

## AMGO BOARD

Excerpted from AMGO By-Laws:

*The business and affairs of the Association shall be managed by its Board of Directors who shall be responsible to the membership to ensure compliance that the policies and directives as outlined in the Constitution and Bylaws are adhered to. All members of the Board of Directors are full voting members of the Board.*

*There shall not be fewer than seven (7) directors. The directors shall consist of the President, Immediate Past-President, Vice-President, President-Elect, Secretary/Treasurer, and two At- Large directors.*

ROLE	DESCRIPTION	TERM	ELECTION/ SUCCESSION
<b>President</b>	<ul style="list-style-type: none"> <li>➤ Principal executive officer</li> <li>➤ Responsible for general direction of organization</li> <li>➤ Authority to enter into contracts</li> <li>➤ Serves as liaison to MGMA’s Academic Practice Assembly (APA)</li> </ul>	1 Year	President Elect automatically ascends to Presidency
<b>Immediate Past President</b>	<ul style="list-style-type: none"> <li>➤ Guides Board on process and protocol</li> <li>➤ Serves as Chair of Nominating and By-Laws Committees</li> </ul>	1 Year	President automatically becomes Immediate Past President
<b>President Elect</b>	<ul style="list-style-type: none"> <li>➤ Assists President and Vice President</li> <li>➤ Serves as board liaison to committee chair(s)</li> <li>➤ Serves out remainder of Presidential term in the event the President resigns</li> </ul>	1 Year	Elected
<b>Vice President</b>	<ul style="list-style-type: none"> <li>➤ Assists President</li> <li>➤ APGO/ CREOG liaison</li> <li>➤ Serves out remainder of President-Elect term in the event the President-Elect resigns</li> </ul>	1 Year	Elected
<b>Secretary-Treasurer</b>	<ul style="list-style-type: none"> <li>➤ Issues meeting notices and provides various reports, including minutes and financial statements</li> <li>➤ Must be bonded as condition of office</li> <li>➤ Serves as board liaison to committee chair(s)</li> </ul>	2 Years	Elected
<b>Directors (2 positions)</b>	<ul style="list-style-type: none"> <li>➤ Serves as board liaison to committee chair(s)</li> <li>➤ Contributes to – or manages - various projects on behalf of board and membership</li> </ul>	1 Year	Elected

## AMGO COMMITTEES

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**Membership** -- Receives and reviews all applications for membership. Actively recruits new members from medical schools who currently do not have AMGO members; keeps in close contact with Secretary/Treasurer to update membership roster. Coordinates the compilation and printing of the AMGO directory to be distributed annually.

**Fall Program** -- Plans and coordinates the fall program, which includes registration, program content, securing speakers for general and breakout sessions, budgetary planning, and notification of members. Committee members should be full of energy, and should be prepared to devote the time necessary to make the program "The Best Yet!"

**Education** -- Works with the Fall Program Committee to enhance the educational aspects of programs, assists in securing guest speakers and developing "in-house" presentations at breakout sessions and manages survey process at the annual meeting. Assists newsletter editor with content. Members should have a special interest in continuing education and program development.

**Newsletter** -- The newsletter editor is responsible for determining, acquiring and editing content in collaboration with the Education Committee. The newsletter is produced three times a year. The layout, production and mailing is done by AMGO's design consultant.

**Fund Raising** -- Responsible for soliciting donations to defray the cost of AMGO programs. Committee members should have a special interest in communicating with outside sources to achieve the financial objectives of the committee.

**Historian** -- Responsible for maintaining the historical record of our organization from its inception and updating with additional information regarding current events. Takes photos at AMGO events, and provides pictures for newsletters and other materials. Maintains electronic records of photographs for viewing at the AMGO Fall Program.