

**AMERICAN ACADEMY OF MEDICAL ADMINISTRATORS
Board Policy**

Policy Name: POSITION DESCRIPTION for REGIONAL DIRECTORS

Qualifications/Elections:

- (a) Shall be a voting member in good standing of his/her respective Region;
- (b) Shall be elected by the voting members of that Region;
- (c) Shall serve for two years, or until a successor has been elected, (or appointed in case of vacancy) with even numbered Regions electing in odd numbered years, and odd numbered Regions elected in even numbered years;
- (d) Shall take office on January 1.
- (e) Shall not serve more than two consecutive two-year terms.

Responsible to: The AAMA Vice Chair

Scope:

- 1. The Regional Director is a member-at-large of the AAMA Board of Directors, elected by the Region's members.
- 2. The Regional Director is the main communication link between the members of the Region and the Board of Directors, and has an obligation to the total membership as well as to the Region served.
- 3. The Regional Director provides leadership and guidance to members within the Region.

Major Responsibilities:

- 1. Serves as a member of the AAMA Board of Directors, representing the interests of all Academy members and not individual constituencies.
 - May be asked to chair or serve on an Academy committee or task force or fulfill other responsibilities as may be requested by the Board of Directors or its Chairman.
- 2. Develops Academy leaders within the Region:
 - Identifies, cultivates and recruits new members, future leaders and potential award recipients of the Academy and the Region.
 - Plans for position succession, including identification and recruitment of future Regional Directors and submission of nominations to the Academy Nominating Committee, by July 15 in alternate years.
- 3. Ensures Academy strength and effective service to AAMA within the Region:
 - Serves members' interests and furthers the Academy's objectives through regular communication with the Region's members, with AAMA College President, with other Regional Directors and the AAMA Vice Chair.
 - Identifies vendors in his/her Region who have the potential to be exhibitors or sponsors.

Academy Bylaws Requirements: Article V, Sections 3 and 4.

Originally implemented	July 2002
Approved by AAMA Board of Directors	May 13, 2005
Revised and approved by Task Force on Regions	August 4, 2005
Approved by AAMA Board of Directors	November 9, 2005
Approved by AAMA Board of Directors	November 22, 2008
Approved by Executive Committee	December 9, 2010
Approved by AAMA Board of Directors	April 15, 2011