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| **ST. JUDE MEDICAL CENTER – MEDICAL STAFF OFFICERS DEFINED DUTIES** | |
| **POSITION** | **DUTIES** |
| CHIEF OF STAFF-ELECT | The Chief of Staff Elect shall assume all duties and authority of the Chief of Staff in the absence of the Chief of Staff. The Chief of Staff Elect shall be a member of the Medical Executive Committee (MEC) and of the Joint Conference Committee, shall attend and represent, at the direction of and in the absence of the Chief of Staff, the views and policies of the medical staff to the Board of Trustees at every Board of Trustees meeting and shall perform such other duties as the Chief of Staff may assign or as may be delegated by these bylaws, or by the Medical Executive Committee.  **Assigned Meetings:** MEC, Chairman, Patient Safety/Performance Improvement  Committee, Officers, Credentials (Monthly). Joint Conference and Bylaws Committee (As Needed). |
| SECRETARY-TREASURER | The Secretary-Treasurer shall be a member of the Medical Executive Committee. The duties shall include, but not be limited to:  Maintaining a roster of members; attending to all appropriate correspondence and notices on behalf of the medical staff; receiving and safeguarding all funds of the medical staff; submitting an annual budget of the funds of the medical staff; performing such other duties as ordinarily pertain to the office or as may be assigned from time to time by the Chief of Staff or Medical Executive Committee.  **Assigned Meetings:** MEC, Officers (Monthly) Bylaws Committee (As Needed). |
| ORGANIZED MEDICAL STAFF SECTION REPRESENTATIVE | The OMSS Representative shall be a member of the Medical Executive Committee and shall perform, or assure the performance of, duties which shall include, but not be limited to:  Attendance of the American Medical Association (AMA), Organization Medical Staff Section, annual meeting and provide a report to the Medical Executive Committee on the current issues relating to the Medical Staff on a national level. Attendance of the California Medical Association (CMA), Organization Medical Staff Section, annual meeting and provide a report to the Medical Executive Committee on the current issues relating to the Medical Staff on a state level. Serve as a resource to the Bylaws committee on defining Medical Staff Organizational structure. Assist the Medical Staff with advocacy issues relating to the Medical Staff organization.  **Assigned Meetings:** MEC, Officers (Monthly) Bylaws Committee (As Needed). |
| **2 - MEMBERS-AT-LARGE** | The Members-at-Large shall be member of the Medical Executive Committee and shall perform, or assure the performance of, duties which shall include, but not be limited to:  Attending Officer meetings. Acting as a resource for questions regarding information published in the Medical Staff newsletter. Performing such other duties as ordinarily pertain to the office or as may be assigned from time to time by the Chief of Staff or Medical Executive Committee.  **Assigned Meetings:** MEC, Officers (Monthly) Bylaws Committee (As Needed). |