Florida Society of Medical Assistants, Inc.

Date: November 7, 2015

To: Kathryn J. Panagiotacos CMA (AAMA),
FSMA President
Executive Council Members
Committee Chairs
Chapter Representatives
Physician Liaison

Re: Executive Board Meeting

From: Carol Francis, CMA (AAMA)
Bylaws / Policies and Procedures

Addendum Report in Policy and Procedure Paragraph 8

For those that do not know, the policies and procedures as well as the Bylaws are available on our web site. If you have any questions they are there for you to look at.

There has been an inquiry about paragraph 8 in the Job descriptions guidelines and to explain the rationale behind the instructions, I would like to change this guideline to clarify what will be expected.

8. All reports and files must be sent digitally to the President or Speaker (for the annual meeting) by the established deadline so they can be placed on the website.
The rationale is as follows:
When reports are not on the website in advance the Executive Board is unable to make intelligent decisions and many times are rushed into motions or proposals without time to consider the issue. If a report is not sent to the president and placed on the web site, the agenda will be noted no report received. Only essential verbal reports will be entered into the minutes. If there are addendum reports, copies must be distributed to the entire Executive Council and following the meeting they need to be emailed to the webmaster so they can be added as an addendum to the Meeting Reports on the website.