE PAST-PRESIDENT

POSITION OVERVIEW & REQUIREMENTS FOR THE IMMEDIATE 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.

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."

Additional Competency

- CMSA Member in good standing – *Three (3) consecutive years at the close of Nomination period*

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.

Additional Competency

- CMSA Member in good standing – *Three (3) consecutive years at the close of Nomination period*
- Finance, Accounting and/or Business degree
- Posses experience in managing and or creating department or corporate budgets

Responsibilities

- Participates and votes in Executive Committee meetings.
- May attend ASAE sponsored Treasure/CFO training event.
- Maintains financial compilation for the successor.
- Participates with staff accounting team 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
 - 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.

Additional Competency

- CMSA Member in good standing – *Two (2) consecutive years at the close of Nomination period*

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