

SAMPLE CALL TO ORDER



Florida Society of Medical Assistants, Inc.

Affiliate of the American Association of Medical Assistants

TO: FSMA Executive Board Members
Chapter Representatives
Committee Chairs
Physician Liaison

FROM: **PRESIDENT NAME**
FSMA President

Date:

RE: Call to Executive Board Meeting

This is your official call to the Executive Council Meeting of the Florida Society of Medical Assistants on **DATE**. The meeting will be held at the **LOCATION, located at ADDRESS**. The meeting is scheduled to begin at **7:30 P.M.**

Each officer, Committee Chair, and Chapter President will be called upon to report on any activity she has to date. A written report is to be provided to the Executive Board, Committee Chairs, and Chapter Representatives. These reports should be emailed to this officer by no later than **Date**. Only reports sent to the President and placed on the web will be honored; addendum reports may be brought to the meeting with sufficient copies to be distributed to all members of the board (30 copies). Please ensure all reports are saved in **word document in 2003-2007 formats**. All reports will be posted on the website following the **Date** deadline.

The Post Seminar meeting minutes from Previous **Minutes** are currently on the website. Thank you in advance for remembering to bring your downloaded copies of the minutes with you when you attend the council meeting.

If for any reason whatsoever you will NOT be in attendance at the Executive Council meeting, please email me so that I know ahead of time. Everyone is responsible for submitting a report REGARDLESS of one's absence.

The agenda for the Executive Council meeting will be placed on the Web two weeks prior to the meeting.

I hope you are enjoying your **Holidays or Summer** and I look forward to seeing you all on **Date**.