



## NZMSA Secretary-Treasurer

### Eligibility and Length of Term

The NZMSA Executive is elected from and among the Council and must be an NZMSA member in good standing. The Secretary-Treasurer shall hold office for a two (2) year term, to a maximum of two (2) consecutive two (2) year terms.

### Role & Responsibilities

- Review and approve bills and obligations for the NZMSA.
- Review financial statements prepared by the AMA accounting department.
- Present the Treasurer’s Report to the membership at the AGM.
- Participate as one of the two required members responsible for the annual financial audit.
- Sit as NZMSA representative on the AHS Zone Medical Administrative Committee (ZMAC).
- Attend all meetings of the NZMSA (Executive, Council, ZAF, AGM, and ad hoc).
- Represent the interests of Members in each Area within the Zone, and perform an advisory and if necessary, advocacy role for all Members.
- Interact with membership, respond to correspondence, attend meetings, return phone calls, or do outreach by any of these methods.

### Time Commitment and Remuneration

The Secretary-Treasurer receives an annual stipend of **\$7,800**, based on an hourly rate of \$162.50 for an anticipated 4 hours a month of time dedicated to NZMSA meetings, and additional activities such as meeting preparation, member advisory, advocacy, and support activity (this rate is based on AMA guidelines for Board members and has not been approved by NZMSA membership as per 11.1 of the bylaws and subject to change).

AMA and AHS meetings are compensated separately, as per AMA and AHS policies, and in addition to the stipend.

The expected and approximate annual meeting time commitment for the Secretary-Treasurer is listed below.

MEETINGS	# MTGS PER YEAR	# HRS PER MTG	DAY/TIME
<b>Included in NZMSA stipend</b>			
NZMSA Executive	4	1	TBD
NZMSA Council	4	1	TBD
NZMSA Zone Advisory Forum & Annual General Meeting	1	2	TBD
<b>Additional AHS honoraria available</b>			
AHS Provincial Practitioner Executive Committee (PPEC)*	10	2	First Wednesday of the month 8:00am-10:00am
AHS Zone Medical Administrative Committee (ZMAC)	10	1	First Thursday of the month 7:00am-8:00am
<b>Additional AMA honoraria available</b>			
AMA Rep Forum* – Spring and Fall alternate between Calgary & Edmonton	2	2 days	Full days
<b>Notes</b>			
Expenses related to travel for meetings when applicable are also reimbursed with appropriate documentation and approval, as per the AMA Guide for Honoraria and Expenses Allowance. Meetings typically break for July and August. *Meetings attended by the President only, unless a designated alternate from the Council is requested to attend in the President’s absence.			