



Open Leadership Position Job Descriptions

President-Elect

The President-Elect shall act as Vice-Speaker of the House of Delegates and shall assist the President during meetings of the House of Delegates by performing such functions as the President shall designate while acting as Speaker of the House of Delegates. The President-Elect shall be a member of the Council and an ex-officio member of each standing committee, and of each other committee or task force appointed by the President. The President-Elect shall assume the duties of the President during the temporary absence or disability of the latter. If the office of President shall be declared vacant by Council and the Immediate Past President shall refuse or be unable to fill such vacancy, the President-Elect shall serve as President during the balance of the unexpired term and thereafter during the term for which the President-Elect was elected.

Secretary-Treasurer

The Secretary-Treasurer shall receive all funds due this Association from every source. The Secretary-Treasurer shall supervise the deposit and keep the funds of this Association in a bank or banks of deposit approved by the Council. The Secretary-Treasurer shall supervise the accounting for the receipts and expenditures of this Association. The Secretary-Treasurer shall have the duty to make such purchases, sales, leases, acquisitions or dispositions of real and personal property as may be ordered or authorized by the Council and to execute on behalf of this Association, all documents and papers which may be required in connection with any such purchases, sales, leases, acquisitions or dispositions. The Secretary-Treasurer shall supervise the payments of all bills of this Association as authorized by the Auditing and Appropriations Committee and/or the Council. At the expense of this Association the Secretary-Treasurer shall give bond in such amount as shall be required by the Council. The Secretary-Treasurer shall be a member of Council and an ex-officio member of the Auditing and Appropriations Committee.

Ohio Delegate/Alternate Delegate to the American Medical Association

Members of the Ohio delegation to the American Medical Association are expected to attend all sessions of the AMA House of Delegates and all Ohio AMA delegation functions. Members of the Ohio delegation to the AMA must prepare for each AMA House of Delegates meeting by reviewing materials sent to them and participate in the deliberations of various committees to which they may be assigned. Members of the Ohio delegation to the AMA shall participate in membership promotion activities in their local societies and districts for both the OSMA and the AMA.