

State Society Executive Director Duties:

Answer emails and phone calls from members and prospective members, vendors in the course of society's business.

Process renewals and membership application.

Make all deposit and reconcile bank account monthly.

Coordination of scientific session and annual business meeting with Texas Medical Association Representative.

Notice membership of annual business meeting.

Maintain contact with residency program directors throughout year to update resident renewals and membership applications.

Contact residency coordinators about annual Krusen Competition and seek participants.

Responsible for updating website quarterly – Send info to TMA. TMA maintains our website and do all updates for us.

Prepare financial statement at end of year.

File yearly 990 with IRS

Assist board members with communication to society members.

Arrange for a meeting room for a state meeting during Annual AAMPR assembly.

Update email list of members yearly.

Send email blasts when issues are received from Texas Medical Association and CMS, TrailblazerHealth