FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

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

Re: Vice Speaker Annual Report

This officer has seen to the duties of the Vice Speaker of the General Assembly as outlined in the Policy/Procedure manual. This officer has been available to the executive board and members as needed and attended all meetings and responded to all email business between meetings.

This officer would like to thank Maria Wiegelmann, CMA (AAMA) for securing the color guard for the General Assembly.

This officer will be available to Patricia Allen, CMA (AAMA), Speaker of the General Assembly as we prepare for the 64th Annual FSMA Conference.

This officer will oversee and instruct the activities of the orientation and reference committee prior to the General Assembly. A reference committee chair and two to three members will be needed. Please make a note that the time schedule for Friday, May 5, 2017 has changed from previous years. The orientation and reference committee meeting is from 2:30 to 3:00 pm with a break afterwards and the General Assembly starting at 4 pm. The Pre General Assembly board meeting will start at 2:00 pm.

This officer challenges all members to step up and help when asked so that the General Assembly will run smoothly and efficiently.