Florida Society of Medical Assistants, Inc.

October 1, 2013

To: Deniece Jozefiak, CMA (AAMA), FSMA President
Executive Council
Committee Chairs
Chapter Representatives
Physician Liaison

From: Mary Morris, CMA (AAMA)
Speaker of the General Assembly

Re: Fall Board Meeting Report

This officer looks forward to working with the Vice Speaker of the General Assembly, Ofelia Sunde, CMA (AAMA) very actively in the coming months as we prepare for the GA on Friday, May 2, 2014 at the Holiday Inn in Orlando. (at the airport)

The Speaker/Vice Speaker will be seeking persons willing to fill the following appointments in order that a successful GA can be accomplished.

Reference Committee chair
Minutes Committee chair
Teller chair
Credentials chair
Parliamentarian
Timekeeper
Pages/Tellers
Sargeant at Arms

Anyone interested in being a chair or on a committee please let the Speaker and or the Vice Speaker know. Remember, this is everyone's General Assembly so please volunteer your time to make it successful.

Of most importance is the due date for the annual reports/proposed bylaws changes for next years General Assembly packet. **ALL annual reports/proposed bylaws changes are needed to this officer no later than the evening of Sunday, March 16, 2014 so that the speaker has time to get them in order along with the rest of the GA packet and then to Mary Lou by the end of March. Per the policy and procedure manual, the GA packet needs to be available on the FSMA web site to the members 30 days prior to the opening of the General Assembly.

Thank you for allowing me to serve as your Speaker of the General Assembly for 2014.