FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC.

TO: FSMA Executive Council

FROM: Christine Petsalis, CMA (AAMA)
Bylaws & Policy/Procedures Chair

DATE: January 12, 2013

This chairperson maintains a current copy of FSMA and AAMA Bylaws. All chapters are in compliance with FSMA and AAMA.

The P & P committee has been working on policies and procedures over the last two years. The following policies are completed:

a. Budget and Finance
b. Bylaws, Policy and Procedure
c. Certification
d. Educators Board
e. Leadership/Speakers Bureau
f. Marketing
g. Meetings (3 chairpersons)
 -Education
 -Hotel/contracts
 -Registration
h. Membership
i. Nominating
j. Public Policy

Pending policies: (1) Combined marketing/communication
(2) Audit/finance

This committee will meet again on Friday Jan. 25th, or on Saturday, January 26, 2013, following the seminar.

Committee:

- Mary Lou Allison, CMA-C (AAMA)
- Marsha Benedict, MSA, CMA-A (AAMA), CPC
- Theresa Errante-Parrino, CMA (AAMA)
- Judy Seymour, CMA, (AAMA),CCRC