



NASEMSO Council Position Descriptions

Chair

The Council Chair represents the Council in a leadership capacity that best advances the interests of the Council, NASEMSO, and its membership.

The Chair serves as both the Chairperson of the Council's Steering Committee (comprised of the Council officers and four Regional representatives and scheduled at the discretion of the Committee) and the representative of the Council on the NASEMSO Board of Directors (held by webinar on the 2nd Thursday of each month at 2pm eastern).

Duties of the Chair include:

- Presiding over the meetings of the Council (Steering Committee, full Council, and Mid-Year/Annual meetings);
- Recommending appointments to various committees and projects from the Council membership;
- Providing support and direction to both the Council and its Workgroups; and
- Representing the Council at functions and with other organizations as needed to include the 2-day NASEMSO Board Strategic Planning Meeting, generally held the 2nd week of December in the DC area (expenses paid by NASEMSO).

The Chair serves two years, after which they assume the role of Immediate Past Chair for an additional two years.

Chair-Elect

The Chair-Elect serves two years before becoming the Council Chair the following two years. The Chair-Elect duties include:

- Assisting the Chair in their duties and fills in for the Chair when he/she is not available;
- Serving as a member of the Council Steering Committee; and

Statewide Implementation of an EBG Project: References

- Supervising Council liaison and committee chair assignments, assist the Chairperson in ensuring that positions remain filled, and ensure the timely submission of reports from these bodies.

Secretary

The Secretary serves two years and is responsible for accuracy of meeting minutes to include corrections as recommended by the Council.

Minutes shall include attendees of the meeting, major discussion points, motions made, and votes taken.

Immediate Past Chair

The Immediate Past Chair serves two years and shall be an officer of the council for the purpose of providing continuity during transition and sharing leadership workload and duties.

Questions for Individuals Considering an Officer Position

The following questions will help Council membership determine qualifications, suitability, and interest in serving as a Council Officer.

- 1) Please describe your experience on the NASEMSO Council, including length of time you have been a member, what committees or projects you have served, etc.
- 2) Describe your vision for the NASEMSO Council, keeping in mind the role of the Council (per NASEMSO Bylaws) within NASEMSO.
- 3) Explain your interest in serving as Officer and eventually Chair of the Council (if applicable).
- 4) Please provide any other information that you feel would be relevant and helpful to members of the Council as they consider elections.