

Roles of Board Officers/Committee Chairs/Panel Officers

- President**
- Spokesperson for the Medical Board (including but not limited to) – may attend legislative hearings and testify on behalf of the Board, may attend meetings with stakeholders and Legislators on behalf of Board, may talk to the media on behalf of the Board, and signs letters on behalf of the Board
 - Meets and communicates with the Executive Director on a regular basis
 - Communicates with other Board Members for Board business
 - Authors a president’s message in every quarterly newsletter
 - Approves Board Meeting agendas
 - Chairs and facilitates Board Meetings
 - Chairs the Executive Committee
 - Signs specified full board enforcement approval orders
 - Signs the minutes for each of the Board’s quarterly Board Meetings
 - Represents the Board at Federation of State Medical Boards’ meetings and other such meetings
- Vice President**
- Is the Back-up for the duties above in the President’s absence.
 - Is a member of Executive Committee
- Secretary**
- Signs the minutes for each of the Board’s quarterly Board Meetings
 - Is a member of Executive Committee
- Past President**
- Is responsible for mentoring and imparting knowledge to the new Board President
 - May attend meetings and legislative hearings to provide historical background information, as needed
 - Is a member of Executive Committee
- Committee Chair**
- Approves the Committee Agendas
 - Chairs and facilitates Committee Meetings
- Panel Officers**
- Chair – Chairs and facilitates Panel Meetings
 - Chair – Signs orders for Panel decisions
 - Vice Chair – Acts as Chair when Chair is absent