

FSMA POLICY AND PROCEDURE MANUAL

This Policy and Procedure publication is for the Executive Council of the Florida Society of Medical Assistants. It is not meant to hinder but to enhance the creative ideas of the members who use this tool.

General items for ALL officers and committees are the following:

- a. Work within the FSMA Budget.
 - a. Formulate budget for your respective office or committee and submit to the Treasurer by January 1st of the year.
 - b. Plan and implement activities within the FSMA budget.
 - c. Submit receipts for reimbursement on a timely basis within the month the expense occurred and stapled to the back of an expense voucher.
 - d. Present over-budget items to the Executive Council for possible approval.
- b. Submit Reports.
 - a. Submit reports to the President and Executive Council two weeks prior to the September/October, January/February and May Executive Council Meetings.
 - b. Submit an annual report to the Speaker of the General Assembly by February 1st of the year.

All files (Including this Policy Procedure Manual) shall be transferred to the successor within ten days of the annual meeting.

Please bring this to all Executive Council meeting.

This manual is available on the FSMA Web site at: www.FSMAonline.org

BUDGET

Name: Budget & Finance Committee

Purpose: To maintain the financial viability of the FSMA and plan for future budgetary years concerns for income, cost containment and support of strategic plan

Number of Members: 3

Reports to: FSMA President and Executive Council.

Qualifications: FSMA Treasurer is Chair of this committee

Responsibilities / Duties:

1. Prior to establishing the budget, the Treasurer shall contact all Officers and Committee Chairmen for input regarding their budgetary needs for the following year.
2. Prepare a budget for the fiscal year beginning May 1 and ending April 30, and presenting it to the Executive Council at the January/February meeting for membership approval.
3. Notify all Executive Council members and Committee Chairmen of the amount allocated in the budget to their respective office/committee.
4. Send a copy of the budget to the Speaker of the General Assembly for inclusion in the General Assembly Reports for the members information.
5. Recommend cost containment policies supporting new projects to meet the goals of the Strategic plan.
6. All files shall be transferred to the successor within ten days of the annual meeting.

BYLAWS and POLICY PROCEDURE

Name: Bylaws and Policy Committee

Purpose: Shall be responsible for reviewing the Bylaws and Policies each year and submit recommendations for changes to the Executive Council and/or General Assembly.

Number of members: Three (3)

Reports to: General Assembly and Executive Council.

Qualifications: Chair should have the experience of being on the Executive Council and familiar with the current by-laws and format.

Responsibilities / Duties:

1. Maintain a current copy of the FSMA and AAMA Bylaws and Policies on file.
2. Shall review newly organized chapter bylaws and established chapters to determine compliance with membership and dissolution articles of the FSMA. Shall provide assistance to chapters to meet these requirements.
3. Consider proposed changes to the Bylaws and Policy submitted by component chapters and/or the Executive Council.
4. All proposed Bylaw changes shall be submitted to the General Assembly: for consideration.
5. Shall send written notice of the call for proposed Bylaws Changes at least ninety (90) days prior to the Annual Meeting of the General Assembly to all Executive Council Members.
6. The Chair of the Bylaws Committee shall be prepared to offer rationale and answer questions on the proposed Bylaw changes at the Bylaws Reference Committee meeting and the General Assembly during the Annual Meeting.
7. Within thirty (30) days following the Annual Meeting of FSMA, the revised Bylaws and Standing Rules and Policies adopted by the GENERAL ASSEMBLY shall be distributed to the Executive Council, Chapter Presidents and Committee Chairmen.
8. Shall provide a current copy of the Bylaws to the Speaker of House to be included in the General Assembly Reports.
9. A copy of the Bylaws and Policy/Procedure Manual shall be given to the FSMA webmaster for inclusion and reference in the FSMAonline.org website.
10. The Bylaws and Policy/Procedure Manual files shall be transferred to their successor with in 10 (ten) days of the Annual Meeting.

CERTIFICATION

Name: Certification Committee

Purpose: To maintain a current roster of Certified Medical Assistants (CMA's) residing in the State of Florida and a list of Certified Medical Assistants holding membership in FSMA.

Number of members: Three (3)

Reports to: FSMA President and Executive Council.

Qualifications: Chair should have the experience of being on the Executive Council.

Responsibilities / Duties:

1. Serve as a resource on certification/recertification issues.
2. Arrange for the CMA Luncheon at the Annual Meeting in concert with the Convention Chair/Committee.
 - a. Invite all new Florida CMA's and recertified CMA to the luncheon.
 - b. Invite a speaker for the luncheon.
 - c. Arrange for a person to conduct the CMA candlelight session honoring CMA's
 - d. Request the Certification Committee members and Physician Liaison to assist during the CMA Luncheon.
 - e. Present certificates to the new Florida CMA's and the CMA's who have been recertified.
 - f. Obtain and present CMA gifts to the new CMA's and serve on the Convention Sub Committee.
3. Promote the AAMA policy, that all CMA's must have current credentials in order to use the CMA status in the work place setting, effective January 1, 2003.
4. Maintain an effective level of political awareness regarding the medical assistants Right to Practice, and the Scope of Practice as it applies to the CMA and notify the Public Policy Chair of any developments.
5. Work within the FSMA Budget.
 - a. Formulate budget and submit to the Treasurer by January 1st of the year in office.
 - b. Plan and implement activities in concert within the FSMA budget.
 - c. Submit receipts for reimbursement on a timely basis.
 - d. Present over-budget items to the Executive Council for possible approval.
6. Submit Reports.
 - a. Submit reports to the President and Executive Council two weeks prior to the September, January and May Executive Council Meetings.
 - b. Submit an annual report to the Speaker of the General Assembly by February 1st.
7. Assist the incoming Certification Committee with a smooth transfer of responsibilities.
 - a. Meet with the new Committee Members to communicate pertinent information.
 - b. Act as a resource for the Committee during the following year if requested
 - c. Transfer all committee records to the successor within ten days of the annual meeting.

CHAPTER REPRESENTATIVE

Name: Chapter Representative (President)

Purpose: The Chapter Representative serves as a liaison between the chapter and the Executive Council.

Number of Members: There will be one member of each active chapter that will serve as the Chapter Representative on the Executive Council.

Reports to: FSMA President and Executive Council.

Qualifications: The Chapter Representative should be the Chapter President when possible (not mandatory).

Responsibilities:

The Chapter Representative should:

1. Encourage chapter members to become active in the state organization.
2. Distribute FSMA Executive Council information to the members of the chapter.
3. Attend all FSMA Executive Council meetings throughout the year.
4. In the event that the Chapter Representative is unable to attend, make certain a proxy letter is presented and secure a member to serve as proxy at the Executive Committee Meeting.
5. Answer correspondence in a timely manner.
6. The Chapter president is responsible for informing FSMA when there is any changes made to their respective chapter officers and shall notify the FSMA president and Communications Chair.
7. Transfer all records to their successor within 10 days of the annual FSMA meeting

COMMITTEES GENERAL INFORMATION

Name: All Committees

Number of Members: Refer to each specific committee for the minimal number of members necessary for that committee to function appropriately.

Reports to: FSMA President and Executive Council.

Qualifications: Chairmen should have the experience of being on the Executive Council.

Responsibilities / Duties:

1. The following committees will serve as Standing Committee for the FSMA association:
 - a. Budget and Finance
 - b. Bylaws, Policy Procedure
 - c. Certification
 - d. Communication
 - e. Education
 - f. Educators Board
 - g. Leadership/Speakers Bureau
 - h. Marketing
 - i. Membership
 - j. Nominating
 - k. Public Policy
2. Ad-hoc committees will be appointed by the president, as necessary with approval of the Executive Council.
3. Committee and Committee Members will be appointed by the President, at the Post-Convention Executive Council Meeting, and will serve for one year or until the successor has been appointed.
4. Committee Chairpersons will be approved by the Executive Council.
5. Interim appointments may be made by the President, as necessary with approval of the Executive Council.
6. Committee Chairs can appoint members with approval of the President and Executive Council.
7. The President will make every effort to ensure all chapters are represented among the various committees.
8. The purpose and duties of each Standing Committee are specified in the FSMA Policy and Procedure Manual.
9. The President will establish the objectives, directions and priorities for each committee in concert with the Chairperson.
10. The Committee Chairperson will establish times and places for meetings.
11. Committee Members will meet at least four times a year – in conjunction with the FSMA Executive Council Meetings.
12. Additional meetings and/or other means of communication will be established at the initial meeting in May, dependent upon the membership, purpose and requisite activities of the committee.
13. All committees shall keep in close communication with the officers of FSMA.
14. A written report shall be provided to the Executive Council before each scheduled meeting of the Executive Council.

COMMUNICATION COMMITTEE

Name: The Communication Committee.

Purpose: Shall design, develop & distribute communication materials.

Number of Members: A sufficient number of members to reach the committee objectives. An attempt shall be made to secure a “communications committee author” from each chapter of FSMA.

Reports to: FSMA President and Executive Council

Qualifications: Possess basic committee and editorial skills and particularly regarding the developing of printed materials, website maintenance and development and desktop publishing

Responsibilities: LINK publication, FSMA Website and Printed Materials

Establish standards of design for written and web site communication.

1. Publish and distribute the *Link* to all members three times a year.
2. Develop avenues of communication for the officers, committee chairmen and chapters and individual members of the organization.
3. Submit reports to the Executive Council two weeks prior to their Meetings.
4. Submit an annual report to the Speaker of the General Assembly by February 1st
5. Design ,publish and maintain the FSMA website (FSMAonline.org)
6. Assure registration of website name is current and fees paid for same.
7. Assure web hosting/server arrangements are current and fees paid for same.
8. Utilize the *Link* and website as a resource for names, addresses, and e-mail addresses of all officers, committee chairmen and chapter representatives.
9. Include FSMA registration information in the *Link* and website for all events when registration is necessary.
10. Provide current educational articles in the Link and website which are in the public domain and/or permission received for republishing.
11. Obtain current information from chapters for updating of their chapter’s web page.

EDUCATION

Name: Education Committee

Purpose: Provide diversified continuing education opportunities for medical assistants that meet the AAMA criteria for CEU approval.

Number of members: Minimum of five (5)

Reports to: FSMA President and Executive Council

Qualifications: Interested members

Responsibilities/Duties:

1. Provide a balanced offering of continuing education between Administrative, Clinical, and General topics.
2. The committee should seek support and co-sponsorship from other organizations such as pharmaceutical companies, state medical societies, county medical societies and insurance companies.
3. Consider options for regional seminars working with other nearby states.
4. Collaborate with the Leadership Committee to provide options for Educational seminars in locations throughout the state of Florida.
5. Explore alternative methods of presenting CEU's through distance learning, teleconferences, Internet, *Link*, and the FSMA website.
6. Plan, organize and implement educational opportunities for FSMA.
7. Assist local chapters in establishing and maintaining educational programs, by offering suggestions or speakers and topic content.
8. Plan, organize and execute educational programs in conjunction with the Executive Council Meetings and the CMA Review when it is offered.
9. Coordinate with speakers on their audio-visual needs and convey this information to the Meeting Coordinator.
10. Inform the Meeting Coordinator of anticipated financial needs.
11. Determine the program format of the Educational events, including time of registration, breaks between sessions, lunch hour, and time of conclusion. Report this information to the Meeting Coordinator and Communications Committee.
12. Work closely with the Meeting Coordinator to assure adequate space for educational activities.

(Education Page 2)

13. Develop the registration form to include:
 - a) Date and times for seminar and Executive Council meeting
 - b) Preliminary Program agenda for the seminar including registration, breaks, luncheon.
 - c) Time of the Executive Council meeting (determined by the President).
 - d) Speaker's names and credentials.
 - e) How many CEU's have been applied for.
 - f) Name, address for the hotel.
 - g) Room rates.
 - h) Deadline for corporate rate at the hotel
 - i) Deadline for registration
 - j) Rules for cancellation and refund
 - k) Name, address and phone number of the attendee
 - l) Name and address for mailing registration. Note: Checks made payable to FSMA
14. Registration Form and Preliminary program must be forwarded to the Communications Chair prior to the deadline of the Link.
15. Registration Chair should provide meeting coordinator with the number of attendees for the seminar/convention.
16. On the day of the seminar/convention, act as host to welcome participants and introduce speakers.
17. Make announcements pertaining to breaks and location of luncheon.
18. AAMA approval for CEU's must be requested prior to the respective educational event. The Education Committee will provide a "sign in" method for participants, to facilitate AAMA in awarding CEU's to participants. Keep a copy in FSMA files.
19. The Education Committee will provide certificates of attendance to the Registration Committee for seminar participants and distribute them to the attendees who wish to have a certificate.
20. Supply evaluation forms to put in attendees packets and also ask for suggested topics for future seminars.
21. Transfer all records to successor within 10 days of the Annual Meeting of FSMA.

EDUCATORS BOARD

Name: Educator's Board

Purpose: To provide an opportunity for the individuals employed as educators in medical assisting programs through out Florida to have regular communication and interchange of ideas to further the quality of medical assisting programs and their graduates.

Reports to: FSMA President and Executive Council.

Qualifications: Active Member who is an educator teaching in a AAMA accredited medical assisting program in the State of Florida.

Responsibilities:

1. Be familiar with the following: Parliamentary Procedure; FSMA Bylaws; Policies and Procedures.
2. Establish and maintain meeting opportunities for educators at the three statewide FSMA meetings for the purpose of promoting communication and fellowship among educators. (At least one of these meeting should include an opportunity to meet with the Florida Department of Education's representative/s, if necessary)
3. Keep members of the Educator's Forum aware of changes to medical assisting curriculum.
4. Provide educators with instruction and teaching issues relative to medical assisting.
5. Submit information to the Communications Chair for the Educators page on the FSMA Web site.
6. Discuss in the forum and keep the FSMA Board abreast regarding trends and issues in medical assisting education and scope of practice or changes in the role of educators related to CAAHEP, AAMA, state legislature, or mandated state curriculum.
7. Maintain a list of all Medical Assisting Programs in the state of Florida. (both accredited and non-accredited).
8. Provide information regarding accreditation to both accredited and non-accredited schools, as requested.
9. Promote CMA credentialing and membership in AAMA.
10. Work within the FSMA Budget.
 - a. Formulate budget and submit to the Treasurer by January 1st.
 - b. Plan and implement activities in concert within the FSMA budget.
 - c. Submit receipts for reimbursement on a timely basis within the month they were incurred.
 - d. Present over-budget items to the Executive Council for possible approval.
11. Submit Reports.
 - a. Submit reports to the President and Executive Council two weeks prior to the September, January and May Executive Council Meetings.
 - b. Submit an annual report to the Speaker of the General Assembly by February 1st.

LEADERSHIP COMMITTEE / SPEAKERS BUREAU

Name: Leadership Committee / Speakers Bureau

Purpose: Provide Leadership Opportunities and Instruction for same.

Numbers of Members: Minimum Three (3)

Reports to: FSMA President and Executive Council.

Qualifications: Active, Associate Members

Responsibilities:

- 1 Identify potential leaders-through active involvement in both local and state functions. Members who actively participate as officers or committee members and are familiarizing themselves with the mission of the FSMA and goals are laying the foundation. Encouraging the progression of leadership development with mentors working alongside individuals desiring to increase their abilities and honing their skills.
- 2 Provide Leadership development. The committee is to prepare Opportunities to develop and enhance the abilities of a group of Individuals who desire to commit to the short and long term goals of the FSMA.
- 3 Provide Leadership education to members a minimum of once a year.
- 4 The Leadership committee must communicate with the Education Committee to develop an opportunity for members to participate in a Leadership training seminar.
- 5 Promulgate professional interactions-committee to promote the rapport between members and officers through both written and oral communication. Take the initiative to inform members of upcoming activities both state and locally. Follow through with initial contact with various avenues of communication.
- 6 Collaborate with the Education Committee and provide options for educational seminars in locations throughout the State of Florida.
- 7 Because of time and distance this would promote opportunities for areas which otherwise may not have seminars providing CEU's. Neighboring chapters could be contacted to ensure support, include Members-at-large, inform local CAAHEP/ABHES schools, contact local Medical societies to see if they can assist in promoting the Seminar.

Speaker's Bureau

- 1 Responsibilities:
- 2 Develop a list of speakers from FSMA leaders listing past presentations. Have a directory of names, addresses, phone and email information.
- 3 Establish funding for a consultant. Communicating with the Budget & Finance Committee to request if funds are available to support a Professional speaker.
- 4 Inform the members-at-large throughout the state of Chapter functions which are close to them. Using a Zip code grid to communicate educational opportunities, which they normally are not included in Chapter mailings.
- 5 Visit by invitation, Medical Assisting Schools, inform and offer clarification regarding the benefits of AAMA membership. Encourage students to participate in local meetings.
- 6 Activate Educators to act as mentors at the school program level to encourage student membership. Communication from FSMA to Medical assisting classes.

MARKETING

Name: Marketing Committee

Purpose: To promote the CMA and FSMA, through the media, community and paramedical professions.

Number of Members: Every Chapter President or Representative.

Reports to: FSMA President and Executive Council.

Qualifications: Active/associate member of FSMA.

Responsibilities / Duties:

1. Be familiar with: Parliamentary Procedure; FSMA Bylaws and Policies and Procedures.
2. Communicate the knowledge of FSMA philosophies/policies to media and other available resources.
3. Develop and maintain a list of:
 - a. Florida Medical Societies.
 - b. Florida state/local radio stations.
 - c. Florida state/local TV cable stations.
 - d. Florida state and community newspapers..
 - e. Florida Congressional members.
 - f. Florida accredited and non-accredited medical assisting programs.
 - g. Hiring agencies throughout Florida.
4. Information will include listing of media source, address, phone, fax, e-mail direct contact name of person and title, meeting dates, times, publication deadlines and other valuable general information.
5. Provide the information in #4 to the Communications Chair in digital format for inclusion in the FSMA website
6. Remind Chapters of their ability to utilize the AAMA Marketing Video-at local medical societies and community groups by asking this committee to use the FSMA copy.
7. Use Across Media Networks- [http. //www.acrossmedia.com](http://www.acrossmedia.com) as a marketing tool.
8. Distribute regular Public Service Announcements (PSA) to the media for publication and/or free advertising as requested deadline dates.
9. Implement a time management system for PSA releases (follow the time requirements for each media source). Information to go out at least six weeks prior to any FSMA Event.
10. Follow specific format for PSA as required by the media source (spacing, font, length).
11. Promote state and local workshops and conferences through PSA's.
12. FSMA is a non-profit organization - this allows public service announcements to be free. (Information to include meeting dates and functions of FSMA and/or chapter functions)
13. Get prior approval from the Executive Council for any mass mailings.
14. Promote National Medical Assistants Week by: creative advertising, applying for declarations from government representatives and/or developing a state-wide activity. **(AAMA has Guideline packets).**

(Marketing page 2)

15. Be a resource to and inform FSMA chapters how they might market their chapter
 - a. Contact the program director of the local Medical Assisting Programs. Introduce yourself as a member of AAMA, FSMA and your local chapter and ask to speak to the class.
 - b. Invite the educators(s) and students to attend a local chapter meeting. If there is a program in the local chapter. **(The local chapter should be doing this)**. If there is no local chapter an FSMA representative may contact the program director.
 - c. Offer to come and speak to the students regarding your experiences as a Certified Medical Assistant and as a member of FSMA. Talk about the benefits of joining AAMA.
 - d. Contact the AAMA Executive Office in Chicago for any literature to support your activities.
 - e. Packets of information are available on marketing and membership efforts, along with enrollment forms.
16. Work within the FSMA Budget.
 - a. Formulate budget and submit to the Treasurer by January 1st.
 - b. Plan and implement activities in concert within the FSMA budget.
 - c. Submit receipts for reimbursement on a timely basis.
 - d. Present over-budget items to the Executive Council for possible approval.
17. Submit reports.
 - e. Submit reports to the President and Executive Council two weeks prior to the September/October, January and May Executive Council meetings.
 - f. Submit an annual report to the Speaker of the General Assembly by the deadline
18. Assist incoming Marketing Committee Chair with a smooth transfer of responsibilities.
19. Meet with the new Committee Chair and members to communicate pertinent information.
20. Act as a resource for the Committee during the following year.
21. Transfer all committee records to successor with ten days of the annual meeting.

Footnotes:

Be creative.

Market through your regular daily networking sources. Be consistent and do not get discouraged if every PSA is not published

May meeting (post convention) meet with the new Chapter Presidents and set goals for the upcoming year. Provide a member list to the committee. If time is short have everyone work on goals you want for the year and turn them in by July 1st of that year. Have ideas and goals ready to be worked on by the September meeting.

Six weeks prior to the September, January and May meetings send out letters with meeting notices to all FSMA local Medical Societies. A registration form, program and speaker information should be included with this mailing. (Work with the Educators Board so duplicate work is not being done-such as sending information to all accredited and non-accredited Medical Assistant Program Directors information on our meetings).

Work with all chapters regarding Medical Assistants Recognition Week. Send information to all local Medical Societies, accredited and non-accredited Medical Assistant Program Directors. (Local chapters can send to their own area and the Committee Chair can send information to areas that have no local chapter) Information will need to be obtained from AAMA.

Work with chapters to provide community service projects. This will help market to the general public and patients. Work with chapters to become involved with their local Medical Society.

Use the list that will be provided by AAMA as to who are our largest hiring agencies and work with them to promote the CMA.

Market and promote the use of name tags to say Certified Medical Assistant.

MEETING COORDINATOR

Name: Meeting Coordinator

Purpose: Coordinate all FSMA meetings.

Number of Members: At least 3 plus Sub Committee members

Reports to: FSMA President and Executive Council.

Qualifications: Active/associate member of FSMA

Responsibilities / Duties:

1. Shall be responsible for surveying the site(s) of hotels for the FSMA meetings and ascertaining that the meeting room space is adequate.
2. Shall be responsible for getting price quotes for hotel rooms, parking, meals, use of meeting rooms and rental of Audio-Visual equipment and all applicable taxes etc.
3. Shall submit the hotel information to the Executive Council prior to the meeting dates so that a designated meeting site may be voted upon by the Executive Council and submitted to the General Assembly for approval.
4. Shall be responsible for advising the hotel of the number of persons attending each meeting for room arrangements and meals.
5. Submit to the hotel, specific audio-visual aids needed by the speakers. This information is obtained from the Education, Registration, and any other committees or officers with programs on the agenda.
6. Responsible for all meeting room arrangements with the hotel and obtaining a secure area for the Exhibitors.
7. Work closely with the Convention Co-Chair and FSMA President on choices of menus for each meal and maintain close contact with the hotel regarding menu's, service and other information. Request a fruit basket for the AAMA representative.
8. Work closely with the Education Committee, Speaker of the General Assembly, Exhibitors Committee and Registration Committee for room set-up needs that will be submitted to the hotel.

CONVENTION SUB-COMMITTEE

The Convention Committee Chair is appointed by the President, with Executive Council approval. The committee shall be responsible for the organization of the State Convention.

DUTIES:

1. Contact area hotels, to obtain information on meeting facilities, capacity, location, and available dates prior to making recommendations to the Executive Council for Education Seminars and Annual Meeting.
2. Meet with hotel convention manager after a choice has been made.
3. Obtain approval from the Executive Council for the following:
 - a. Items to be included in the registration fee
 - b. Registration fee
 - c. Charge to exhibitors

(Meeting Coordinator page 2)

4. Submit to the Meeting Coordinator at the hotel, the determined accommodations required for attendees at corporate rate, meeting rooms, hospitality room, complimentary rooms for President, President Elect and AAMA representative.
5. Advise AAMA, and FSMA Communications Chair of dates, times and place of the FSMA Annual meeting. Provide a map to the Communications Chair for publishing of same in the Link and website.
6. Notify the AAMA representative of the meeting dates, time and location of the convention and provide transportation to and from the airport if needed.
8. Request fruit basket from the Meeting Coordinator for the AAMA representative.
9. Work closely with the FSMA President on menu choices for each meal and maintain close contact with the hotel regarding menus, service and logistics of the meeting.
10. Work closely with the Education Committee, speaker of the General Assembly, Exhibitors Committee and Registration Committee for room set-up needs that will be submitted to the hotel.
11. Provide the official printed program for the FSMA Annual Meeting.
12. Provide information, throughout the year, to the Communications Chair.
13. Submit a written report at each Executive Council Meeting with a copy to the President, Secretary and Executive Council Members.
14. Prepare the Annual Report to the Speaker of the General Assembly for inclusion into the General Assembly Reports.
15. Consult with the President about the theme of the Annual Convention.
16. Communicate with the Treasurer and The Education Committee regarding the need for checks for speakers expenses.
17. Provide input to the Budget and Finance Committee regarding funds needed for the Convention Sub-Committees.
18. Appoint Convention Sub-Committees to include:
 - CMA Gifts
 - Ways and Means
 - Decorations
 - Door Prizes
 - Exhibits
 - Photographer
 - Program Ads
 - Program Book
 - Registration
 - Welcome Party

(Meeting Coordinator page 3)

COMMITTEES FOR CONVENTION

The Convention Sub-Committee Chairmen are selected by the Convention Chair. Sub-committee Chairmen will furnish the Convention Chair with the needs of their committee.

DUTIES:

1. **CMA GIFTS:** The FSMA Certification Committee will be responsible for presenting a small gift to each new and re-certified CMA being honored at the CMA luncheon. Cost of the gift will be determined by the Certification Committee.
2. **WAYS AND MEANS:** Contact all chapters, encouraging them to donate items for a raffle to be held at the Annual Meeting. Make arrangements for the safe keeping of these items until the time to be raffled. Any items left over will be held for auction at the Sunday Awards Brunch. Provide raffle tickets for sale at convention for one (1) free registration to the following year's Annual Convention. Develop fund raising ideas.
3. **DECORATIONS:** Determine the theme of the Convention with the FSMA President and establish a design that can be used for all meal functions within the limits of the budget.
4. **DOOR PRIZES:** Contact each Chapter to encourage them to bring five (5) wrapped gifts at a value of approximately \$5.00 each to be used as door prizes at the CMA Luncheon.
5. **EDUCATION:** Provide education, offering AAMA CEU's, during the Convention (see committee chair duties). Notify the Convention Chair of any audio-visual needs of speakers. The Education Committee shall be responsible for notifying members of any contests (papers, posters) to be held. The committee will be responsible for selecting judges for the contest and contacting the Treasurer for the prize money. The prize of \$25.00 has been previously determined by the Executive Council.
6. **EXHIBITORS:** Contact prospective exhibitors asking them to participate in the convention either by presenting their products or sponsoring an activity financially. Recommend to the Executive Council, an acceptable fee for exhibit space. Send signed contracts and payment to the FSMA Treasurer. Provide a list of exhibitors to the Program Book Committee for inclusion in the Program Book. Inform the exhibitors of the times, dates and place of the event. Notify the Convention Chair of the number of exhibitors and any special needs.
7. **PROGRAM ADS:** Solicit ads for the Program Book, to offset printing costs. Prepare the advertisement request form for ads to be sold for the Program Book. Determine fees for advertising and obtain approval from the Executive Council. Mail advertisement request form for ads to all chapters, allied health businesses, and pharmaceutical representatives. Send the Treasurer a copy of the advertisement request and the money received.
8. **PROGRAM BOOK:** Confer with the Convention Chair regarding the schedule of events. Obtain printing costs from several printers and determine costs of the program, which can be subsidized by selling ads and patron listings. The Program should include:
 - a. Name of organization
 - b. Place, month, day of the week, year, and number of Annual Meeting
 - c. Theme may be included on the cover
 - d. Welcome by Convention Chair and Co-Chair
 - e. President's message (picture optional)
 - f. President -Elect's message (picture optional)

(Meeting Coordinator page 4)

9. Listing of:
 - a. Executive Council Members
 - b. Chapter Representatives
 - c. Committee Chairmen
 - d. General Assembly Committees and Appointees
 - e. Physician Liaison Committee
 - f. Past FSMA Presidents
 - g. FSMA Honorary and Life Members
 - h. Convention Committee
 - i. Sub-Committees
 - j. Chapter Presidents
 - k. Proclamations and Letters of Congratulations
 - l. Names of Exhibitors
 - m. Official Program of Events
 - n. Patron Listings
 - o. Ads

10. PHOTOGRAPHY: Arrange for an official photographer to be present at all functions including, but not limited to: General Assembly, Welcome Party, CMA Luncheon, Installation Banquet and Awards Brunch. FSMA will pay the cost of film and developing. Pictures will be sold at a fee established by the Executive Council.

11. REGISTRATION: Should be same as Education Registration chair. Obtain registration fees and deadlines from the Executive Council. Prepare registration form and mail to all members of FSMA at least sixty (60) days prior to the meeting. Make sure the Webmaster and Communications Chair have this information prior to their publication dates.

12. The registration form will include:
 - a. Name of organization
 - b. Date, time and place of meeting
 - c. Registrations fees
 - d. Deadlines for corporate rate at hotel, early registration
 - e. Spaces for name, address, phone number and credential of registrant
 - f. Check or circle box for member, non-member, physician, guest student, spouse
 - g. Individual meal function charges
 - h. Refund policy
 - i. CEU registration policy
 - j. Schedule of educational sessions
 - k. Hours the registration desk will be open
 - l. Other pertinent information
 - m. Prepare registration packets, to include a program book, name badge, ribbons, etc., as required.
 - n. Maintain a complete list of all paid registrants received from the Treasurer.
 - o. Order ribbons and make available in all categories to Executive Council Members, Guests, Educators, Life Members, Members, Committee Chairmen, Past Presidents, Exhibitors, Physician Liaisons, and Administrative Assistant.

13. Staff the registration desk at the times specified in the convention program.

14. WELCOME PARTY: Confer with the Convention Chair and determine the funding for the Welcome Party. Plan the Welcome Party using the convention theme and appropriate group participation activities, favors, decorations and prizes. Costumes are optional following the convention theme.

Sample Communications can be found in the Meeting Coordinator files

MEETINGS

SUBJECT: Meetings

POLICY: The FSMA will hold four Executive Council Meetings a year. All Officers, Committee Chairs and Chapter Presidents should attend these meetings. The meetings will be open to all membership.

PROCEDURE:

- 1) The meetings will held in:
 - May – Post Convention
 - September/October
 - January/February
 - May – Pre Convention

The exact day and time of the meetings will be determined by the Executive Council.
- 2) The exact place of the meetings will be determined by the Executive Council.
- 3) All Officer, Committee Chairs and Chapter President should submit a report to the President two weeks prior to the meeting.
- 4) An agenda should be prepared by the President and distributed one week prior to the meeting.
- 5) The meetings will be conducted by the President. In the event the President is unable to attend, the Vice-President will preside. In the event the Vice-President is unable to attend, the President-Elect will preside.
- 6) In the event any other Officer, besides the President, Committee Chair or Chapter President is unable to attend, an alternate may be designated.
- 7) Meetings will be conducted according the Robert's Rules of Order.
- 8) All business of the organization will be conducted during these meetings in a democratic process.
- 9) The President may handle emergent matters through e-mail, mail or telephone communication with the Executive Council Members, with a vote conducted accordingly.

MEMBERSHIP

Name: Membership Committee

Purpose: To lead the organization's efforts in promoting membership. To increase FSMA membership.

Number of Members: Every Chapter Membership Chair or Representative, plus any willing member whose goals are to increase membership in FSMA. Chairperson shall be the FSMA Vice-President.

Reports to: FSMA President and Executive Council.

Qualifications: Active/associate member of FSMA.

Responsibilities / Duties:

1. Be familiar with: Parliamentary Procedure, FSMA Bylaws and Policies and Procedures.
2. Obtain current membership materials from AAMA with information on organizing new component chapters, reactivate chapters and assisting established chapters in maintaining membership. Encourage new and maintain current membership by:
 - a. Monitor chapter membership.
 - b. Report to the Executive Council if any chapter falls below five members.
3. Provide the President and Executive Council with a membership count at each FSMA meeting.
4. Obtain the non-renewing membership list form AAMA and contact these members with a reminder to renew.
5. Prepare a complete membership roster of paid members for the Nominating Committee Chair as of December 31. This list shall be sent ten (10) days prior to the Nominating Committee Meeting.
6. By February 1st, prepare a complete roster of paid members in each chapter as of December 31st, for the Credentials Committee Chair and the Membership Awards Chair.
7. Maintain an up to date membership list at all times.
8. Maintain a file for chartering a new chapter containing:
 - a. Blank printed charters
 - b. Sample Bylaws
 - c. Sample of petition to charter
 - d. Dues remittance forms
 - e. Printed instructions for organizing and chartering a chapter

Note: This information is available through AAMA.

9. Target members-at-large to establish new chapters throughout the state.
10. Work closely with the Marketing Chair, Certification Chair, Communications Chair and Educators Board Chair. All work needs to be correlated together to prevent duplicate work and duplicate financial efforts.
11. Work with the Certification Chair on the January and June "new CMA" list. Send out membership information to all new CMA's who are not members along with a membership form and the advantages of becoming a AAMA member. Include a local chapter contact for them. Send out congratulatory letters to the new FSMA CMA's that are members with local chapter information and contact.
12. Set up a table at all educational seminars with information and brochures regarding FSMA membership. Encourage non-members to join FSMA.

(Membership page 2)

13. Present award certificates at the FSMA Annual Convention to the chapters that:
 - a. Have the largest membership in FSMA
 - b. Have shown the greatest increase in active members
 - c. Have the largest number of student members
 - d. Have shown the greatest number in student members
 - e. Have the largest amount of members attending the convention.
14. Work within the FSMA budget.
 - a. Formulate budget and submit to the Treasurer by January 1st.
 - b. Plan and implement activities in concert within the FSMA budget.
 - c. Submit receipts for reimbursement in a timely fashion.
 - d. Present over-budget items to the Executive Council for possible approval.
15. Submit reports:
 - a. Submit reports to the President and Executive Council two weeks prior to the September/October, January and May Executive Council meetings.
 - b. Submit an annual report to the Speaker of the General Assembly by February 1st.
16. Assist incoming Membership Committee Chair with a smooth transfer of responsibilities.
 - a. Meet with the new Committee Chair and members to communicate pertinent Information
 - b. Act as a resource for the committee the following year.
 - c. Transfer all files to successor within 10 days of the annual meeting.

Our goal is to increase membership by 10% over the next five years. This will need to be done by:
Target schools and educators to inform students of the benefits of AAMA membership.
Target local High Schools regarding the career of the Medical Assistant.
Chapters should make use of the list from AAMA on non-renewing members, to contact them and remind them of the benefits of membership.
Encourage chapters to contact all members of local meetings.
Form a relationship with the local Medical Societies and keep them updated on new Chapter officers and meeting place, dates and times.

Each month the membership chair will receive an updated list of new members. The chair needs to make sure the chapters receive this list and contact should be made with these members. Information should be sent to them regarding local chapter affiliation (to include contact name and number). This can be done at the local level as well. The local treasurer should be getting this information and giving it to their local membership chair.

NOMINATING

Name: Nominating Committee

Purpose: To solicit a slate of qualified nominees for the Executive Council to the General Assembly.

Number of Members: 1 Chairperson and the President from each chapter in the FSMA.

Reports to: FSMA President and Executive Council.

Qualifications: Active/associate member.

Responsibilities / Duties:

1. The Nominating Committee shall consist of the President-Elect as Chairperson and members shall consist of the President or designee from each chapter of FSMA.
2. This committee shall be responsible for soliciting and presenting names for the slate of nominees. There should be at least one or more names for each elected position on the ballot. This committee shall examine and determine the eligibility of each nominee for office. The majority of the committee members should approve the individual names for each office on the slate.
3. The names and qualifications for candidates meeting eligibility requirements shall be sent to the President of each component chapter and the Executive Council at least sixty (60) days prior to the Annual Meeting of the FSMA.
4. This committee shall have an official meeting at the January Executive Council Meeting of the FSMA to discuss the proposed slate of names. Names of qualified nominees may be obtained through Chapter Presidents, individual FSMA members or individuals may approach a member or chairperson of this committee.
5. A potential candidate must sign a Consent To Serve Form and submit their resume to the Chairperson.
6. The Chairperson shall verify the names on the slate as well as those nominated from the floor during the General Assembly as being eligible.
7. The Chairperson shall present a proposed slate to the Communications Chair 60 days prior to the General Assembly.
8. The Chairperson shall prepare the ballots and update the ballots with the names nominated from the floor during the General Assembly as well as prepare a ballot box for voting.

PHYSICIAN LIAISON

Name: Physician Liaison

Purpose: To promote FSMA and certified medical assistants to medical associations

Number of Members: 3

Reports to: FSMA President and Executive Council.

Qualifications: Licensure as a physician in the State of Florida.

Responsibilities / Duties:

1. Maintain communication and act as a liaison between the FSMA and professional medical organizations in Florida.
2. Assist the FSMA in protecting the medical assistants' right to practice and encourages physician support and utilization of CMA's in the work place.
3. The Physician Liaison shall encourage other physicians to support their medical assistant's active involvement in the FSMA and their educational programs.
4. The Physician Liaison shall seek support of the Florida Medical Association for the credentialing of medical assistants.
5. Shall be interested in and work toward the advancement of the FSMA.
6. Attend Executive Council meetings and the Annual State Meeting.
7. A report of activities is to be sent to the President and Executive Council two weeks prior to the Annual State Meeting.

PRESIDENT

Name: President

Purpose: To preside at all meetings of the FSMA Executive Council.

Qualifications: Active member in AAMA with leadership ability.

Reports to: Executive Council and all members of FSMA.

Responsibilities / Duties:

1. Be familiar with Parliamentary Procedures; FSMA Bylaws; Policies and Procedures; and Guideline Manual.
2. Preside at all Executive Council Meetings.
3. Send a "Call to Board" notification to the Executive Council, Chapter Representatives, and Committee Members, thirty (30) days in advance of the Executive Council meeting with information concerning the meeting and requesting written reports from all Executive Council members, Chapter Representatives, Committee Chairpersons, and Physician Liaison/s.
4. Receive reports from Executive Council Members, Chapter Representatives, and Committee Chairperson two weeks prior to the meeting for duplication and distribution at the respective meeting..
5. Prepare and distribute copies of a detailed agenda for all members of the Executive Council, Chapter Representatives, Committee Chairpersons and all FSMA Members present at the meeting.
6. Ascertain that the Vice President is fully informed of all issues during the year in the event the President may be absent or unavailable.
7. While presiding, remain neutral on controversial issues in order to allow all sides of the issue to be heard by the officers, Chapter Representatives, Committee Chairperson and Members.
8. Provide information to the Chapters not represented at the meetings, and send materials that were distributed at the meeting. Within 15 days of the meeting.
9. Assist the Executive Council in determining priorities within the Strategic Plan.
10. Set goals and objectives for the year and direct activities of the organization toward their achievement.
11. Ascertain that resolutions approved by the Executive Council and General Assembly are adhered to.
12. Encourage all Officers and Committees to function to the best of their abilities.
13. Promote adherence to time frames and deadlines.
14. Compile and maintain a complete notebook of activities for the President, copies of pertinent correspondence sent and received, flyers regarding events and notifications or letters received from AAMA and others institutions or individuals.
15. Maintain the President's files in good order and transfer all records to the successor at the close of the annual meeting.
16. Communicate with the President-Elect, Vice President, and other members of the Executive Council as appropriate, regarding all organizational procedures and actions.

(President page 2)

17. Remove from office, with Executive Council approval, any elected or appointed Executive Council member, Committee Chair, or Committee Members who cease to function for any three (3) month period or if a member causes harm by either verbal or written material to AAMA and/or FSMA, or who, for any cause, becomes ineligible to serve. Written notice thereof shall be submitted to the Executive Council Member, Committee Chair or Committee Member in question. (EXCEPTION: chair or members of the committees appointed by the General Assembly). A thirty-day notification is to be given, sent by certified mail, during which time a rebuttal may be issues.
18. Ensure committees carry out the goals, objectives and business of the organization.
19. Appoint Physician Liaison/s, Committee Chairpersons and Ad-hoc Committees, with approval of the Executive Council.
20. Appoint Committee Members in concert with the Committee Chairperson. With approval of the Executive Council.
 - a) Give a charge and direction to each committee.
 - b) Act as an ex-official member of each committee except the Nominating Committee.
 - c) Monitor committee activities to ensure activities are congruent with AAMA and FSMA policies and strategic plan.
 - d) Guide and promote efforts to ensure completion of objectives and meeting of deadlines.
21. Provide for communication within the FSMA organization.
 - a) Convey news and information to all members regarding the organization.
 - b) Provide news, events, dates, awards, and Presidents message to Communications Chair by the established deadlines.
22. Request from Chapter Presidents a list of newly elected officers and board members of chapters, including addresses and telephone numbers.
23. Ascertain if any members wish to place their name on the ballot for a national office or trustee.
24. Arrange for, and chair a caucus (meeting) of FSMA members present at the AAMA annual meeting, to discuss proposed By-law changes, resolutions, candidates for office and other organization business.
25. Serve as receiver of all outside FSMA Correspondence whether by postal or email delivery and respond to same and/or delegate that a response be made within 10 days of receipt of same if practical. Present copies of all outside correspondence and it's response to the Executive Council for possible further consideration.
26. Represent FSMA by speaking to medical assisting students, Chapters of FSMA and other organizations, as time and distance allows. A representative may be designated as appropriate.
27. Reply to all requests for information regarding AAMA and FSMA, enclosing pertinent data and assuring all requests are answered. (Refer the request to the Chairperson of the appropriate committee as appropriate.)
28. Provide information to AAMA.
 - a) Send a complete list of Executive Council members, Chapter Presidents and Chapter Treasurers with addresses and telephone numbers to the AAMA office.
 - b) Notify AAMA with annual meeting dates and locations as soon as finalized.
 - c) Send to the AAMA office the names and addresses of Members and Alternates from FSMA immediately following the elections at the FSMA GENERAL ASSEMBLY.
 - d) Reply to all inquiries from AAMA regarding the State Society within the specified deadlines.
 - e) Forward FSMA recommendations for AAMA By-law changes or new resolutions, to AAMA, as per instructions from the General Assembly.

(President page 3)

29. Ensure the financial responsibility and adherence to the budget.
 - a) Countersign all checks with the Treasurer. (In an emergency, the Treasurer and Vice President or President and Vice-President may counter sign checks.)
 - b) Ensure that the Treasurer has prepared and submitted the necessary tax forms.
30. Assist the Convention Committee in carrying out their responsibilities.
31. Advise AAMA of convention dates, places and times.
 - a) Request a representative from the AAMA Speaker's Bureau for the next Annual Meeting.
32. Work within the FSMA Budget.
 - a) Formulate budget and submit to the Treasurer by January 1st of the year in office.
 - b) Plan and implement activities in concert within the FSMA budget.
 - c) Submit receipts for reimbursement on a timely basis.
 - d) Present over-budget items to the Executive Council for possible approval.
33. Complete and submit reports.
 - a) Submit a report of the President at the Executive Council at the September/October, January/February and May Executive Council Meetings.
 - b) Submit an annual report to the Speaker of the General Assembly by February 1st.
34. Provide for a smooth transition for the incoming President.
 - a) Meet and communicate with the incoming President.
 - b) Turn over all of the President's files after the installation Banquet.
 - c) Serve on the Executive Board as Immediate Past President.
 - d) Serve as Parliamentarian at Executive Council meetings.
 - e) Serve as a mentor and promote leadership within the organization.
 - f) Serve as a resource for the President for the coming year.
35. A list of Convention Duties is located in the President's files.
36. A timetable listing of the president's duties is included in the President's files.

CONVENTION DUTIES for the President:

EVENING PRIOR TO ANNUAL MEETING

1. Review convention program book with convention chair for any changes or errors.

FIRST DAY OF ANNUAL MEETING

1. Welcome attendees to the first session of education and introduce the Education Chair who will introduce the speakers throughout the educational seminars.
2. Attend the orientation meeting of the members, alternates, pages, and tellers conducted by the Speaker of the House.
3. Attend the credential check-in at General Assembly should the Speaker of the General Assembly need assistance.
4. Preside over the General Session. Welcome attendees. Introduce the head table and special guests. Introduce the Convention Chair.
5. Announce program changes at this time.
6. Announce the Color Guard for placement of the flag, Pledge of Allegiance, and Singing of the National Anthem.
7. Welcome the AAMA representative and invite them to address the audience.
8. Welcome the Keynote speaker who will speak to the attendees.
9. Introduce the Invocator.
10. Introduce the President-elect who will welcome attendees.

11. Inform the Speaker of the General Assembly that it is time to start the General Assembly.
(President page 4)

THIRD DAY OF ANNUAL MEETING

1. Introduce the AAMA speaker at the morning session.
2. Welcome the attendees at the first education session and introduce the Education Chair.
3. Open and welcome everyone to the CMA Luncheon. Introduce the head table. Introduce the Invocator.
4. After lunch, introduce the CMA Chair who will preside over the remainder of the luncheon. At the end of the ceremony, make announcements that might need to be made.
5. Attend rehearsal for Installation Banquet.
6. Attend the President's Reception
7. Attend Installation Banquet, welcoming attendees. Introduce the Master of Ceremonies who will preside over the banquet.
8. Give farewell address.

FOURTH DAY OF ANNUAL MEETING

1. Arrive at the Executive Council meeting beforehand to assist the new President.

DATE/TIMETABLE

MAY:

1. Prepare the agenda for the first meeting serving as President.
2. Distribute prepared packets with the agenda to the Executive Council members.
3. Request approval for the committee chairmen and it's respective members from the Executive Council prior to introducing the Committee Chairmen.
4. Preside at the meeting and make announcements.
5. Send the list of Members and Alternates to National Convention to AAMA immediately after the close of the Annual Meeting.
6. Remind members of the deadline of June 1, to apply for Excel Awards each year at National Convention by AAMA.
7. Remind members to send in their information to AAMA by June 1, if they have an interest in volunteering for a committee at the National Level.
5. Ascertain that transfer of files of all officers and committee chairs has occurred as per policy and follow-up with those that have not been transferred timely.

JUNE-AUGUST

1. Focus on the goals set and contact the Executive Council members to offer support and encouragement.
2. Mail the Call to Board for September Executive Council Meeting.
3. Prepare the agenda and make copies for all in attendance.

SEPTEMBER-OCTOBER

1. Preside over Executive Council meeting. Discuss issues included in the General Assembly Reports for the AAMA General Assembly. Assure copies are distributed of all incoming and outgoing FSMA correspondence (postal mail &/or email)
2. Attend the AAMA Annual General Assembly. Give assignments to FSMA members and alternates for reporting to the Executive Council with details regarding convention activities such as AAMA Board of Trustees meetings and special meetings of AAMA.
3. Apply to AAMA Speaker's Bureau for a representative for the FSMA annual meeting by October 31.

NOVEMBER-DECEMBER

1. Mail the Call to Board for the January Executive Council meeting.
2. Plan the agenda and prepare copies for all those attending.

(President page 5)

JANUARY

1. Preside over the Executive Council meeting, including events of the AAMA convention.
2. Congratulate Florida members upon any achievements obtained during the AAMA annual meeting.
3. Assure copies are distributed of all incoming and outgoing FSMA correspondence (postal mail &/or email)

FEBRUARY- APRIL

1. Meet with the Convention Chair and Education Chair to finalize preparations for the convention.
2. Prepare invitations for individuals invited to sit at the head table for the Installation Banquet.
3. Prepare place cards for the head table for the Installation Banquet.
4. Assist the President -Elect, when necessary.
5. Select a Master of Ceremonies for the Installation Banquet.
6. Inform the Convention Chair of the number of extra meal tickets needed for the Installation Banquet.
7. Mail Call to Board for the May pre-convention Executive Council meeting.
8. Prepare the agenda and make copies for all in attendance.
9. Assure copies are distributed of all incoming and outgoing FSMA correspondence (postal mail &/or email)

PRESIDENT ELECT

Name: President-Elect

Purpose: To prepare for assuming the duties of the office of President.

Reports to: FSMA President and Executive Council.

Qualifications: Active member

Responsibilities / Duties:

1. Assume the duties of the President in the absence of the President and Vice President.
2. Serve as Nominating Committee Chair:
 - a. Hold an annual meeting of the Nominating Committee at the January/February Executive Council Meeting, on the day of the Executive Council Meeting for the purpose of generating a FSMA slate of officers and members & alternates.
 - b. Request potential candidates sign a *Consent To Serve Form* and submit said form with their resume. Prepare the slate of nominees
 1. There should be at least one or more names for each elected position.
 2. The majority of the committee members should approve the individual names on the slate.
 1. Send slate to the Speaker of House by date designated by the speaker.
 2. Submit slate to the Communications Chair for inclusion in the website at least 30 days prior to the annual meeting.
 3. Verify names on the slate and those nominated from the floor against the current membership list.
 4. Provide materials necessary for the election at the General Assembly.
 - a. Prepare ballots.
 - b. Be ready to update the ballots with those names nominated from the floor.
 - c. Have a ballot box available for voting.
3. With outgoing president, plan and organize the Installation Ceremony
 - a. A rehearsal for Installation of Officers should be held afternoon of installation
 - b. Choose an installing officer and select installation script
 - c. Purchase a gift for the outgoing President to be presented at the Installation Banquet.
 - d. Provide theme and coordinated props for the Installation of Officers
4. Make preparations for newly elected officers and for appointments to Standing Committees for the term as President.
 - a) Solicit potential chairpersons and members for each of the Standing Committees prior to Installation.
 - b) Prepare packets for the Officers and Chairperson, including:
 - c) Schedule of events
 - d) Name, address, telephone numbers, email addresses for all officers, chairpersons and chapter presidents
 - e) List of duties, charge of committee, strategic plan governing the position, directions, priorities and published information from AAMA (distribute this information at the Post Convention Executive Council Meeting).
5. Work within the FSMA budget
 - a. Formulate president's budget and submit to the Treasurer by January 1st.
 - b. Plan and implement activities in concert within the FSMA budget.
 - c. Submit receipts for reimbursement within 30 days of the date the expense incurred.
 - d. Present over-budge items to the Executive Council for possible approval
6. Submit a report to the President for the September/October, January and May Executive Council meetings.
7. Submit an annual report to the Speaker of the General Assembly by February 1st.
8. Assume the office of the President, at the close of the Installation Banquet.
9. Transfer all President -elect files to successor with 10 days of the annual meeting.

PUBLIC POLICY

Name: Public Policy

Purpose: To monitor legislation in the state of Florida.

Number of Members: 3

Reports to: FSMA President and Executive Council

Qualifications: Knowledge of Florida Medical Practice Act

Responsibilities / Duties:

1. Keep all members of FSMA informed of legislation actions regarding the medical assistants right to practice.
2. The Public Policy Committee shall monitor the Florida Medical Practice Act, proposed legislation regarding medical assistants and allied health throughout the year and report and proposed changes to the FSMA.
3. Monitoring of legislation shall be but not limited to news, web sites, phone calls, and e-mails with concerns for the medical assistant.
4. This Committee shall also monitor the AAMA Public Policy for national tendencies.
5. Use the FSMA Web Site to solicit Public Policy Problems.
6. Transfer all committee files to successor within ten days of the annual meeting.

SECRETARY

Name: Secretary

Purpose: To maintain the recordings (minutes) of the FSMA Executive Council and distribute to members of the Council within 30 days of the respective meetings.

Number of Members: Historian will serve under the Secretary

Report to: FSMA President and Executive Council

Qualifications: Active/associate Member

Responsibilities/Duties:

1. Be familiar with Parliamentary Procedure, FSMA Bylaws, Policies and Procedures.
2. Ensure the presence of the following materials at all FSMA meetings:
 - a. AAMA and FSMA By-laws.
 - b. Previous minutes.
 - c. List of Executive Council Members, Committee Chairs and Chapter Presidents.
 - d. List of unfinished business.
 - e. Name and title signs for the Executive Council Members.
 - f. Sign-in sheets with space for signature (Attach to minutes).
 - g. Notebook for minutes, pens, pencils
 - h. Tape recorder and extra cassettes
3. Take the roll call of the Executive Council Members, Committee Chairpersons, and Chapter Presidents
4. Include the following in the content of the minutes:
 - a. Name or Organization
 - b. Type of Meeting (Executive Council, etc.)
 - c. Date, time and place of meeting.
 - d. Name of person making the main motion
 - e. Show the motion was seconded (no name required).
 - f. Show action taken on motions
 - g. Executive Council reports
 - h. Committee Reports
 - i. Unfinished Business
 - j. New Business
 - k. AAMA Business
 - l. Announcements
 - m. Time of adjournment
 - n. Signature, credential, and title only
5. Record the activities at all FSMA meetings including:
 - a. Transcribe the minutes in the specified format.
 - b. Attach reports to the minutes as indicated.
 - c. Distribute minutes of each meeting, within three weeks of the meeting, to all Executive Council Members.
 - d. Read the minutes at the subsequent meeting, as directed by the President, and make corrections as indicated
6. Be responsible for all general correspondence, as directed by the President including:

(Secretary page 2)

7. Work within the FSMA Budget.
 - a. Plan and implement activities in concert within the FSMA budget.
 - b. Submit receipts for reimbursement within 30 days of the date the expense was incurred
 - c. Present over-budget items to the Executive Council for possible approval.
8. Submit reports to the President and Executive Council two weeks prior to the September/October, January/February and May Executive Council Meetings.
9. Submit an annual report to the Speaker of the General Assembly by February 1st.
10. Transfer all files to successor within ten days of the annual meeting.

HISTORY

Name: Historian

Purpose: To document the historical aspects of the FSMA.

Number of Members: Two to three

Reports to: FSMA President and Executive Council.

Qualifications: Must be an active member of FSMA.

Responsibilities:

1. Create and maintain an album to document events of FSMA.
2. Record all historical information in a standardized format.
3. Provide necessary data to the marketing, communications and public relations committee when needed
4. Information to be assembled should include: All pertinent Photographs, Newspaper clippings, programs and the Link on an annual basis.
5. Shall attend or send a representative to all executive council meetings and be involved in any and all functions of the annual convention so picture documentation can be performed.
6. Submit budget for anticipated expenses to the treasurer.
7. Submit receipts to Treasurer for reimbursement on a timely basis
8. Work with convention chairperson to establish a time and table to display albums.

SPEAKER OF THE GENERAL ASSEMBLY

Name: Speaker of the General Assembly

Purpose: Shall be responsible for presiding at all sessions of the General Assembly at the Annual Meeting

Reports to: FSMA General Assembly

Qualifications: Active/associate member.

Responsibilities/ Duties:

1. Work closely with the Vice Speaker of the General Assembly.
2. Be familiar with FSMA Bylaws.
3. Shall appoint and fill vacancies of the following House Appointments with Executive Council approval:
 - a. Bylaws Reference Committee
 - b. Resolutions Reference Committee
 - c. Credentials Committee
 - d. Minutes Committee
 - e. Pages
 - f. Sergeant-at-Arms
 - g. Chair of the Tellers
 - h. Timekeeper
 - i. Parliamentarian
4. The Bylaws Reference Committee and Resolutions Committee shall be composed of members of the GENERAL ASSEMBLY. They shall hold hearings to consider all reports and resolutions that are scheduled for presentation to the GENERAL ASSEMBLY and report to the GENERAL ASSEMBLY with recommendations based upon the consensus of opinions expressed by those attending the hearings.
5. Credentials Committee shall verify credentials and establish a quorum is present.
6. Minute's Committee shall record all proceedings during the GENERAL ASSEMBLY and transcribe them following the meeting. A copy shall be sent to the Speaker and Vice Speaker prior to being distributed to the Members. The final copy of the GENERAL ASSEMBLY shall be mailed out thirty (30) days following the Annual Meeting to the Speaker of the General Assembly and President.
7. Remove from office, with Executive Council approval, any committee Chair or committee member for the General Assembly who ceases to function or who, for any cause, shall become ineligible to serve. Written notice thereof shall be submitted to the committee Chair or committee member in question.
8. Instruct and oversee the activities of the Bylaws Reference Committee and Resolutions Reference Committee in the absence of the Vice Speaker of the General Assembly.
 - a. Emergency Resolutions shall be submitted to the Speaker of the General Assembly by noon on the day preceding the opening of the GENERAL ASSEMBLY.
9. Instruct and oversee the activities of the Credentials Committee, Chair of the Tellers, Minutes Committee, Pages, Sergeant-at-Arms, Timekeeper and other committees, which may become necessary.
10. Arrange and present an orientation meeting for the Members and Alternates prior to the meeting of the General Assembly.
11. Prepare an agenda for the General Assembly, providing a copy for the Vice Speaker, President, Immediate Past President, Parliamentarian and the Immediate Past Speaker for comments, prior to the drafting of the final agenda.

(Speaker of the General Assembly page 2)

12. Prepare an article of orientation of the members and alternates for inclusion in the Members Packet.
13. Prepare the annual Members' Packets with the assistance of the Vice Speaker. This shall include:
 - a. Name of organization, date, time, place of meeting (front page)
 - b. Table of Contents – number pages
 - c. Packet Information Sheet (consult Convention Chair and Education Chair)
 - d. A Guide to Members
 - e. Duties of Reference Committees
 - f. Convention Rules
 - g. General Information
 - h. Preliminary Agenda
 - i. Executive Council Reports
 - j. Reports of Committee Chair
 - k. Reports of Chapter Presidents
 - l. Budget (for information only – not to be enacted upon)
 - m. Current FSMA Bylaws and Standing Rules
 - n. Proposed Resolutions
 - o. Proposed Bylaw Changes
 - p. Proposed Ballot
14. Arrange to have the members packet printed.
15. Mail the packets to the Members and Alternates thirty (30) days prior to the opening of the General Assembly.
16. Transfer all files to successor within ten days of the annual meeting.

TREASURER

Name: Treasurer

Purpose: The Treasurer is an officer of the FSMA and responsible for the fiscal integrity and maintenance of the association's funds.

Reports to: The Executive Council and FSMA membership

Qualifications: The treasurer shall be knowledgeable of computer accounting software & active member

Responsibilities / Duties:

1. Shall collect, have custody of and be responsible for all funds and securities of FSMA
2. Be bonded by name and position
3. Shall receive FSMA portion of dues from AAMA
4. Shall keep full and accurate accounts and maintain the FSMA computer and it's installed accounting software. The financial records shall be kept current and available.
5. Shall deposit all monies in the FSMA Accounts in the "Bank of America". Three signatures (President, Treasurer and Vice President) shall be kept on record at the banking institution with provisions that all checks must be countersigned by two of the three persons listed on the signature card. Routinely, the signatures shall be that of the President and Treasurer. In cases of and emergency or illness, the Vice President shall countersign checks.
6. Shall sign all checks which bear the name FSMA, countersigned by either the president or Vice President for all disbursements.
7. Shall distribute a current financial report generated by the Quicken Software at each meeting of the Executive Council with copies to all members of the Executive Council.
8. Upon the direction of the Executive Council, excess monies shall be placed in the FSMA Account in the "Bank of America". With excess funds transferred to the Bank of America Savings Account.
9. Shall advise the Executive Council Members and Committee chairmen of their budget allotment.
10. Shall be responsible for closing the books of finance within ten (10) days following the Annual Meeting and discontinue serving as Treasurer as of the date of closing of the books or ten days (whichever comes first) from the closing of the Annual meeting of FSMA. The Treasurer shall receive and expend the current year's expenses prior to the closing of the books.
11. Shall maintain a minimum balance of \$300 in the checking account at all times.
12. Upon a written request for advanced funding from members and alternates to the AAMA annual meeting, shall give advances as per budgetary provisions unless directed otherwise by the Executive Council. Shall receive all itemized receipts for funds allocated to the AAMA members and alternates within 30 days following the closing of the AAMA annual meeting, accompanied by any unused advanced funding.
13. Shall pay obligations upon receipt of bill, if within the provisions of the previously adopted budget. All transactions must entered into the computer.
14. Shall seek approval from the Executive Council for payment of non-budgeted bills and prior to expending same.
15. Shall ascertain that that expense vouchers are completed and accompany each bill.

(Treasurer page 2)

16. Shall be responsible for seeing that the books of finance are audited by the auditing committee upon the closing of the books. The audit shall be completed within thirty (30) days of receipt of the Books.
17. Shall maintain a copy of the audit report within the Treasurer's files.
18. Shall be Chair of the Budget and Finance Committee.
19. Shall be knowledgeable of current dues rates as set forth by AAMA and FSMA.
20. Shall maintain the FSMA laptop computer and printer and bring to every FSMA meeting
21. Shall provide the following FSMA laptop computer generated Quicken financial reports to the Executive Council:
 - A. FALL meeting
 - Current budget indicating balances remaining in each account
 - P&L statement indicating current fiscal year activities to date
 - Quarterly financial (P&L) statement for the period of 5/1 – 7/31
 - Quarterly financial statement for the period of 2/1 – 4/30
 - P&L for entire previous fiscal year 5/1 – 4/30
 - B. WINTER meeting....
 - Current budget indicating balances remaining in each account
 - New budget for next fiscal year ...May1 – April 30th
 - P&L statement indicating current fiscal year activities to date
 - Quarterly financial statement for period of 8/1 – 10/30
 - C. SPRING (annual) meeting ...
 - Current budget indicating balances remaining in each account
 - P&L statement indicating current fiscal year activities to date
 - Quarterly financial statement for the period of 11/1 – 1/31
22. Shall complete the annual corporate return and pay fee for same so as to keep the corporation active.
23. Shall provide requested reports to the audit committee as deemed necessary by that committee.
24. Appoint a member to be in charge of ordering and selling FSMA Pins.
25. Transfer all files to successor within ten days of the annual meeting.

VICE PRESIDENT

Name: Vice President

Purpose: To assist the President throughout the year and increase membership.

Number of Members: 5 members on the Membership Committee

Reports to: FSMA President and Executive Council.

Qualifications: Active/associate member.

Responsibilities / Duties:

1. Maintain and promote membership for the FSMA
2. The Vice President shall provide assistance and support to the FSMA President as well as learn the functions of the FSMA President and be prepared to assume the duties if it becomes necessary.
3. The Vice President shall understand and have knowledge of Parliamentary Procedure, FSMA Bylaws and FSMA Policy and Procedures.
4. The Vice President shall countersign checks with the President or Treasurer, as needed.
5. Shall serve as Chairperson of the Membership Committee.
6. The Membership Committee shall maintain a current list of members including the following categories: Chapter affiliation, type of membership, address, telephone numbers and e-mail address. A quarterly membership report shall be provided to the Executive Council which should include membership categories and numbers and any activities that were performed in order to meet the membership increase goal.
7. The Membership Committee shall obtain quarterly reports from the Treasurer on dues received. A roster of active members shall be presented to the Speaker of the General Assembly and the Nominating Committee Chairperson at the January Executive Council Meeting as well as a copy of the Credentials Chairperson prior to the Annual Meeting.
8. The Membership Committee shall verify active membership of all members presented on the slate of the Nominating Committee or nominations made from the floor.
9. The Membership Committee shall encourage new and maintain existing membership. They shall monitor chapter membership and any chapters who fall below five members shall bring this to the attention of the Executive Council. This committee should work closely with all chapters who are pursuing initiation, reactivation or dissolution of chapters as appropriate which must be approved by the Executive Council
10. The Membership Committee shall set up and maintain a Membership Table at all meetings of the Executive Council. A master file of blank forms must be maintained by this committee as well as all completed forms submitted to AAMA.
11. The Membership Committee shall award certificates at the FSMA Annual Meeting to the chapters who have the largest membership, show the greatest percentage increase in active members, have the largest number of students and have the largest percentage of members attending the convention.
12. Shall transfer all files to the successor within ten days of the annual meeting

VICE SPEAKER OF THE GENERAL ASSEMBLY

Name: Vice Speaker of the General Assembly

Purpose: Shall be responsible for assisting the Speaker of the General Assembly during the General Assembly at the Annual Meeting

Reports to: FSMA General Assembly

Qualifications: Active/associate member.

Responsibilities / Duties:

1. Assist the Speaker of the General Assembly throughout the year and at the Annual Meeting.
2. Shall succeed to the office of Speaker of the General Assembly for the balance of the term of office in the event of a vacancy.
3. Instruct and oversee the activities of the Bylaws Reference Committee and Resolutions Reference Committee during the Annual Meeting.
4. Instruct and oversee the activities of the Pages, Timekeeper, Sergeant-at-Arms, Chair of the Tellers, Credentials Committee, Minutes Committee and other such committees as necessary at the request of, or in the absence of the Speaker.
5. Shall be familiar with the FSMA and AAMA Bylaws.
6. Assist the Speaker of the General Assembly with the Delegate Packets.
7. Shall transfer all files to successor within ten days of the annual meeting.