

Delegate/Alternate Delegate Job Description, Roles and Responsibilities

WCMSSM members of the MSMS House of Delegates serve as an important communications, policy, and membership link between the MSMS and grassroots physicians. The delegate and alternate delegate is a key source of information on activities, programs, and policies of the MSMS. The delegate and alternate delegate is also a direct contact for the individual member to communicate with and contribute to: formulation of policy, MSMS positions, identification of situations that might be addressed through policy implementation efforts, and implementation of MSMS policies. Delegates and alternate delegates to the MSMS are expected to foster positive and useful two-way communication between grassroots physicians and the MSMS leadership. To fulfill these roles, MSMS delegates and alternate delegates are expected to make themselves readily accessible to individual members by mail, telephone, e-mail and through other communication mechanisms.

The qualifications, responsibilities and duties of the Delegate/Alternate Delegate are as follows:

A. Qualifications

- WCMSSM membership.
- Commitment to attend the MSMS House of Delegates meeting.
- Designated by the Board of Directors.

B. Responsibilities

- Participate in the WCMSSM Delegate Body meetings.
- Present, review and formulate resolutions for submission to MSMS.
- Regularly communicate MSMS policy, information, activities, and programs to WCMSSM members so as to be recognized as the representative of MSMS.
- Relate WCMSSM views and suggestions, particularly those related to implementation of MSMS policy positions, to the appropriate leadership, governing body, or staff of delegates' institutions or organizations
- Advocate WCMSSM members' views within the House of Delegates.
- Report highlights of House of Delegates' meeting to WCMSSM members through the Detroit Medical News and, for example, at hospital medical staff and specialty society meetings.
- Cultivate promising leaders for all levels of organized medicine and help them gain leadership positions.
- Actively recruit new WCMSSM members and help retain current members.

C. Additional volunteer duties

- Service on Nominations and Election Committee – WCMSSM Officers
- Stand for election to the WCMSSM Board of Directors

**Wayne County Medical Society of Southeast Michigan
Delegate Body**

Resolutions - Format and Method of Introduction

Resolutions may be introduced to the Delegate Body from the Board of Directors, Finance Committee, Officers, Committees, elected Delegates/Alternates or from any member of the Wayne County Medical Society of Southeast Michigan.

All resolutions are submitted initially to the WCMSSM Delegate Body for approval before the resolution is referred to the MSMS House of Delegates for consideration.

All resolutions, whose implications are such that they necessitate an expenditure of funds, must include a fiscal note (WCMSSM staff will be happy to provide necessary assistance in preparing a fiscal note estimate).

The essential element of a resolution is its portion expressed as one or more "RESOLVED" section(s) setting forth its specific intent. It should carry with it a preparatory statement explaining the rationale of the resolution. This preparatory statement is commonly referred to as the "WHEREAS". There may also be included such appendices of material as may contribute to understanding of the subject at hand.

Should you need any help in the wording or format of your proposed resolution, please contact the WCMSSM office @ 313-874-1360 or email jhetzner@wcmssm.org.

Wayne County Medical Society of Southeast Michigan Delegate Body

RESOLUTION to the MSMS House of Delegates

Title:

Author:

For: WCMSSM Delegation

Whereas,

Whereas,

Whereas,

RESOLVED: