KERN COUNTY MEDICAL SOCIETY

RESPONSIBILITIES OF THE PRESIDENT AND THE PRESIDENT-ELECT

(Those elected to President-Elect will automatically be installed as President at the end of their term as President-Elect)

From the KCMS Bylaws:

9.0101 President

The President shall be the leader and official spokesperson for the Society. The President shall be a member and Chair of the Board of Directors and Officers, a member and Chair of the Executive Committee, and an ex-officio member of all committees. In addition, the President shall fill those positions normally accorded to the President of the Society. The President shall preside as Chair at the Annual Meeting and all special meetings of the Society and shall perform such duties as custom and parliamentary usage require.

9.0102 President-Elect

The President-Elect shall act for the President in the event of the President's absence or disability, and, if the office of President becomes vacant, the President-Elect shall then succeed to the presidency to serve as President for such unexpired term and for the term of one (1) year thereafter. The President-Elect shall be ex-officio a member of all committees of the Society.

The President-Elect will be installed as the President at the close of the President's term of office.

As per the above Bylaws duties of the President are as follows:

- Preside over four regular meetings of the Board of Directors per year.
- Preside over any special meetings of the Board of Directors called by the President, Executive Committee or Board.
- Review and approve the agenda for each of the Board of Directors meetings.
- Preside over the annual meeting of the General Membership and all social events of the General Membership.
- Preside over special in-person events.
- Attend CMA's annual Legislative Day conference and meetings with local Legislators in District and in Sacramento.
- Participate in CMA's President's Forum conference calls.

- Attend, as the spokesperson of KCMS, miscellaneous functions as requested by the Board or CMA. Including, but not limited to, Board of Supervisors meetings, meetings with local Legislators, Medical Staff meetings at hospitals in Kern County, Residents Orientations, Town Hall meetings, etc.
- Write and submit for publication a message from the President in any issue of *PULSE* that he or she chooses.
- Appoint KCMS members to all committees and non-elected positions of KCMS.
- Review and sign all official correspondence from KCMS as well as some of the routine correspondence from KCMS.

Additionally, the Executive Committee and the Executive Director are the signatories for all of the KCMS bank accounts. All checks must have two signatures which are usually signed by the Secretary-Treasurer and the Executive Director; however, in the absence of one of them, the President typically provides the second signature.

The President and the President-Elect shall perform such other duties as customs and parliamentary usage may require or the Board may direct.

RESPONSIBILITIES OF ALL BOARD MEMBERS INCLUDING THE PRESIDENT AND THE PRESIDENT-ELECT

The KCMS Board of Directors is the governing authority to:

- Establish policy.
- Determine programs.
- Recommend expenditure of funds.
- Develop and maintain the internal structure of KCMS (including bylaws and adherence to bylaws).
- Review appointments made by the president.

The paramount responsibility of any board is to pursue and attain the stated mission and to ensure the long-term welfare of the overall organization. It is the responsibility of the Executive Director to manage the everyday operations of the organization and implement the goals and strategies agreed upon by the Board.

Individual Responsibilities of Board Members:

- Attend all Board Meetings (there are typically 4 Board Meetings per year). Board meetings are usually on a Monday at 6pm via Zoom.

- Be informed about the organization's purpose, services, policies, and programs.
- Review agenda and supporting materials.
- Serve on Board committees and offer to take on special assignments.
- Assist the Board in carrying out its fiduciary responsibilities.
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the organization.
- Keep up-to-date on developments in the organization's field.
- A Board member, regardless of personal point of view, is responsible to support the decisions of the Board in public.
- No Board member has any right or authority to act upon his/her own in the name of the organization unless delegated specific authority by the Board of Directors.

It is very important that Board members support all meetings of KCMS. Although only the executive officers, to include the President and President-Elect, usually have formal duties at these functions, it is important that KCMS leaders attend to set an example and support KCMS by attending.