



MAMSS Board Professional Development and Travel Policy

Policy

The Massachusetts Association of Medical Staff Services (MAMSS) is committed to supporting the professional development and leadership growth of its Board of Directors. MAMSS recognizes the importance of continuing education in credentialing, medical staff services, and healthcare leadership and will provide financial support in accordance with this policy.

Purpose

This policy establishes guidelines for:

1. Conference registration fee waivers for MAMSS Board and ex-officio Board members.
2. Attendance by the President and President-Elect at the National Association Medical Staff Services (NAMSS) Leadership Conference.
3. Reimbursement of eligible travel expenses for the President and President-Elect under specified circumstances.

This policy ensures consistent, equitable, and fiscally responsible reimbursement practices.

Procedure

Conference Registration Fees

Registration fees for the MAMSS Annual Education Conference will be waived for all current Board members and ex-officio Board members.

NAMSS Leadership Conference

The President and President-Elect are expected to attend the NAMSS Leadership Conference in its virtual format during their respective terms of office.

Travel Expense Reimbursement

MAMSS will reimburse up to \$1,500 per year for travel expenses incurred by the President and/or President-Elect to attend a MAMSS Annual Spring in-person Conference, and the President or designee attend the Fall and/or December Membership meeting provided that:

- The President and/or President-Elect reside outside of the New England region during their term of office; and



- The President and/or President-Elect are employed at a healthcare facility or organization within the Commonwealth of Massachusetts.

Eligible reimbursable expenses may include:

- Hotel accommodations **only applies to Fall and December Membership meetings*
- Transportation (airfare, car rental, or mileage reimbursement)

All reimbursement requests must:

- Be submitted to treasurer within 30 days of the conference
- Include itemized receipts and supporting documentation

Budget Considerations

Funding for travel reimbursement shall be incorporated into the annual MAMSS operating budget.

Authority

This policy is adopted by the MAMSS Board of Directors and may be amended by majority vote of the Board.

Policy Initiated by Board: 01/24/2017

Policy Amended & Approved by Board: 02/26/2026