

EXECUTIVE POSITION PROFILE

Executive Vice President

MSDC

MEDICAL SOCIETY OF THE DISTRICT OF COLUMBIA

This search is being conducted by:

VettedSolutions

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I. Opportunity

Vetted Solutions is recruiting and evaluating candidates for the Executive Vice President position for the Medical Society of the District of Columbia (MSDC). Located in Washington, DC, MSDC has 2,500 members, a staff of three and an annual budget of \$500,000. It is the largest medical organization representing metropolitan Washington physicians in the District. The Medical Society is dedicated to the well-being of the physicians in metropolitan Washington and their patients.

Scope of Position

- Reporting to a 12-member Board of Directors, the Executive Vice President oversees management of the organization, including membership, advocacy, education, industry interaction, an online engagement platform, a flagship annual meeting, and research support.
- The Executive Vice President oversees the day-to-day operations of the Society and is responsible for establishing and achieving operating and financial objectives as well as developing online tools for individual physicians and future business initiatives.
- The Executive Vice President will work closely with the MSDC Board to identify the organization's strategic priorities, modernize MSDC, attract new physicians to the society and facilitate the translation of those priorities into actions.
- The Executive Vice President will build external relationships with physician leaders, physician groups, non-member physician and patient care groups, deans of medical schools, hospital CEOs and other medical societies.
- The Executive Vice President will build relationships and navigate within key DC decision-makers in DC governance.

The following represents long-range goals for the next three to five years. The achievement of each goal will move MSDC towards the realization of its vision.

Goal A: Physician Support

- Physicians practicing in the District of Columbia credit MSDC with providing the tools and support that make DC the best place to practice medicine.

Goal B: Advocate

- MSDC is the trusted voice of all physicians by groups and individuals making decisions about physician practice and patient care.

Goal C: Physician Trust

- Leaders in all DC delivery settings are advocates for individual physicians joining or maintaining membership in MSDC.

Experience and Qualifications

- Bachelor's degree required and Master's degree a plus; a Certified Association Executive (CAE) is desirable.
- At least 8 years of executive level work experience, preferably in associations, with demonstrated success in leading, planning, and organizing operations.
- Senior Leadership experience desirable.
- Experience with the healthcare environment and healthcare organizations.
- Experience working with physicians is preferred.
- Proven track record in consensus building.

- Networker—Building positive and effective relationships inside and outside the organization to raise visibility, accomplish common goals, and create a dynamic workplace.
- Financial management expertise.
- Initiative and ability to expand membership, enhance existing business lines, and identify viable new sources of non-dues revenue.
- Experience working with a Board to:
 - Evaluate the overall framework of the organization.
 - Manage annual budget planning balanced with investment of additional resources and tied to strategic goals.
 - Prioritize and operationalize goals.
- Proven ability to oversee assets and manage annual budgets and financial issues appropriate for a 501c(6) organization.
- Experience monitoring policy issues that affect members and the profession is preferred.
- Independent and decisive.
- Forward thinking and innovative—the ability to anticipate issues before they become problems and to develop creative solutions.
- Persistent and determined.
- High energy and sense of urgency.
- Excellent communication skills—both written and oral.
- Positive and optimistic.

Key Responsibilities

Operations and Administration:

- Establish and ensure appropriate operating and administrative policies, plans and directives.
- Direct and coordinate staffing to carry out the policies, plans and directives of the Society in a cost-effective manner.

- Serve as an agent of the Society in routine negotiation and execution of contractual arrangements. For non-routine contractual arrangements, works under the direction of the Board of Directors.
- Oversee planning, organization, and coordination of all aspects for the Society’s annual meeting in conjunction with leadership and MSDC staff.
- Maintain custodial responsibility for all assets of the Society, including the operating assets, financial assets, and risk management.

Organization and Personnel:

- Maintain and enforce the Society’s organizational plan, including organizational reporting relationships and position descriptions.
- Determine the staffing approved for the Society.
- Establish, communicate and enforce appropriate personnel policies.
- Direct all activities affecting the staff of the Society.
- Serve as the executive staff to the Board of Directors and its Executive Committee. Responsibilities include organizing the meetings and preparing and distributing meeting agendas, materials and minutes.
- Serve as the executive staff to the MSDC Delegation to the American Medical Association, assisting the Chairman in all activities, including the certification of delegates’ credentials and their transfer to proper alternate as necessary.
- Serve as an advisor to the President, President Elect, and Board Chair in the performance of their duties.
- Serve as a “non-voting” member of the MSDC Board of Directors and Executive Committee.
- Serve as a consultant to the Board of Directors of DOCPAC.

Finance:

- Prepare and submit the MSDC annual budget to the Finance Committee for approval, making appropriate revisions as necessary.
- Manage the financial affairs of the Society in accordance with the Society's annual budget.
- Maintain an adequate system of internal controls to protect the Society's financial assets, including arrangements for the completion of an annual audit of the Society's financial statements.
- Oversee preparation of monthly financial statements reporting on the financial position and results of operations of the Society.
- Approve payment of all bills other than those of a regular and routine nature.

Marketing and Membership:

- Sets realistic goals for obtaining new members and a strategy that targets high-potential candidates.
- Focus intently on issues that are relevant to the members.
- Actively engage with and pursue input from the membership base, in order to address issues and needs.
- Champion members in ways that clearly advance their professional status.
- Ensure the Society's program delivery and solutions are relevant, consistently high quality, and member centered.
- Represent the Society to the business community such as the Greater Washington Board of Trade and the District of Columbia Chamber of Commerce.
- Serve as liaison to the District of Columbia Hospital Association and hospital CEOs, and represent MSDC at the DCHA Medical Directors Forum.
- Develop working relationships with the deans of the medical schools.

Measures of Success

The MSDC Board of Directors will provide an annual performance appraisal for the Executive Vice President. The basis of the evaluation will include but not be limited to the following:

- A clearly articulated strategic plan and business model that transforms the organization.
- The effectiveness with which the Executive Vice President works with the President, Board Chair, Executive Committee and Board of Directors.
- The extent to which the character and quality of the products and services of the Society ensure a quality reputation for the Society as a whole.
- The extent to which the Executive Vice President exhibits judicious stewardship over the assets of the Society; the soundness of the financial condition of the Society; and the extent to which planned results of operations are achieved.
- An increase in the Society's membership, year over year.
- An increase in member satisfaction and attendance at Society events.
- The extent to which the Society carries out its member, employee, professional, governmental and public responsibilities.

II. Organization Overview

About MSDC

Since 1817, MSDC has been supporting and advocating for patients, physicians, the medical profession and the betterment of public health. Its membership comprises licensed physicians, medical residents, medical students and allied health professionals in metropolitan Washington. Currently serving over 2,500 members, MSDC is the largest medical organization representing metropolitan Washington physicians in the District of Columbia. The Society is dedicated to the well-being of the physicians in the District and their patients, and advocates vigorously on their behalf through:

- Legislative efforts to protect physicians and patients from onerous practices of regulatory authorities.
- Vigorous defense of the patient-physician relationship.
- Practice management consultation and services.
- Up-to-date information on legislative and regulatory issues that affect the daily practice of medicine.
- Pursuit of tort reform and legislation to reduce overly burdensome prior authorization requirements and conflicting patient privacy rule.
- Free or discounted educational and networking opportunities.

Mission

The Medical Society of the District of Columbia (MSDC):

- Dedicates its effort to the well-being of physicians in metropolitan Washington and their patients.
- Advocates on behalf of our member physicians of diverse cultural and ethnic backgrounds.
- Promotes high standards of character and professionalism.
- Ensures that physicians are and are recognized as the primary professionals who define and

guarantee high quality, appropriate, and cost effective medical care.

- Aggressively defends the highest principle of all: the integrity of the physician-patient relationship.

Core Values

- Advocate on behalf of physicians and their patients.
- Provide leadership.
- Promote quality health care.
- Demonstrate compassionate and ethical behavior.

Vision

- Our nation's capital is the best place to practice medicine.

Programs and Services

Advocacy

The Medical Society represents the physicians and patients of the District of Columbia in discussions with the City Council, the DC Departments of Health and Behavioral Health, the DC Boards of Medicine and Pharmacy, and other members of the medical community.

Physician Health Program

Burnout is an increasingly severe and persistent condition among physicians nationwide. The Medical Society's Physician Health Program, helps to identify physicians and medical students who suffer from conditions that may impair their ability to practice medicine, and assist in their recovery.

Medical Society and Alliance Foundation (MSAF)

MSAF is the Medical Society's charitable nonprofit. The foundation provides annual assistance for a variety of programs in support of public health in the District of Columbia. In recognition of two the

Medical Society's recent 200-year anniversary, MSAF increased its scholarship activity, and awarded six scholarships totaling \$12,000 designated "for rising seniors in allied health fields" in the District.

MSDC Task Force on Family Violence

This Task Force promotes activism through collective advocacy, education, research and effective partnerships across all professional disciplines. With a focus on health and a framework that includes social, political, economic, legal and cultural factors, the Task Force works closely with organizations at the local and national level to be solution focused. The MSDC Task Force continues to be a resource for District physicians and other professionals working in the violence field. Its goal is to create a violence-free environment where all families can thrive and be productive citizens of the District.

DCRxCard

MSDC support and distributes the "DCRx Card," a prescription discount program for patients in the District of Columbia. The program helps to reduce the burden of high drug costs on patients and promotes patient compliance.

MSDC eNewsline

MSDC's electronic newsletter is a biweekly update of medical news and legislative developments that impact practices, from Medicare requirements, licensure and discipline to scope of practice and insurer practices and policies. Members receive a complimentary subscription to eNewsline.

Annual Meeting

MSDC's well-attended annual meetings attract physicians of all specialties from across the metropolitan Washington region in a festive and interactive environment.

Awards

- Certificate of Meritorious Service- Presented to a physician member in recognition of distinguished service to the medical profession.

- Dr. Charles H. Epps, III Community Service Award- Presented to a physician member for outstanding public service to the community.
- Distinguished Service Award- Presented to a physician member for outstanding service to the Medical Society of the District of Columbia.
- John Benjamin Nichols Award- Presented to a lay person, organization, or both, in recognition of outstanding contributions toward improving the health of the community.

Board of Directors

Susanne Bathgate, MD

Chair of the Board, At-large

Barry Lewis, MD, MBA

President

Raymond Tu, MD

President-elect, AMA Alternate Delegate

Julian R. Craig, MD

Immediate Past President

Joseph E. Gutierrez, MD

Treasurer, AMA Delegation Chair

Peter E. Lavine, MD

AMA Delegate

J. Desiree Pineda, MD

AMA Alternate Delegate

Laurie Duncan, MD

At-large

E.W. Emanuel, MD

At-large

Alice Fuisz, MD

At-large, Secretary

Daniel Perlin, MD

At-large

Nazia Qazi, MD

At-large

Marc Rankin, MD

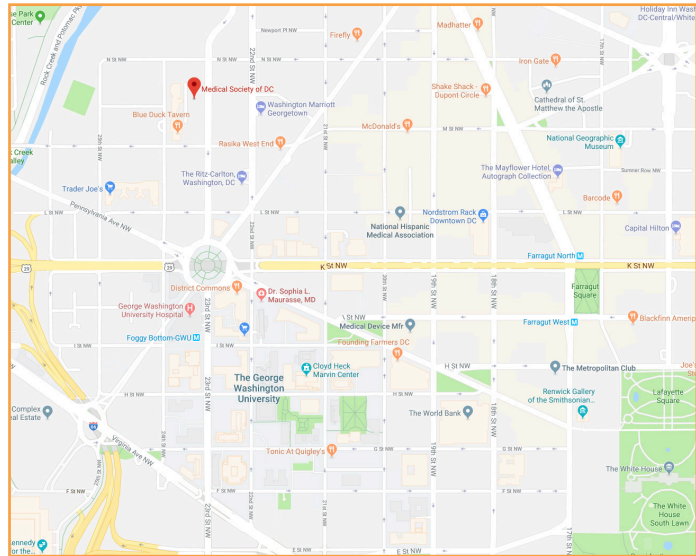
At-large

MSDC Headquarters

Medical Society of the District of Columbia
1250 23rd Street NW, Suite 270
Washington, DC 20037

Web Presence

<http://www.msdc.org/>



III. About Vetted Solutions

Vetted Solutions is a Washington DC based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

To apply, please see Current Searches on our website at: www.vettedolutions.com.



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