

Catalog

A 1 FSMA AGENDA FEB 23	1
B 1 PRESIDENT NOV 23	5
B 2 VICE PRESIDENT FALL REPORT	7
B 3 SECRETARY FALL REPORT	8
B 4 TREASURER FALL REPORT 2023	11
B 5 PAST PRESIDENT FALL REPORT	12
B 6 SPEAKER OF THE GENERAL ASSEMBLY FALL REPORT	13
C 1 Bylaws Policy Procedures Chair Fall Report 23Oct2023_	14
C 2 FSMA BUDGET OCT. 2023	16
C 3 COMMUNICATIONS COMMITTEE REPORT	20
C 5 Meeting Coordinator Report 11.11.23	21
C 6 Membership Committee Report Oct 2023	22
C 7 Nominating Report Oct 2023	23
D 1 Brevard Report Oct 2023	24
D 2 CENTRAL FLORIDA CHAPTER REPORT	25
D 3 Central Gulf Coast Chapter	27
D 4 MIDGULF COAST Chapter Report 10-2023	28
D 6 SOUTHEAST CHAPTER REPORT	29
D 7 South West Nov 23	30
D 8 TREASURE COAST REPORT	31
G 1 DELEGATE JOZEFIAK REPORT	32
G 2 DELEGATE TYLER REPORT	39
G 3 DELEGATE ALLISON REPORT1	43
G 5 DELEGATE SEARS REPORT	44
G 6 ALTERNATE VITZTHUM REPORT	46
H 1 UPDATED FSMA-POLICIES-PROCEDURES 10.09.2023	47



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

EXECUTIVE COUNCIL MEETING FEBRUARY 25, 2023

WE ARE THE FUTURE OF FSMA -LET'S HAVE AN INFLUENCE

The Executive Council Meeting of the Florida Society of Medical Assistants will now come to order at _____ PM.

Will the secretary Jeanette Tyler, CMA (AAMA) please take the role?

ROLL CALL

President	Deniece Jozefiak, CMA (AAMA)
Vice President	, CMA (AAMA)
Secretary	Jeanette Tyler, CMA (AAMA)
Treasurer	Mary Lou Allison, CMA-C (AAMA)
Speaker of the General Assembly	Linda Vitzhum, CMA (AAMA)
Vice Speaker of the G.A.	Maria Wiegelmann, CMA (AAMA)
Immediate Past President	Marsha Benedict, CMA-A (AAMA)

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	
Bylaws/Policy & Procedures	Alice Daniels, CMA (AAMA)	
Education	Theresa Davidson, CMA (AAMA),	
Educators Forum	Brian Dickens, MRCMA	
Marketing/Community Outreach	Mary Lou Allison-C, CMA (AAMA)	
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	
Membership/Certification	Kathryn Pangiotacos, CMA (AAMA)	Excused Absence
Nominating	Marsha Benedict CMA-A (AAMA)	

CHAPTER REPRESENTATIVES

Brevard	Jeanette Tyler, CMA (AAMA)	
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)	Excused Absence
Central Florida	Mary Morris, CMA (AAMA)	
Mid-Gulf	Jennifer Shepard, CMA (AAMA)	
Southeast	Joyce Baldwin, CMA (AAMA)	
South West	Deniece Jozefiak, CMA (AAMA)	
Treasure Coast	Zooshan Plummer, CMA (AAMA)	

PHYSICIAN LIAISON

Brent M. Schillinger, MD
Tra'Chella Foy, MD

SEATING OF THE PROXIES

Are there any proxies to be seated?

Name and Chapter

What is the pleasure of the Executive Council regarding the seating of the proxies?

_____ moved to seat the proxies. Is there a second? _____

Any discussion? _____ CMA (AAMA)

seconded the motion. Motion Carried. The proxies may be seated.

Is there a quorum present?

The minutes to the Executive Board Meeting held November 19, 2022, will be available online within thirty days of this meeting.

TREASURER REPORT

Checking: Money Market: Balance:

OFFICER REPORTS

President	Deniece Jozefiak, CMA (AAMA)
Vice President	, CMA (AAMA)
Secretary	Jeanette Tyler, CMA (AAMA)
Treasurer	Mary Lou Allison, CMA-C (AAMA)
Speaker of the General Assembly	Linda Vitzhum, CMA (AAMA)
Vice Speaker of the G.A.	Maria Wiegelmann, CMA (AAMA)
Immediate Past President	Marsha Benedict CMA-A (AAMA)

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)	
Bylaws/Policy & Procedures	Alice Daniels, CMA (AAMA)	
Education	Theresa Davidson, CMA (AAMA)	
Educators Forum	Brian Dickens, CNCMA	
Marketing/Community Outreach	Mary Lou Allison-C, CMA-C (AAMA)	
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)	
Membership/Certification	Kathryn Panagiotacos, CMA (AAMA)	Betty Springer,
CMA-C (AAMA) sitting in		
Nominating	Marsha Benedict, CMA-A (AAMA)	

CHAPTER REPRESENTATIVE REPORTS

Brevard	Jeanette Tyler, CMA (AAMA)
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)
Central Florida	Mary Morris, CMA (AAMA)
Mid-Gulf	Jennifer Shepard, CMA (AAMA)
Southeast	Joyce Baldwin, CMA (AAMA)
South West	Deniece Jozefiak, CMA (AAMA)
Treasure Coast	Zooshan Plummer, CMA, (AAMA)

PHYSICIAN LIAISON REPORTS

Brent M. Schillinger, MD
Tra'Chella Foy, MD

CORRESPONDENCE

1. Received form stating Sandra Williams, CMA (AAMA), AAMA Trustee will be FSMA rep for FSMA Conference.
2. Received letter from Marsha Benedict, CMA-A (AAMA) looking for FSMA officers, Committee Chairs and Chapter reps for FSMA 2023-2024.
3. Received e-mail 2/25/23 that FSMA will be allowed 5 Delegates for this year's AAMA National Conference. That is down by 2 from last year. Year ending membership total of active members 969 as of 12/31/22.

UNFINISHED BUSINESS

1. Members are still not receiving info from AAMA such as BOT Highlights. Members are getting e-mails of what is being offered and updated information. Emails go out weekly/BI monthly.

NEW BUSINESS

1. Ad Hoc Committee added for Chapter Presidents under Membership Committee. Report on file. As a Chapter President, this will be work in progress and good for FSMA. (MY feelings)
2. Policy and Procedures: Please look through them, especially your current position and look for updates that need updating. Let Marsha and myself know once you have highlighted what needs to be removed or added. Thank you in advance.
3. Future Zoom meetings for Chapter/FSMA do we need to start charging non FSMA members? An incentive to get medical Assistants to join. Previous in-person meetings FSMA and some chapters have always charged non-members more to attend.
4. Meeting site for November Fall Meeting. Zoom or in person or both.
5. Possible Cruise for FSMA Conference of 2024. Texas did one and was inexpensive/Marsha is looking into.
6. Ways and Means Table for AAMA Conference?

- 1 7. Will FSMA members have matching shirts/ears so members attending know who to look for if
2 something is needed?
3

4 **ANNOUNCEMENTS**
5

- 6 1. The minutes will be posted on the FSMA website for review within thirty days of the meeting.
7 2. FSMA Annual Conference April 21-23, 2023, in Orlando. FL. **I will be attending in person.**
8
9 3. AAMA Annual Meeting September 2023, Orlando Florida. Marsha Benedict, CMA-A
10 (AAMA) will be Chair and Deniece Jozefiak, CMA (AAMA) will co-chair. FSMA needs to
11 pull together so WE can put on an amazing conference. **I will be attending this meeting in**
12 **person.**
13 4. AAMA Conference will be in Grand Rapids Michigan Sept 19-23,2024.

14 **Further announcements????**
15

16 There being no further business to be brought before the FSMA Executive Council, this meeting is
17 now adjourned at _____ PM by Deniece Jozefiak, CMA (AAMA) FSMA President.
18



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: Nov 11, 2023

To: Deniece Jozefiak, CMA (AAMA)
FSMA President
FSMA Executive Board

From: Deniece Jozefiak, CMA (AAMA)
FSMA President

This officer has responded to all e-mails and correspondences in a timely fashion.

This officer turned in all required information to AAMA after the FSMA Conference including updated Officers and Delegate list.

Call to Executive Board was sent out for the Novemebr 11 ,2023 FSMA Education session and Board Meeting via e-mail along with the agenda which will also be on the FSMA website.

This officer has asked current board and previous board members to look at P/P and let Marsha Benedict, CMA-A (AAMA) of any changes needed for the job description held.

This officer has set up all zoom meetings for FSMA. All PowerPoints from speakers have been placed on the FSMA Website.

This officer would like to thank Marsha Benedict, CMA-A (AAMA) for all her hard work put into the AAMA Conference. It was a great experience by all who attended. The Teamwork of FSMA members attending was amazing.

Sympathy card sent to FSMA Past President Adie De-Lagardia-Piz after recently losing her husband Tom.

The following names have been sent to AAMA for the FSMA Annual meeting for our AAMA rep:

Natasha Gena, CMA (AAMA)

Aimie Wicker, CMA (AAMA)

Shannon Thomas, CMA (AAMA)

Congratulations to FSMA and Mary Lou Allison CMA-C (AAMA) for winning the AAMA Excel award for Website design.

This officer would like to thank Mary Lou Allison, CMA-C (AAMA) for her demanding work with e-blasts and constant contact for all meetings. The new Website is wonderful and easy to use.

This officer would like to thank Maria Wiegmann, CMA (AAMA) for her extra efforts to help with Zoom and doing CEU's for FSMA Zoom meetings.

This officers thanks everyone for their hard work and now having other chapters do zoom meetings, means WE are moving forward for the betterment of FSMA.

This Officer looks forward to a year of Team Work. Membership Committee has some new and exciting things going on following Membership ideas from AAMA. Looking forward to inviting all Medical Assistants to our local and state meetings.

"Together WE can Achieve More."



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 14, 2023
2 To: Deniece Jozefiak, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4 From: Jeanette Tyler, CMA (AAMA)
5 Vice President, Florida Society of Medical Assistants
6 RE: Report of the Vice President

7 This officer has carried out the duties of Vice President as outlined in the FSMA Policy
8 and Procedure Manual. This officer has been available to the Executive Council and all
9 members via email or phone as needed as well as serving as Nominating Chair.

10 This officer attended the 67th Annual AAMA National Conference in Lake Buena Vista,
11 Florida as a delegate elected by the membership. This officer gave her Lead Delegate seat to
12 Deniece Jozefiak, FSMA President, as a sign of respect for her office. This officer was also
13 appointed to serve on the Reference Committee for Reports at the National Conference. This
14 officer was also nominated by the Florida Society to serve on the Nominating Committee but
15 was not elected.

16 This officer accepted appointments to the Leadership Development Task Force, Social
17 Media Committee, and Conference CE Session Task Force.

18

19

20 Respectfully submitted,

21

22 Jeanette Tyler, CMA (AAMA)
23 Vice President



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 22, 2023

2 Officer report-Secretary and alternate delegate report.

3 To: Deniece Jozefiak, CMA (AAMA), President, Florida Society of Medical Assistants

4

5 From: Linda Vitzthum, CMA (AAMA), Secretary, Florida Society of Medical Assistants and
6 alternate delegate to the 67th AAMA National Conference

7 This officer attended the FSMA annual meeting from Friday, April 22-23, 2023 in Orlando,
8 Florida and was elected as secretary. This officer previously served as Speaker of the General
9 Assembly.

10 This officer wrote the minutes for Saturday, April 23, 2023.

11 This officer responds to email correspondence from the other members of the board.

12 This officer also serves in the following capacities:

13 Immediate Past President-Brevard County Chapter of Medical Assistants.

14 Chair: Practice Manager Task Force AAMA

15 Member: Continuing Education Board AAMA

16 Member: Professional Development Committee AAMA

17 This officer attended the Brevard County Chapter of Medical Assistants (BCCMA) meeting on
18 Wednesday, May 17, 2023 via Zoom.

19 This officer attended the BCCMA meeting on Wednesday, June 21, 2023 via Zoom. The topic
20 was presented by Vice President Jeanette Tyler.

21 This officer attended the Continuing Education Board meeting July 9-10, 2023 in Grand
22 Rapids, Michigan.

23 This officer attended a continuing education event called Creating a Circle of Recovery for
24 Mothers with the Lived Experience of using Alcohol or other Substances while Pregnant which
25 was organized by MAP FASD.

26 This officer wrote and recorded an educational topic for the Professional Development Board
27 on Healthcare Compliance which will be offered by the AAMA as part of a ABR called Medical
28 Office Basics.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

29 This officer attended the annual national conference held September 22-25 at the Hilton in
30 Lake Buena Vista, Florida and sat in the House of Delegates on Saturday, September 24,
31 2023.

32 Prior to the conference, this officer attended the AAMA HOD proposed bylaw review meeting
33 via Zoom on Saturday, August 26, 2023. This alternate also attended the FSMA pre-
34 conference meeting via Zoom on September 16, 2023.

35 During the HOD meeting, this officer answered questions regarding the Continuing Education
36 Board when directly asked to do so by Donald Balasa, CEO of the AAMA.

37 This officer and Vice President Jeanette Tyler organized a FSMA get together dinner for FSMA
38 members attending the AAMA national conference at Ragland Road in Disney Springs on
39 Thursday, September 21, 2023 at 5:15 p.m.

40 This officer attended the following sessions at the 67th national conference of the AAMA:

41 Contemporary Technology Tips and Tricks for Medical Assistants on Friday September 22,
42 2023.

43 The Dark Side of Education on Friday, September 22, 2023.

44 BOT session on Friday, September 22, 2023 where this alternate spoke with Trustee Sandra
45 Williams about the ABR-MOB module.

46 Welcome and Awards Celebration on Friday, September 22, 2023.

47 This alternate gave the introduction for, served as a room monitor, and attended Employee
48 Disengagement on Sunday, September 24, 2023 by Preethi Fernando who was the PMTF
49 featured speaker.

50 The Other End of the Stethoscope on Sunday, September 24, 2023.

51 Leading Through Change on Sunday, September 24, 2023.

52 President's Banquet on Sunday, September 24, 2023.

53 Morals and Ethics on Monday, September 25, 2023.

54 Overcoming Social Determinants of Health: Recruiting, Retaining, and Graduating a Diverse
55 Workforce.

56 AAMA Committees, Strategy Teams, and Task Forces Meeting.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

57 This officer submitted a financial report to the FSMA treasurer regarding the total cost of
58 attending the conference.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 11.11.2023

2
3
4 To: Deniece Jozefiak, CMA (AAMA)
5 President

6
7 From: Mary Lou Allison, CMA-C(AAMA), Treasurer

8
9 Re: Treasurer Fall Report

10
11
12 All financial data is in order. The FSMA bank accounts are at Bank of America, bank
13 statements have been digitally saved.

14 All banking is done online at the BOA Website.

15 The FSMA President has always been provided with the Bank Login information.



Florida Society of Medical Assistants, Inc.

November 11, 2023

To: Deniece Jozefiak, CMA (AAMA)
President FSMA

Executive Board FSMA

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Past President

This officer has been available to assist in any FSMA President or FSMA Executive Board requests.

All correspondence has been answered in a timely manner.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 20, 2023

To: Deniece Jozefiak, CMA (AAMA)
President, Florida Society of Medical Assistants

Form: Christina Sears, CMA (AAMA)
Speaker of the General Assembly

This officer attended the Annual FSMA April 21-23, 2023 at the Orlando, FL, at which she was elected as the Speaker of the General Assembly for the 2023-2024 year and served as a member of the Reference Committee/Bylaws Committee.

This officer responded to email/text messages in a timely manner.

This officer has been selected as a Delegate to the AAMA National Conference and serves as the Vice President of Central Florida Chapter of FSMA, and the Education Chair for the Central Florida Chapter of FSMA.

This officer attended AAMA HOD Proposed Bylaw review ZOOM Meetings on 8/24/2023 and 8/26/2023 the FSMA Pre-Conference ZOOM meeting in 9/16/2023.

This officer attended the AAMA Annual Conference held at the Hilton Resort in Lake Buena Vista, FL on 9/22/23 to 9/25/2023. In addition to education sessions, she attended the House of Delegates sessions as a Delegate for FSMA.

This officer has attended various Zoom CUE sessions from various Florida Chapters on 5/20/23 and 10/14/23 and will be attending future sessions on 10/28/23 and 11/15/2023.

This officer will be attending the FSMA Fall Seminar and Board Meeting on 11/11/2023.

This officer would like to give a special Thanks to Marie Wiegelmann, CMA (AAMA) for all her help the last 3 years as she served with the CF chapter and the FSMA State.

This officer is looking forward to the remainder of the 2023-2024 FSMA year and serving with this wonderful group of FSMA Members.



Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA) FSMA President
FSMA Executive Board
FSMA Liaison

From: Judy Seymour, CMA (AAMA), CCRC
Chair: Bylaws/Policy & Procedures

Date: October 23, 2023

This Committee Chair attended the AAMA Annual House of Delegates this past September 23, 2023, held in Orlando Florida.

Of importance to note, The HOD passed a bylaw amendment regarding Article VI -Membership; Section 2. Qualifications; A. Active

An active member is now defined as a credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA)-accredited certification program and whose credential has not been revoked as provided by the respective credentialing body

This approved amended bylaw required FSMA's bylaws to be updated as well as all chapters. This Chair has updated the bylaws of FSMA to align with AAMA. This Chair did send an email out to all Chapter Presidents, making them aware of the upcoming need for chapter bylaws to be updated. This email also included a gracious offer extended to the Chapter Presidents by Mary Lou Allison, CMA-C who has access to all chapter bylaws, to update said bylaws if the Chapter President so wished. To date, 4 Chapter Presidents have assigned their bylaws to Mary Lou Allison, CMA-C (AAMA).

The AAMA amended bylaw did not affect privileges, meaning only CMA (AAMA), Active and Life Members, holding current status, are eligible to serve as officers and trustees. However, a credentialed medical assistant holding a current NCCA-accredited medical assisting credential and classified as an Active Member of AAMA, will be allowed to serve as a delegate to the AAMA House of Delegates and serve as a Chair of a AAMA committee.

37 It is also important to note Privileges on a Society or Chapter level are still
38 Determined by the Society of Chapter.

39
40 This Chair will look to amend the FSMA bylaws, defining further as to what would
41 constitute a chapter being placed in an inactive status.

42
43 Prior to this Chair accepting this Committee position, Policies & Procedures had
44 been under revision by Marsha Benedict, CMA-A (AAMA) and Maria
45 Wiegmann, CMA (AAMA). The proposed revisions will be represented at the
46 FSMA Executive Board Meeting on 11Non2023.

47
48 This chair has answered all communications sent to her in a timely manner. It is
49 an honor to serve FSMA in this capacity.

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FSMA BUDGET 2023-2024

Description	ACTUAL	BUDGET
INCOME		
DUES	8050	11000
TOTAL DUES	8050	11000
SEMINARS		
FALL	0	2500
Ways & Means Income	0	30
TOTAL SEMINARS	0	2530
ANNUAL MEETING		
Registration Income	0	6200
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	0	6200
FUND TRANSFER FOR SPECIAL PROJECTS		
HOLD NORTH FLORIDA DEPOSIT	2638.64	0
MISC		0
Ways & Means Income (aama meeting)	200	0
TOTAL SPECIAL PROJECTS	2838.64	2838.64
TOTAL INCOME	10888.64	22568.64
EXPENSES		
AAMA ANNUAL MEETING		
NATIONAL DEL/ALT	7014.93	7000
Honor Guard and Chorus for National Anthem AAMA	400	0
Photo	0	0

TOTAL AAMA ANNUAL MEETING	7414.93	7000
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SCHOLARSHIPS

MAXINE WILLIAMS	100	100
FSMA/ DAVID KNIGHT AWARD	0	100

TOTAL SCHOLARSHIPS	100	200
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SPECIAL PROJECTS

HOLD NORTH FLORIDA DEPOSIT	-2639.64	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	-2639.64	0

PRESIDENT

Travel	0	125
Misc Expense	0	25

TOTAL PRESIDENT	0	0
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PRES-ELECT

Presidents Gift	0	50
Packets	0	25
Misc Expense	0	0

TOTAL PRES-ELECT	0	75
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SECRETARY

Misc Expense	0	10
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TOTAL SECRETARY	0	10
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TREASURER & PIN

Bond	122	125
Pres. Pin Expense	0	200

TOTAL TREASURER	122	325
-----------------	-----	-----

SPEAKER / VICE SPEAKER

Misc Expense	0	10
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TOTAL SPEAKER / VICE SPEAKER	0	10
Budget & Finance		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
BYLAW-P&P		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	380	800
Website	531.4	2000
Misc Expense	0	0
TOTAL Communications	911.4	2800
CONTINUING EDUCATION		
ZOOM MEETINGS	190.9	400
Misc Expense	0	
TOTAL CONTINUING EDUCATION	190.9	400
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	100
Marketing	0	100
Misc Expense	0	0

TOTAL MARKETING	0	200
Meeting Coordinator		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
NOMINATING COMMITTEE		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
Annual Meeting Expenses		
AV	0	1000
HOTEL DEPOSIT	0	0
Hotel Expense	0	2500
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	100
Speaker Honorarium	0	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	0	6250
Fall Seminar		
AV	0	250
Hotel Expense		1500
Reg Supplies	0	350
Speaker Honorarium	0	500
Misc Expense	0	0
		10
TOTAL Fall Seminar	0	2610
TOTAL EXPENSES	6099.59	20030
TOTAL INCOME	10888.64	19730



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 11.11..2023

2 To: Deniece Jozefiak, CMA (AAMA)
3 President

4
5 From: Mary Lou Allison, CMA-C(AAMA), Treasurer

6
7 Re: Communications and Web Report
8
9

10 This Committee works closely with our Website Designer Patrick Bourgeois at "GatorWebs" to
11 update the Website as requested. We are proud to have won the 2023 AAMA Excel Award for
12 Website Development.

13 We worked with all Chapter and FSMA providers of Zoom Meetings and increased the size of
14 meetings when necessary.

15 Constant Contact emails to FSMA members were sent out to when requests received from
16 committees, chapters and FSMA. Our Website Designer provided us with pages for Facebook
17 and Constant Contact designed pictures for educational offerings.

18 Thank you for the opportunity to serve FSMA
19

20 Mary Lou Allison, CMA-C (AAMA)

21 Jeanette Tyler, CMA (AAMA)

22 Linda Vitzthum, CMA (AAMA)



Florida Society of Medical Assistants, Inc.

November 11, 2023

To: Deniece Jozefiak, CMA (AAMA)
FSMA President
Executive Board FSMA

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Meeting Coordinator

2023 Annual Conference was held at the Holiday Inn Resort; Orlando FL; 13351 State Road 535. April 21-April 22, 2023. Education and Hotel Coordinator committee members worked diligently to offer 6 CEU's. After the General Assembly prior to the Executive Board Meeting, post General assembly a snack will be provide by FSMA for all attendees, A simple installation of officers took place.

Thank you to Maria Wiegmann, CMA (AAMA) for helping with the registration form and agenda for the annual meeting. Thank you, Brian, for donating folders and making copies.

FSMA networking was fabulous last year several volunteers coming forward for the first time and have been mentored. Good luck to you, you know who you are. We should all be proud of the accomplishments of FSMA and our chapters that have held FSMA together during this pandemic with free virtual CEU sessions. We are now back with several face-to-face meetings scheduled and more to come along with offering zoom. The topics for Education are always interesting knowing there is always "something" to learn. Send your ideas to the 2023/2024 Education Chair if you have topics or speakers.

This chair requested the approval by the Executive Board at the February meeting to begin moving the responsibility for the Fall and Winter (if held) Conferences by zoom to various chapters. Southwest Chapter and Mid-Gulf Chapter will provide speakers, develop the agenda and registration forms to conduct a zoom meeting November 11, 2023. Winter Conference date (if held) will be determined later and held via zoom with chapters from the other side of the state responsible. Since the AAMA Conference is September and the Fall Conference is in November, we may not have a Winter Conference in the Winter, but only hold an Executive Board meeting.

2024 Annual Conference will be held at the Holiday Inn Resort; Orlando FL; 13351 State Road 535. April 19--April 21, 2024. The same hotel as 2023, A contract has been signed for the Holiday Inn Resort; Orlando FL, 13351 State Road for Friday May 2nd-May 4, 2025.

United we make a great team.

CC: Maria Wiegmann, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 14, 2023
2 To: Deniece Jozefiak, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4 From: Jeanette Tyler, CMA (AAMA)
5 Membership Committee Chair
6 Deniece Jozefiak, CMA (AAMA)
7 Membership Committee Co-chair
8 RE: Membership Committee Report

9 Current FSMA Membership as of 10/14/2023: 916

10 This Committee is working with the National Membership Committee on follow up with non-
11 renewing members that responded to a survey sent to them, with the option to have their state
12 and/or local society leadership contact them.

13 The survey conducted by the National Committee had 2,243 responses. Some of the
14 statistic from that survey:

15 78.96% stated they have not renewed due to cost ("it's too expensive")
16 20.55% stated the benefits "are not worth it."
17 44.72% stated they only join/rejoin to get discounted certification fees and CEUs for that
18 year.
19 6.46% stated there is no active local or state chapter in their area
20 10.57% gave other reasons such as no longer being in the field, customer service
21 issues with the national office, forgetting to renew, etc. The results were eye-opening.

22

23 Respectfully submitted,

24

25 Jeanette Tyler, CMA (AAMA)
26 Membership Committee Chair
27 Deniece Jozefiak, CMA (AAMA)
28 Membership Co-chair

29

30



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 14, 2023
2 To: Deniece Jozefiak, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4 From: Jeanette Tyler, CMA (AAMA)
5 Nominating Committee Chair
6 RE: Nominating Committee Report

7

8 This committee chair has begun making personal inquiries to members regarding serving as
9 officers and/or committee members.

10 This committee chair will make a more formal call to serve after the first of the year via
11 Constant Contact and social media. In the meanwhile, this committee chair requests all FSMA
12 Officers and Committee Members to make recommendations.

13

14 Respectfully submitted,

15

16 Jeanette Tyler, CMA (AAMA)
17 Nominating Committee Chair



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 14, 2023
2 To: Deniece Jozefiak, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4 From: Jeanette Tyler, CMA (AAMA)
5 President, Brevard County Chapter of Medical Assistants
6 RE: Brevard County Chapter Report

7 Since the last report submitted regarding this chapter, the following events have been
8 presented:

9 May 17: CEU Presentation: Human Trafficking in the Healthcare Setting
10 June 21: CEU Presentation: Book review on Atomic Habits
11 September 13: CEU Presentation: Working in a Multigenerational Medical Office
12 October 12: MA Mingle (MAR Week celebration/membership event—in person)

13 The following events are scheduled:

14 November 15th: CEU Presentation: Trauma Informed Care
15 January 20, 2024: BCCMA Winter Seminar IN PERSON ONLY—Melbourne

16 The MA Mingle event was very successful. There were eleven people that attended,
17 including two students. It was a great evening of food, fun, prizes, and networking. As
18 of this writing, there was one new member and one renewing member.

19

20 Respectfully submitted,

21

22 Jeanette Tyler, CMA (AAMA)
23 President, Brevard County Chapter of Medical Assistants



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

October 15, 2023

To: Deniece Jozefiak, CMA (AAMA), FSMA President
Executive Board

Chapter Representatives

Committee Chairs

Physician Liaisons

From: Mary Morris, CMA (AAMA)
Central Florida Chapter President

Re: Fall Seminar Report for 11/11/2023

The Central Florida chapter services the following counties: Lake, Levy, Marion, Orange, Osceola, Seminole, Polk and Volusia counties.

The Central Florida chapter continues to meet through the Zoom platform for our business meetings and CEU opportunities. We will continue in this manner through March of 2024 and revisit at that time whether we will try an in person seminar or just continue with the Zoom platform. In order for an in person seminar to be done, Central Florida chapter members will have to step up to help find speakers and a venue in which to meet. At this time, the Zoom format seems to be much preferred by members and our attendance via Zoom is higher than in person meetings.

The chapter hosted a Zoom CEU on May 20, 2023, Katie Diamond, ARNP, spoke on Diabetes for one CEU. We did not have a business meeting on this date. 127 registered with 77 attending. On October 14, 2023, Hannah Jenarine, from the Victim Service Center spoke to us on How Gender Bias Leads to Gender Biased Violence for 1.5 CEUS. A business meeting followed the speaker. 7 members attended the business meeting. For the CEU portion, 81 registered with 55 attending.

In hopes of encouraging attendance at our meetings, the Central Florida chapter will be selecting 10 winners in a drawing from those Central Florida chapter members that attended the 10/14/23 Zoom CEU session AND renew their AAMA membership by 10/31/23. The drawing will be held 11/1/23. The winners will be notified by email.

The Central Florida chapter plans to host Zoom CEU sessions on the following dates:



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

- | | | |
|---|--|--|
| 1 | 1. December 2, 2023 | No business meeting |
| 2 | 2. January 13, 2024 | Business Meeting |
| 3 | 3. February 10, 2024 | No business meeting |
| 4 | 4. March 16, 2024 | Business Meeting/officer election |
| 5 | | |
| 6 | | |
| 7 | We invite all members to follow the Central Florida Chapter of Medical Assistants Facebook | |
| 8 | page for the latest updates and happenings with the chapter as well as going to FSMA | |
| 9 | Website www.fsmaonline.org | |



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

November 11, 2023

To: Deniece Jozefiak, CMA (AAMA) FSMA President

Regarding: FSMA Fall Executive Board Meeting

From: Kathryn Panagiotacos, CMA (AAMA), President-Central Gulf Coast Chapter

Our Chapter has been functioning minimally active throughout the last several months. The CEU presentations were sought but speakers were unable to fulfil our need. Due to work and health issues, there has been a few brief discussions of probable future CEU presentations, but no definite plans were able to be confirmed. Chapter business needs are reviewed and monitored.

The members who were able to connect has had discussions to review the new Policy & Procedures as well as Bylaws updating information received as well as working towards updating out current needs. Seeking to change the Central Gulf Coast Chapter website, developing a survey for insight into future possibilities by developing a survey, reviewing data received to new insights and future plans of member's input.

The Chapter expresses our sincere thanks to Deniece Jozefiak, CMA (AAMA) FSMA President 2023-2024 for her continued dedication and hard work to work toward the mission to present CEUs, networking vital information to the membership, ardently keeping communication following to the FSMA membership with current updates, her Executive Board members, and Officers we also express our gratitude.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 18, 2023

2

3 To: Deniece Jozefiak, CMA (AAMA)
4 FSMA President
5 FSMA Executive Council

6

7 From: Jennifer Eileen Cole Shepard, CMA (AAMA)
8 Mid Gulf Coast Chapter President

9

10 The Mid Gulf Coast Chapter of Medical Assistants is continuing the process of Revitalization
11 and overall stabilization for sustaining the chapter. We are planning meetings for the next few
12 months. These will be a combination of in person, zoom and hybrid. We will also rotate
13 meeting times for Lunch and Evening to capture different MA's and their schedules. We have
14 secured a speaker for the lunch and learn slated for 12/14/23 12:00-1:00pm eastern time.
15 Securing speakers has been a challenge as many have fallen through. For this lunch and
16 learning I sought out an engaging speaker who is passionate about medical coding for
17 Gastroenterology. I have seen this presenter before. She has pictures showing the
18 procedure that directly correlates to the billing code to be selected. Truly awesome and really
19 captivates the audience. We have 2 others meeting slated for January 11th & February 8th.
20 We are still networking with the 3 local colleges that have Medical Assisting programs. We are
21 being thoughtful in keeping a community presence and mindful of the need for inclusion of all
22 MA's locally.

23 Special Thanks to the FSMA Leadership and all the continued support for our chapter as we
24 continue to evolve & grow.

25

26 The chapter continues to use Facebook as a way of contact, and email broadcasts.

27

28 This Chapter President also Thanks our chapter leadership and all the support being provided
29 during this transitional growth process.

30

31 Jennifer Eileen Cole Shepard, CMA (AAMA)
32 Mid Gulf Coast Chapter President

33



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date 11.11.2023

2

3 To: Deniece Jozefiak, CMA(AAMA), President
4 FSMA Executive Council

5

6 From: Joyce Baldwin, CMA(AAMA), President

7

8 Re: SE Chapter Fall Report

9

10 The Southeast Chapter has not had formal meetings. We have provided our membership with
11 online information regarding job openings within our chapter. We also use the communication
12 opportunities supplied by the FSMA with the Constant Contact e-mails, our Chapter Web Page
13 and Facebook

14 We also continued our sponsorship of providing refreshments to the Medical Assisting Schools
15 in our Chapter for Medical Assistants Day.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 11, 2023

2
3
4 To: Deniece Jozefiak CMA AAMA)
5 FSMA President
6 FSMA Executive Board

7
8 From: Deniece Jozefiak, CMA (AAMA)
9 South West Chapter President

10
11
12
13 The South West Chapter of Medical Assistants continues to hold zoom meetings open
14 to all AAMA members. Speakers have helped from multi states as they attend the zoom
15 meetings. The chapter has decided to keep Zoom meetings until further notice, due to
16 the damage to the entire chapter from Hurricane Ian. There are no meeting places such
17 as hospitals and schools that will not allow user of meeting space since Covid.

18
19 The chapter paid registration to AAMA for members attending the AAMA National
20 conference in Orlando.

21
22 There will be a Chapter Board meeting following our October 28,2023 zoom meeting.

23
24 The chapter continues to use Facebook as a way of contact.

25
26 This Chapter President thanks Mary Lou Allison, CMA-C, AAMA for all her hard work
27 sending out the e-blasts for our zoom meetings.

28
29 Deniece Jozefiak, CMA (AAMA)
30 South West Chapter President

31
32
33



Florida Society of Medical Assistants, Inc.

November 11, 2023

To: President of General Assembly
Deniece Jozefiak, CMA (AAMA)

RE: Treasure Coast Chapter Report

From: Zooshan Plummer, CMA (AAMA) Chapter President
Treasure Coast Chapter

The Treasure Coast Chapter of Medical Assistants consists of Martin, St Lucie, Indian River, and Okeechobee counties. The chapter continues to hold various events to its members.

This chapter is expected to hold a fun meet and greet time with members, students and grads at Indian River State College on Tuesday November 28th, 2023.

In keeping with COVID 19 recommendations, business meetings for the chapter were conducted via ZOOM. It was decided by the board to continue to promote ZOOM CEU educational opportunities offered through the FSMA and AAMA websites and constant contact. TC Chapter Facebook page continues to be a valuable platform for communication. Discussion was held regarding future CEU meetings.

On behalf of the Treasure Coast Chapter, we would like to thank those who support our chapter during the year. We appreciate your time, support, understanding, mentorship, and guidance in our success. We look forward to your continued support and new opportunities.

All correspondences received were answered in a timely manner. There were open communications between all parties.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: Nov 11, 2023
2 To: Deniece Jozefiak, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4 From: Deniece Jozefiak, CMA (AAMA)
5 Delegate for Florida Society of Medical Assistants
6 RE: Delegate's Report for the 67th AAMA National Conference

7 This Delegate attended the Delegate and Alternate Orientation meeting via Zoom on
8 August 30 2023, led by Aimee Wicker, CMA (AAMA), Speaker of the House, and Sherry
9 Bogar, CMA (AAMA), Vice Speaker of the House. Guidelines were sent to and received by
10 this delegate via email prior to the meeting. Questions were answered during this zoom
11 meeting.

12 This Delegate attended the AAMA Board of trustee Meeting on Friday morning.

13 Attended the first half of the House of Delegates. Don Balasa JD, MBA, CEO Legal
14 Counsel, opened the morning session talking about the Credentialing agency for Medical
15 Assistants. The CMA (AAMA) Credential falls into the same credentialing agency (NCCA
16 National Commission for Health Certifying Agency. Meaning that the RMA, CCMA NCMA all
17 use the same credentialing agency for their programs. Explained the 30.00/year program is
18 approved for all Medical Assistants to earn CUE's.

19 Attended meet the Candidates and the Reference Committee Hearings on proposed
20 Bylaw changes.

21 Voting results are as follows:

22 Vice President: *Aimee Wicker, CMA (AAMA) 141 yes, 10 abstain
23 Speaker: *Sherry Bogar, CMA (AAMA) 102 yes, 49 abstain
24 Vice Speaker: *Natasha Geno, CMA (AAMA) 96 yes 7 abstain
25 Jane Seelig, CMA (AAMA) 47 yes
26 Trustees: *Candy Miller, CMA (AAMA) 98 (1 year term to complete for
27 resigned trustee Shelley Gingrich, CMA (AAMA)
28 *Aimee Quinn, CMA (AAMA) 120
29 *Shirley Sawyer, CMA (AAMA) 122
30 *Shannon Thomas, CMA (AAMA) 113
31 *Sandra Williams, CMA (AAMA) 110



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Nominating: *Chrissy Taylor, CMA (AAMA), SC 79
Paula Cooke, CMA (AAMA), NC 57
Jeanette Tyler, CMA (AAMA) FL 40
Paula Schubert, CMA (AAMA) IN 57
Julie Fogt, CMA (AAMA) OH 36
*Todd Lasler, CMA (AAMA) NY 98
*Casie Hamilton, CMA (AAMA) NC 58
*Michelle Van Hasland, CMA (AAMA) WI 61
Toni Coffman, CMA (AAMA) NM 55

BY LAW CHANGES:

Article VIII- Qualifications of Officers and Trustees, Section I and Section 4B

SECTION 1. The Officers of the AAMA shall be a President, a Vice President, a Secretary-Treasurer, a Speaker of the House, a Vice Speaker of the House, and the Immediate Past President.

...
SECTION 4. Additional qualifications for specific offices shall be: B. A candidate for Secretary-Treasurer shall:

1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, Continuing Education Board, or the Medical Assisting Education Review Board.

Rationale

The duties of the Secretary-Treasurer do not require any handling of AAMA monies. The term "Secretary" is more appropriate to use for this office. If adopted, all other instances of Secretary-Treasurer in the Bylaws would be changed. The Board of Trustees in Article XII Section 2A states "**SECTION 2.** The Board of Trustees shall: A. have charge of the property and financial affairs of the AAMA."

SECTION 4. Additional qualifications for specific offices shall be:

A. A candidate for Vice President shall:



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1. have been an elected member of the Board of Trustees for two complete AAMA years (an AAMA year is from annual meeting to annual meeting of the House of Delegates) or Chair of the Certifying Board, or Continuing Education Board ~~or the Medical Assisting Education Review Board~~ for two complete years;

2. have served as one of the following: President, Vice President, PresidentElect, Speaker, or Vice Speaker of a Constituent Society. B. A candidate for Secretary-Treasurer shall:

1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, or Continuing Education Board, ~~or the Medical Assisting Education Review Board~~. C. A candidate for Speaker of the House of Delegates shall:

1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, or Continuing Education Board, ~~or the Medical Assisting Education Review Board~~;

2. have served as President of a Constituent Society and attended at least two previous AAMA meetings as a Delegate.

D. A candidate for Vice Speaker of the House of Delegates shall:

1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, or Continuing Education Board, ~~or the Medical Assisting Education Review Board~~.

2. have served as President of a Constituent Society and attended at least two previous AAMA meetings as a Delegate. E. A candidate for Trustee shall:

1. have attended at least two previous AAMA meetings as a Delegate or served as Chair of the Certifying Board, or Continuing Education Board, ~~or the Medical Assisting Education Review Board~~;

2. have served as one of the following: President, Vice President, PresidentElect, Speaker or Vice Speaker of a Constituent Society;

3. have actively served for one full year on: (1) a national committee; (2) a national board (i.e., the Certifying Board, or Continuing Education Board, ~~or the Medical Assisting Education Review Board~~) or one of its committees, task forces, or strategy teams; or (3) a national task force or strategy team whose medical assistant members are appointed or approved by the Board of Trustees.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 **Rationale**

2 In early July 2022, the AAMA and MAERB issued a joint information statement explaining that
3 MAERB had sought and achieved its own legal incorporation. Therefore, the MAERB Board
4 Chair does not attend the BOT meetings providing the needed exposure to issue discussions
5 to qualify for officer candidacy. If adopted, all other instances of Secretary-Treasurer in the
6 Bylaws would be changed.

7

8 **Article VIII-Qualifications of Officers and Trustees, Section 4A**

9

10 A: A candidate for Vice President shall:

11

1. have served as an AAMA elected officer.

12

2. have been an elected member of the Board of Trustees for two complete
13 AAMA years (an AAMA year is from annual meeting to annual meeting of the
14 House of Delegates).

15

3. have served as one of the following: President, Vice President, President
16 Elect, Speaker, or Vice Speaker of a Constituent Society. B. A candidate for
17 Secretary-Treasurer shall:

18

1. have been an elected member of the Board of Trustees for two
19 complete AAMA years (an AAMA year is from annual meeting to annual
20 meeting of the House of Delegates).

21

2. have served as one of the following: President, Vice President,
22 President Elect, Speaker, or Vice Speaker of a Constituent Society. C. A
23 candidate for Speaker of the House of Delegates shall:

24

1. have been an elected member of the Board of Trustees for two
25 complete AAMA years (an AAMA year is from annual meeting to annual
26 meeting of the House of Delegates).

27

2. have served as one of the following: President, Vice President,
28 President Elect, Speaker, or Vice Speaker of a Constituent Society. D. A
29 candidate for Vice Speaker of the House of Delegates shall:

30

1. have been an elected member of the Board of Trustees for two complete
31 AAMA years (an AAMA year is from annual meeting to annual meeting of the
32 House of Delegates).



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

- 1 2. have served as one of the following: President, Vice President, President
- 2 Elect, Speaker, or Vice Speaker of a Constituent Society.

3 ***Rationale***

4 To be more consistent with all officer qualifications. The officer candidate must have full
5 knowledge of the current business of the Board of Trustees. The issues confronting the Board
6 of Trustees have become more complex and specialized, therefore the chairs of the Certifying
7 Board and Continuing Education Board would not have complete knowledge of the issues
8 facing the Board of Trustees.

9
10 **Editorial Change to add the word “and” between each qualification.**

13 **Article VIII – Qualifications of Officers and Trustees, Section 4A**

15 **SECTION 2. Qualifications.**

17 A. **ACTIVE**—An Active member shall be one of the following:

- 18 1. A credentialed medical assistant holding current status through a National
- 19 Commission for Health Certifying Agencies (NCCA)–accredited certification
- 20 program and whose credential has not been revoked as provided by the
- 21 respective credentialing body.
- 22 2. Anyone who was an Active member on Dec. 31, 1987, who has never
- 23 been a CMA (AAMA), and who has maintained continuous Active
- 24 membership. Continuous Active membership shall be defined as having dues
- 25 postmarked or submitted electronically to the AAMA Executive Office by
- 26 December 31 (the controlling time is that of sending, not that of receiving).

27 ***Rationale***

28 As the AAMA is proud to be the only organization solely representing all medical assistants,
29 and as multiple state societies allow associate members who hold other medical assistant
30 credentials to serve as officers, this will give those credentialed medical assistants the
31 opportunity to contribute to the AAMA as an active member.

32 **Article VI - Membership Section 3**

34 **SECTION 3. Privileges.**



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

AAMA Active and Life members who are CMAs (AAMA) holding current status are eligible to serve as officers and trustees. Any AAMA Active or Life member may serve as a Delegate or Committee Chair. Privileges on a Society and Chapter level will be determined by those entities respectively.

Suggested Wording

SECTION 3. Privileges:

AAMA Active and Life members who are CMAs (AAMA) holding current status are eligible to serve as national officers, trustees, and committee chairs. Any AAMA Active or Life member may serve as a Delegate, Alternate Delegate, or committee member. Privileges on a State Society and Chapter level will be determined by those entities respectively.

Rationale

This is to clarify that these privileges are for the national level only. Only CMA (AAMA) members are eligible to be candidates for the AAMA Officers, Trustees, and committee chairs.

CREDENTIALS ACCEPTED:

CMA-AAMA

RMA-AMT

CCMA-NHA

NCMA-NCCT

CMAC-AMC

IDENTIFIED BY CURRENT STATUS OF ACCREDITATION BY NCCA (National Board for Certifying Agencies)

Section 1. Certifying Board

C. An annual report shall be submitted on a date specified by the Speaker of the House.

Section 2. Continuing Education Board

C. The Continuing Education Board shall be under the authority of the Board of Trustees. An annual report shall be submitted on a date specified by the Speaker of the House

Article XVII- Publication



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Section 1. There shall be an official publication that is published regularly according to the format and frequency determined by the AAA Board of Trustees.

This Delegate attended the State Leadership Meeting. This Delegate will be serving on the AAMA Marketing Team.

This delegate thanks the membership for the opportunity to attend AAMA Conference represent the Florida Society of Medical Assistants. This Delegate thanks the members for always making sure this member was provided mic covers and respect. This Delegate did miss out on socializing with FSMA and AAMA family.

Date

To:

From:



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 14, 2023
2 To: Deniece Jozefiak, CMA (AAMA)
3 President, Florida Society of Medical Assistants
4 From: Jeanette Tyler, CMA (AAMA)
5 Delegate for Florida Society of Medical Assistants
6 RE: Delegate's Report for the 67th AAMA National Conference

7 This Delegate attended the Delegate and Alternate Orientation meeting via Zoom on
8 August 30 2023, led by Aimee Wicker, CMA (AAMA), Speaker of the House, and Sherry
9 Bogar, CMA (AAMA), Vice Speaker of the House. Guidelines were sent to and received by
10 this delegate via email prior to the meeting. Speaker Wicker and Vice Speaker Bogar
11 addressed important highlights in the guidelines and entertained questions afterward.

12 This Delegate also attended the House of Delegates Proposed Bylaws Review meeting
13 held via Zoom on September 9th, 2023, led by Claire Houghton, CMA (AAMA), Chair of the
14 Bylaws and Resolutions Committee. Each proposed bylaw change was reviewed, and
15 attendees were allowed to ask questions for clarification.

16 Listed below is this Delegate's diary of activities:

17 Thursday, September 21st: Arrived at the Hilton Orlando Lake Buena Vista. Checked
18 into room with roommate Linda Vitzthum, CMA (AAMA). Obtained registration packet and
19 badge. Attended dinner with some of the Florida delegation at Raglan Road Irish Pub at
20 Disney Springs.

21 Friday, September 22nd:

22 8:00 am--Introduced speaker for Human Trafficking Recognition and Trauma-Informed
23 Care, presented by Dr. Kellie Chapman. Served as room host and helped with question-and-
24 answer session.

25 10:15 am-- Attended The Dark Side of Education presented by K. Minchella, CMA
26 (AAMA). Served as room host and helped with question-and-answer session.

27 1:15 pm-- Attended Workplace Empathy presented by K. Minchella, CMA (AAMA).
28 Served as room host and helped with question-and-answer sessions.

29 7:00 p.m.—Attended the Welcome and Awards celebration. FSMA won the Excel
30 Award for Best Website Design. Florida attendee Paul Steele, CMA (AAMA), won a prize in
31 the 80s costume contest.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Saturday, September 23rd:

2 7:00 am—checked in at Credentials Desk

3 8:00 am—attended House of Delegates. Was nominated to be on the ballot for the
4 Nominating Committee. There were 9 names in total on the ballot.

5 10:30 am—attended Meet the Candidates

6 1:00 pm—attended Reference Committee meeting (served as member of the Reports
7 Committee)

8 5:30 pm—checked in at Credentials Desk

9 6:30pm—House of Delegates reconvened. Voting results are as follows:

10 Vice President: *Aimee Wicker, CMA (AAMA) 141 yes, 10 abstain

11 Speaker: *Sherry Bogar, CMA (AAMA) 102 yes, 49 abstain

12 Vice Speaker: *Natasha Geno, CMA (AAMA) 96 yes 7 abstain

13 Jane Seelig, CMA (AAMA) 47 yes

14 Trustees: *Candy Miller, CMA (AAMA) 98 (1 year term to complete for
15 resigned trustee Shelley Gingrich, CMA (AAMA)

16 *Aimee Quinn, CMA (AAMA) 120

17 *Shirley Sawyer, CMA (AAMA) 122

18 *Shannon Thomas, CMA (AAMA) 113

19 *Sandra Williams, CMA (AAMA) 110

20 Nominating: *Chrissy Taylor, CMA (AAMA), SC 79

21 Paula Cooke, CMA (AAMA), NC 57

22 Jeanette Tyler, CMA (AAMA) FL 40

23 Paula Schubert, CMA (AAMA) IN 57

24 Julie Fogt, CMA (AAMA) OH 36

25 *Todd Lasler, CMA (AAMA) NY 98

26 *Casie Hamilton, CMA (AAMA) NC 58

27 *Michelle Van Hasland, CMA (AAMA) WI 61

28 Toni Coffman, CMA (AAMA) NM 55

29 (* denotes winners)

30 Results of Voting on Bylaw Amendments (101 needed for two-thirds vote):

31 Amendment 23-01: Article VIII, Section 1 and Section 4B. The Reference
32 Committee recommended that this amendment be adopted. YES—138, No—10,



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Abstain—2 PASSED

Amendment 23-02: Article VIII, Section 4. The Reference Committee recommended that this amendment be adopted. YES—144, No—6, Abstain—0 PASSED

Amendment 23-03: Article VII, Section 4A. Reference Committee recommended that this amendment be adopted WITH the editorial change of the word “and” between each qualification. YES—126, No—22, Abstain—1 PASSED

Amendment 23-04: Article VI, Section 2A. The Reference Committee recommended that this amendment be adopted. YES—129, No—17, Abstain—4 PASSED

Amendment 23-05: Article VI, Section 3. The Reference Committee recommended that this amendment be adopted. YES—99, No—49, Abstain—2 DEFEATED

Amendment 23-06: Article XIII, Sections 1 and 2. The Reference Committee recommended that this amendment be adopted. YES—138, No—12 Abstain—0 PASSED

Amendment 23-07: Article XVII. The Reference Committee recommended that this amendment be adopted. YES—119, No—30, Abstain—1 PASSED

Sunday, September 24th:

10:15 am—attended Keynote Address: “The Other End of the Stethoscope” by Marcus

Engel

1:15 pm—attended the State Leaders session

6:00 pm—attended Mix and Mingle Event

7:00 pm—attended Presidents Banquet

Monday, September 25th:

8:00 am—attended education session on Morals and Ethics

10:30 am—attended education session Overcoming Social Determinants of Health

1:30 pm—attended AAMA Committees, Strategy Teams and Task Force Meeting. This Delegate is serving on the Leadership Development Task Force and Social Media Committee.

Financial Report:

Registration: \$ 400.00

Hotel/Parking: \$ 553.08

Travel: \$108.45

Per diem for meals: \$ 243.28



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 **Total:** **\$1304.81**
2 Less stipend: \$1166.66
3 Total out of pocket: \$138.21

4 This delegate thanks the membership for the opportunity to attend AAMA Conference
5 representing the Florida Society of Medical Assistants.

6
7 Respectfully submitted,

8
9
10 Jeanette Tyler, CMA (AAMA)

11
12



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: 11.11.2023

2 To: Deniece Jozefiak, CMA (AAMA), President
3 FSMA Executive Council

4 From: Mary Lou Allison, CMA-C(AAMA), Delegate

5 Re: Delegate to AAMA 67th Annual Meeting Report

6

7 The AAMA 67th Annual meeting was held at the Hilton Hotel Lake Buena Vista in Orlando Florida.. This Delegate
8 attended all meetings concerning the Business of the AAMA House of Delegates there were 151 Delegates. This
9 Delegate also attended the Orientation of the Delegates was conducted via ZOOM prior to this meeting.

10 HOD RESULTS;

11 All Reports submitted for Officers, Trustees, Committees, Teams, Task Forces and Boards were accepted and filed
12 for future reference.

13 Bylaw Amendment 23-01 regarding Article VIII Qualifications of Officers and Trustees, Sections 1&2 were Adopted.

14 Bylaw Amendment 23-02 regarding Article VIII Qualifications of Officers and Trustees was Adopted

15 Bylaw Amendment 23-03 regarding Article VIII Qualifications of Officers and Trustees Section 4A was Adopted

16 Bylaw Amendment 23-04 regarding Article VI Membership Section 2A was Adopted

17 Bylaw Amendment 23-05 regarding Article VI Membership Section 3 was Not Adopted

18 Bylaw Amendment 23-06 regarding Article XIII Boards and Councils Section 1-2 was Adopted

19 Bylaw Amendment 23-07 regarding Article XVII Publication was Adopted

20 Newly elected Officers and Trustees of AAMA are: Vice President, Aimee Wicker, CMA (AAMA), Secretary,
21 Virginia Thomas, CMA (AAMA), Speaker of the House, Sherry Bogar, CMA (AAMA), Vice Speaker of the House,
22 Natasha Geno, CMA (AAMA), Trustees, Aimee Quinn, CMA (AAMA), Shirley Sawyer, CMA (AAMA), Shannon
23 Thomas, CMA (AAMA), Sandra Williams, CMA (AAMA), Candy Miller, CMA (AAMA) (1 year term).

24 Don Balasa, JD, MBA, CEO, Legal Counsel presented information on Why the Certifying Board of the AAMA and
25 the Medical Assisting Education Review Board are Accountable to Third Parties.

26 At the State Leaders Session, information on Leadership was presented by AAMA BOT Members.

27 FSMA President and Delegate Deniece Jozefiak, CMA (AAMA) presented our donation for the Maxine Williams
28 Scholarship Fund to Past AAMA Presidents Mary Lou Allison.

29 At the President's Banquet Florida Members were thanked for their participation as Hosts of the 67th AAMA Annual
30 Meeting

31 This Delegate thanks you for the opportunity to serve the FSMA at the AAMA Annual Meeting.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 20, 2023

To: Deniece Jozefiak, CMA (AAMA)
President, Florida Society of Medical Assistants

From: Christina Sears, CMA (AAMA)
Delegate to the AAMA National Conference, FSMA

RE: 67th AAMA Annual Conference

This delegate attended the Annual FSMA April 21-23, 2023 at the Orlando, FL, at which she was selected as the 5th delegate to represent the FSMA at the AAMA National conference held at the Hilton Resort in Lake Buena Vista, FL. She would like to thank the FSMA for this opportunity.

Prior to the Conference, this Delegate attended AAMA HOD Proposed Bylaw review ZOOM Meetings on 8/24/2023 and 8/26/2023. This Delegate also attended the FSMA Pre-Conference ZOOM meeting in 9/16/2023.

During the Conference this Delegate was able to network with fellow FSMA Members as well as delegates from Iowa, Indiana, Ohio, and Maine.

On Friday, September 22, 2023, this Delegate attended the following sessions and events:

- First Timers and Student Reception- Meet the Board of Trustees and Officers of AAMA.
- Human Trafficking, Recognition and Trauma-Informed Care
- The importance of Statistics in Healthcare, where she introduced the Speaker.
- HITECH Compliance: HIPPA and MIPS
- CMA (AAMA) Knowledge Bowl
- Welcome and Awards Celebration- During this Celebration, Mary Lou Allison, CMA-C (AAMA) was awarded the Excel award for Web Development

On Saturday September 23, 2023, this delegate attended the following sessions and events.

- House of Delegates (AM Session): Keynote Speaker Donald A. Balasa, JD
- Meet the Candidates: Each Candidate seeking election to the Board of Trustees, and various Officers presented themselves to the House of Delegates for consideration.
- Reference Committee: Reports, Bylaws, and Resolutions:
Discussion was held regarding the bylaw proposed.
- House of Delegates Reconvenes (PM session):



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

New AAMA Officers, Trustees and Nominating Committee members were chosen, and presented to the House of Delegates.

Bylaws were voted on and 6 of the 7 proposed Bylaws were passed.

Passed Bylaws amendments include:

Adopted 23-01: Article VIII-Qualifications of Officers and Trustees Section 1

Adopted 23-02: Article VIII- Qualifications of Officers and Trustees Section 4B.

Adopted 23-03: Article VIII- Qualifications of Officers and Trustees Section 4A.

Adopted 23-04: Article VI- Membership, Section 2A.

Failed 23-05: Article VI- Membership, Section 3.

Adopted 23-06: Article XIII- Boards and Councils, Section 1-2

Adopted 23-07: Article XVII- Publication

On Sunday September 24, 2023, this delegate attended the following sessions and events:

- De-escalating Patient Agitation, where she introduced the speaker

- The other End of the Stethoscope- Keynote Speaker Marcus Engel

- Cultural and Linguistic Competence, where she introduced the speaker

- Mix and Mingle

- President's Banquet

On Sunday September 25, 2023, this delegate attended the following events and sessions:

- The Benefits of Music Therapy in a Medical Setting

- Muscular Sclerosis

- AAMA Committee, Strategy Teams, and Task Force Meeting:

This delegate met with the Social Meeting Committee,

She also met with the Marketing Committee.

This delegate submitted a financial report to the FSMA Treasurer, of the total cost of attending the conference (including hotel, food, registration, and travel total), and the balance due to be paid back to FMSA.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: October 22, 2023

2 Alternate delegate report.

3 To: Deniece Jozefiak, CMA (AAMA), President, Florida Society of Medical Assistants

4

5 From: Linda Vitzthum, CMA (AAMA), Secretary, Florida Society of Medical Assistants and
6 alternate delegate to the 67th AAMA National Conference

7 This alternate delegate attended the annual national conference held September 22-25 at the
8 Hilton in Lake Buena Vista, Florida and sat in the House of Delegates on Saturday, September
9 24, 2023.

10 Prior to the conference, this alternate delegate attended the AAMA HOD proposed bylaw
11 review meeting via Zoom on Saturday, August 26, 2023. This alternate also attended the
12 FSMA pre-conference meeting via Zoom on September 16, 2023.

13 During the HOD meeting, this alternate delegate answered questions regarding the Continuing
14 Education Board when directly asked to do so by Donald Balasa, CEO of the AAMA.

15 This alternate delegate attended the entire session of the House of Delegates and was
16 available in case one of the delegates was unable to attend or cast a vote.

17 This alternate delegate submitted a financial report to the FSMA treasurer regarding the total
18 cost of attending the conference.

FSMA POLICIES & PROCEDURES
Job Descriptions/Duties/Guidelines
Edited November 2023

ALL OFFICERS AND COMMITTEES MUST ADHERE TO THE FOLLOWING:

1. Uphold the tri-level compatibility of the society, AAMA, FSMA, Chapter
2. In action and deed, promote the Power of WE to assure positive outcomes supporting the Vision and Mission
3. Be familiar with FSMA Bylaws and Policies and Procedures
4. Use all sample documents on FSMA website as directed in Policies and Procedures.
5. The FSMA fiscal year begins on May 1 and ends April 30.
6. All Officers and Committees report to the Executive Council and FSMA membership. A written report from each FSMA Executive Council member is due to the FSMA President on the Call to Order deadline date.
7. Formulate a budget for your position and submit it to the Treasurer by January 1st.
8. Work within the budget allotted for your position
 - Plan and implement activities in concert within the FSMA budget.
 - Provide receipts to the Treasurer for reimbursement on a timely basis.
 - Present over-budget items to the Executive Council for possible approval.
9. All reports and files must be sent digitally to the President or Speaker (for 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.
10. Familiarize yourself with the contents of all reports on the website prior to the meetings.
11. Respond to all correspondence and e-mail votes by the deadline.
12. Following the election of new Officers and Committee appointments, all files must be transferred digitally to the successor within 10 days.

GLOSSARY – POLICY AND PROCEDURES

PRESIDENT

IMMEDIATE PAST PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER / BUDGET AND FINANCE

SPEAKER OF THE GENERAL ASSEMBLY

VICE SPEAKER OF THE GENERAL ASSEMBLY

BYLAWS / POLICY & PROCEDURES

CERTIFICATION & MEMBERSHIP

MARKETING & COMMUNITY OUTREACH

CONTINUING EDUCATION

EDUCATOR ASSEMBLY

MEETING COORDINATOR

AAMA DELEGATES AND ALTERNATES

CHAPTER REPRESENTATIVE

JUDICIAL COUNCIL

LIAISON BOARD

PRESIDENT

Purpose: To preside at all meetings of the FSMA Executive Council

Qualifications: See FSMA Bylaws

Responsibilities/Duties:

1. Preside at all Executive Council Meetings leading Executive Council in collaborative and agreed upon strategic issues, assure transparency of actions, upholds the tri-level compatibility of the society. In action and deed promote the Power of WE to assure positive outcomes supporting Vision and Mission.
2. Send a "Call to Order" (see Sample Documents) notifying the Executive Council thirty (30) days in advance of the Executive Council meeting. "Call to Order" will include:
 - Location, Date and Time of meeting
 - Deadline date for digital submission of report
3. Prepare and distribute copies of a detailed agenda (See Sample Documents) for all members of the Executive Council
4. Inform the Vice President of all issues during the year.
5. While presiding, remain neutral on controversial issues in order to allow all sides of the issue to be heard.
6. Assist the Executive Council in determining priorities within the Strategic Plan. Set goals and objectives for the year and direct activities of the organization toward their achievement.
7. Communicate with the Executive Council throughout the year.
8. Communicate with any elected or appointed Executive Council member who ceases to function for any three (3) month period. Give the member every opportunity to continue or resign.
9. Ensure committees carry out the goals, objectives, and business of the organization.
10. Appoint Committee Chairs and members, Ad-hoc Committees and Liaison Group with approval of the Executive Council.
 - Give a charge and direction to each committee.
 - Act as an ex-officio member of each committee except the Nominating Committee.

(President page 2)

- Monitor committee activities to ensure activities align with AAMA, FSMA policies and strategic plan.
 - Guide and promote efforts to ensure completion of objectives and meeting deadlines.
11. Compose a list of all officers, committee chairs, committee members and ad hoc members addresses, phone numbers (preferred numbers for use) and email address (confirm accuracy at the post GA Executive board meeting). Send the list to the web master to place on the FSMA website within 30 days.
 12. Request from Chapter Presidents a list of newly elected officers and board members of chapters, including addresses and telephone numbers (List must be sent to AAMA **by Chapter Presidents**).
 13. Ascertain if any members wish to place their name on the ballot for an AAMA officer or trustee position. Deadline is **determined by AAMA**.
 14. Respond to all correspondence.
 15. Represent FSMA by speaking to medical assisting students, Chapters of FSMA and other organizations, as time and distance allows. A representative may be designated as appropriate.
 16. Provide information to AAMA.
 17. Send a complete list of FSMA officers, ~~Chapter Presidents, Chapter Treasurers~~ and Delegates and Alternates with addresses, telephone numbers and email addresses to the AAMA office immediately following the FSMA annual meeting. (use the appropriate form supplied by AAMA).
 18. Apply to AAMA speaker's bureau for representative for the FSMA annual meeting by the AAMA deadline date (use the appropriate form supplied by AAMA).
 19. Notify AAMA with annual meeting dates and locations as soon as finalized. (use the appropriate form supplied by AAMA).
 20. Reply to all correspondence from AAMA within the specified deadlines.
 21. Instruct Bylaws Chair to forward FSMA recommendations for AAMA By-laws changes or new resolutions, to AAMA, as per instructions from the General Assembly.
 22. Ensure financial responsibility and adherence to the budget (see responsibilities/duties of the treasurer).
 23. Assist the FSMA Conference Committee in carrying out their responsibilities.

(President page 3)

24. Complete and submit reports.

- Submit a report of the President at the Executive Council Meetings by the established deadline.
- Submit an annual report to the Speaker of the General Assembly by the established deadline.

25. Provide for a smooth transition for the incoming President.

- Meet and communicate with the incoming President.
- Serve on the Executive Board as Immediate Past President.
- Serve as Parliamentarian at Executive Council meetings.
- Serve as a mentor and promote leadership within the organization.
- Serve as a resource for the President for the coming year.

26. Serve as member of Judicial Council at the end of term (Bylaw Article XVII) See P&P for Judicial Council.

ANNUAL MEETING DUTIES OF THE PRESIDENT

1. Welcome attendees to the first session of education and introduce the Education Chair who will introduce the speakers throughout the educational seminars.
2. Attend the orientation meeting of the members, alternates, pages, and tellers conducted by the Speaker of the General Assembly.
3. Preside over the General Session. Welcome attendees. Introduce the meeting coordinator.
4. Announce program changes at this time.
5. Announce the Color Guard for placement of the flag, Pledge of Allegiance, and Singing of the National Anthem.
6. Welcome the AAMA representative and invite them to address the audience.
7. Introduce the Invocator.
8. Introduce the Vice President who will welcome attendees.
9. Inform the Speaker of the General Assembly that it is time to start the General Assembly.
10. Introduce the AAMA speaker at the morning session.
11. Open and welcome everyone to the Celebration Luncheon. Introduce the Invocator.
12. After lunch, introduce the Certification Chair who will preside over the remainder of the luncheon. At the end of the ceremony, make announcements that might need to be made.
13. Arrive at the Executive Council meeting beforehand to assist the new President.

(President page 4)

DATE/TIMETABLE

POST FSMA CONFERENCE MEETING (APRIL OR MAY)

1. Prepare the agenda (see Sample Documents) for the first meeting serving as President.
2. Distribute prepared packets (Executive Council Members may download information from P&P on website) with the agenda to the Executive Council members.
3. Request approval for the committee chairs and respective members from the Executive Council prior to introducing the Committee Chairs.
4. Preside at the meeting and make announcements.
5. Send the list of Delegates and Alternates to AAMA immediately after the close of the Annual Meeting (form provided by AAMA).
6. Remind members of the deadline of ~~June 1~~ **July 1**, to apply for Excel Awards each year at National Conference by AAMA. Excel Award guidelines on AAMA website.
7. Remind members to send in their information to AAMA by ~~June 1~~ **August 1**, if they have an interest in volunteering for a committee at the National Level. Volunteer forms are available on AAMA website.

JUNE-AUGUST

1. Focus on the goals set and contact the Executive Council members to offer support and encouragement.
2. Send a "Call to Order" (See Sample Documents) 30 days prior to the Fall Executive Council Meeting.
3. Prepare the Agenda (see Sample Documents) for the Fall Executive Council Meeting
4. Invite FSMA Liaison to all conferences.

SEPTEMBER-OCTOBER (National Conference)

1. Hotel, registration, & meal expenses for the AAMA representative will be covered by the FSMA. Transportation to/from airport via airport shuttle if available will be conveyed to the AAMA representative otherwise FSMA president will make other arrangements.
2. Preside over Executive Council meeting. Discuss issues included in the House of Delegates Reports for the AAMA. Assure copies are distributed of all incoming and outgoing FSMA correspondence (~~postal mail &~~ **text or email**).
3. ~~Bring Delegates/Alternate Credential Cards (which are necessary for entrance to AAMA House of Delegates) to the annual conference. Obtain signatures and distribute to Delegates/Alternates.~~
NOTE: If unable to attend forward Delegate/Alternate Credential Cards immediately to First Delegate. **Delete – policy changed – new info below**
If 1st Delegate is unable to attend, 2nd Delegate assumes their responsibilities. If an FSMA Alternate needs to be changed to Delegate they must notify the AAMA Credentials Desk.

(President page 5)

4. Arrange for an online meeting open to all FSMA members prior to the conference and chair a meeting of all FSMA members present at the AAMA annual meeting to discuss proposed By-laws changes, resolutions, candidates for office and other organization business. Meeting to take place after the reference committee and meeting AAMA candidates. Time and place (after reference committee meetings) may be published in the AAMA Conference Daily News or posted on the information board.
- ~~4. — Order flowers for the State President and any other FSMA dignitary running for a national office. Usually AAMA will provide a florist name and opportunity to order. Check the AAMA Conference Daily News for information. — Delete~~
- ~~5. — Present flowers to the FSMA President and any other dignitaries at the Presidents inaugural dinner. — Delete~~
- ~~5 Schedule time to have State picture taken. / order pictures for FSMA historian book. Information regarding the photographer will be published in the AAMA conference daily news.~~
- 6 Request/encourage FSMA delegates and alternates:
 - Attend Board of Trustees meetings and special meetings of AAMA. (All AAMA BOT meetings are open to all members).
 - Attend the President/Vice President **Leadership** Session, if you wish to do so, appropriate and/or if the President and Vice President are not present.
 - ~~Attend the Excel Award function (First Delegate or Second Delegate) will receive any awards presented to the FSMA. Delete replace with below~~
 - **First or Second Delegate to attend the Excel Award Ceremony if the FSMA President is not in attendance to receive any awards presented to FSMA.**
 - Attend the First Timers session if appropriate.
6. Apply to AAMA speaker's bureau for representative for the FSMA annual meeting by October 31. (AAMA usually provides a form)
7. Prepare agenda for Fall Conference.
8. Present an overall report of AAMA National Conference and House of Delegates at Fall Conference or next FSMA conference.
9. Congratulate Florida members ~~upon~~ **for** any achievements obtained during the AAMA annual meeting.

(President page 6)

NOVEMBER-JANUARY

Items above may be required if Fall Conference is during these months **or if**
a Winter Conference or board meeting is held.

Stay in touch with committees and executive officers.

FEBRUARY- APRIL

1. Assist the Vice President when necessary.
2. Send "Call to Order" for the Annual pre-conference Executive Council meeting.
3. Prepare the agenda for the Annual pre-conference meeting.
4. Invite liaison to annual meetings.
5. Assure copy is sent to the web master.

ONGOING

1. Stay in touch with committees and officers.
2. Respond to all AAMA Correspondence
3. Share all AAMA Correspondence with the Executive Council

TRANSITION

1. Meet with the Meeting Coordinator and Education Chair to finalize preparations for the annual conference.
2. Assist the Vice President, when necessary.
3. Send "Call to Order" for the Annual pre-conference Executive Council meeting.
4. Prepare the agenda for the Annual pre-conference meeting.
5. Assure copy is sent to the web master.

IMMEDIATE PAST PRESIDENT

Purpose: Serve as member of the Executive Council

Responsibilities/Duties:

1. Serve as resource to the President when requested.
2. Serve as Parliamentarian at the request of the President.
3. Serve on nominating committee or chair when Vice President is unable.
4. Serve on Judiciary Council as chair.

VICE PRESIDENT / NOMINATING COMMITTEE (see duties below)

Purpose: To prepare for assuming the duties of the office of President. Serve as Chair of the Nominating Committee.

Responsibilities/Duties:

1. Assume the duties of the President in the absence of the President.
2. Serve as Nominating Committee Chair.
3. Request potential candidates and committee chairs sign a *Consent To Serve Form* (see *Sample Documents*) and submit said form with their resume.
4. Prepare the slate of nominees:
 - a. There should be at least one or more names for each elected position.
 - b. ~~The~~ **A** majority of the committee members should approve the individual names on the slate.
 - c. Send slate to the Speaker of House **General Assembly** by date designated by the speaker
 - d. Verify names on the slate and those nominated from the floor against the current membership list. (AAMA Membership dues must be paid by Dec 31 See FSMA bylaw)
 - e. Provide materials necessary for the election at the General Assembly.
 1. Prepare ballots (See Sample Documents).
 2. Be ready to update the ballots with those names nominated from the floor.
 3. Have ballot boxes available for voting (Teller may provide ballot boxes).
5. With outgoing president, plan and organize the Installation Ceremony:
 - a. A rehearsal for Installation of Officers should be held afternoon of installation.
 - b. Choose an installing officer and select installation script (see sample installations)
 - Purchase a gift for the outgoing President to be presented at the Installation Banquet.
 - Provide theme and coordinated props for the Installation of Officers
 - c. Make preparations for newly elected officers and for appointments to Standing Committees for the term of President.
 - a. Solicit potential Chairs and members for each of the Standing Committees prior to Installation (nominating chair may assist)
 - b. Prepare packets (job descriptions may be download by each member) for the Officers and Chairs, including:
 - c. Schedule of events
 - d. Name, address, telephone numbers, email addresses for all officers, chairs, and chapter presidents (posted on FSMA website).
 - e. List of duties, charge of committee, strategic plan governing the position, directions, priorities, and published information from AAMA (distribute this information at the Post Conference Executive Council Meeting).

Purpose: Nominating Committee (Vice President or Past President Chair)

Responsibilities/Duties: To solicit a slate of qualified nominees for the Executive Council to the General Assembly.

Number of Members: Chair Vice President, Past President, and the President from each chapter of FSMA.

Reports to: FSMA President and Executive Council.

Qualifications: Active/~~associate~~ member

Responsibilities / Duties:

- The Nominating Committee shall consist of the Vice President or Past President as Chair and members shall consist of the President or representative from each chapter of FSMA.
- This committee shall be responsible for soliciting and presenting names for the slate of nominees. There should be at least one or more names for each elected position on the ballot. This committee shall examine and determine the eligibility of each nominee for office. ~~The~~ A majority of the committee members should approve the individual names for each office on the slate.
- The names and qualifications for candidates meeting eligibility requirements shall be sent to the President of each component chapter and the Executive Council at least sixty (60) days prior to the Annual Meeting of the FSMA.
- This committee shall meet via email or phone to discuss the proposed slate of names. Names of qualified nominees may be obtained through Chapter Presidents, individual FSMA members or individuals may approach a member or Chair of this committee.
- A potential candidate must sign a Consent To Serve Form (see Sample Documents) and submit their resume to the Chair.
- The Chair shall verify the names on the slate as well as those nominated from the floor during the General Assembly as being eligible.
- The Chair shall present a proposed slate to the Communications Chair 60 days prior to the General Assembly.
- The Chair shall prepare the ballots (see Sample Documents) and update the ballots with the names nominated from the floor during the General Assembly as well as prepare a ballot box for voting (teller may prepare the ballot boxes)

SECRETARY

Purpose: To maintain the recordings (minutes) of the FSMA Executive Council and send to the President via email within 30 days of the respective meeting.

Responsibilities/Duties:

1. Ensure the presence of the following materials at all FSMA meetings:
 - AAMA and FSMA By-laws.
 - Previous minutes.
 - List of ~~Executive Council Members~~ **FSMA Officers**, Committee ~~Members~~ **Chairs**, Chapter ~~Representatives~~ **Presidents**
 - List of unfinished business.
 - Voice Recorder
3. Call for any Proxy forms (see Sample Documents)
4. Take the roll call of the ~~Executive Council Members~~ **FSMA Officers**, Committee ~~Members~~ **Chairs**, Chapter ~~Representatives~~ **Presidents** (listed on agenda)

Include the following in the content of the minutes:

- Name of Organization
- Type of Meeting (Executive Council, etc.)
- Date, time and place of meeting
- Name of person making the main motion
- Show the motion was seconded (no name required)
- Show action taken on motions
- ~~Executive Council~~ **FSMA Officer** Reports
- Committee Reports
- Chapter Reports
- Unfinished Business
- New Business
- AAMA Business
- Announcements
- Time of adjournment
- Signature, credential, and title only

Transfer voice recorder to successor within ten days of the annual meeting.

TREASURER / BUDGET & FINANCE

Purpose: The Treasurer is an officer of the FSMA and responsible for the fiscal integrity and maintenance of the association's funds.

The treasurer shall be knowledgeable of computer accounting software and online banking with bill pay.

Responsibilities/Duties:

1. Be responsible for all funds and securities of FSMA
2. Be bonded by name and position
3. Shall see to the deposit of ALL Income for FSMA.
4. Use Online Banking and Online Bill Pay through the FSMA Bank accounts. The FSMA President and Treasurer shall have the Passwords and information needed to access the accounts online. Bank Debit Card will be in the custody of the Treasurer and used for hotel bills and any purchases authorized by the Executive Council. If checks must be printed, information must be provided to the treasurer so online banking check writing can be used. All disbursements from the FSMA financial accounts **MUST** be budgeted or approved by the Executive Council. Documentation for disbursements must be digitally sent to the Treasurer where it will be placed in the FSMA computer file. Monthly Bank Statements will be placed in the computer file maintained by the Treasurer.
5. Send checks to AAMA Delegates & Alternates prior to the AAMA Annual Meeting. AAMA Delegates and Alternates shall certify to the Treasurer that any budgeted funds received were spent in full. Any funds not spent will be returned to FSMA.
6. In May file IRS Form 990-N (e-Postcard) electronically. Keep this accepted form in the FSMA Computer file maintained by the Treasurer.
7. Current Financial Statements can be viewed by FSMA Executive Council members at any time.
8. Maintain the Excel Budget spreadsheet and edit as desired by the Executive Council. Present an updated budget for the new fiscal year to the Executive Council by using the existing Excel Spreadsheet.
9. Following the election of officers, the Treasurer will provide the new Treasurer and the President with the current Passwords to access the Online Accounts. At that time the new President and the new Treasurer will go online to the Bank Website and Change the Passwords.

SPEAKER OF THE GENERAL ASSEMBLY

Purpose: Shall be responsible for presiding at all sessions of the General Assembly at the Annual Meeting

Responsibilities/Duties:

1. Be familiar with FSMA Bylaws. Function as defined in FSMA Bylaws Article VII.
2. Shall appoint and fill vacancies of the following appointments:
 - a. Reference Committee
 - b. Credentials Committee
 - c. Minutes Committee
 - d. Pages
 - e. Sergeant-at-Arms
 - f. Chair of the Tellers
 - g. Timekeeper
 - h. Parliamentarian
5. Minutes' Committee shall record all proceedings (see Sample Documents) during the GENERAL ASSEMBLY and transcribe them following the meeting. A copy shall be emailed to the Speaker and Vice Speaker prior to being distributed to the Members. The final copy of the Minutes shall be emailed thirty (30) days following the Annual Meeting to the Speaker of the General Assembly. The final copy of the General Assembly Minutes will be posted on the FSMA web-site. Executive Council shall be notified when they are posted. General Assembly minutes will be voted on at the Fall Executive Council meeting.
6. Instruct and oversee the activities of the Reference Committee, Credentials Committee, Chair of the Tellers, Minutes Committee, Pages, Sergeant-at-Arms, Timekeeper and other committees, which may become necessary.
7. Emergency Resolutions shall be submitted to the Speaker of the General Assembly by noon on the day preceding the opening of the GENERAL ASSEMBLY.
8. Arrange and present an orientation meeting for the Members prior to the meeting of the General Assembly.
9. Prepare an agenda (See Sample Documents) for the General Assembly.
10. Prepare General Assembly Packet (See Sample Documents).
11. This shall include:
 - a. Name of organization, date, time, place of meeting (front page)
 - b. Table of Contents – number pages
 - c. A Guide to Members
 - d. Duties of Reference/Resolution Committees
 - e. Convention Rules
 - f. General Information

(Speaker of General Assembly page 2)

- g. Preliminary Agenda
 - h. ~~Executive Council Reports~~ **FSMA Officers Reports**
 - i. Reports of Committee Chair
 - j. Reports of Chapter Presidents
 - k. Budget (for information only – not to be enacted upon)
 - l. Current FSMA Bylaws and Standing Rules
 - m. Proposed Resolutions
 - n. Proposed Bylaw Changes
 - o. Proposed Ballot
12. The General Assembly reports will be available on the FSMA web-site to the members thirty (30) prior to the opening of the General Assembly.

VICE SPEAKER OF THE GENERAL ASSEMBLY

Purpose: Shall be responsible for assisting the Speaker of the General Assembly during the General Assembly at the Annual Meeting

Responsibilities/Duties:

1. Assist the Speaker of the General Assembly throughout the year and at the Annual Meeting.
2. Shall succeed to the office of Speaker of the General Assembly for the balance of the term of office in the event of a vacancy.
3. Instruct and oversee the activities of the Bylaws Reference Committee and Resolutions Reference Committee during the Annual Meeting.
4. Instruct and oversee the activities of the Pages, Timekeeper, Sergeant-at-Arms, Chair of the Tellers, Credentials Committee, Minutes' Committee and other such committees as necessary at the request of, or in the absence of, the Speaker.
5. Arrange for an Honor Guard for the Presentation of Colors and the recitation of the Pledge of Allegiance and for a singer of the National Anthem. **add**
6. Shall be familiar with the FSMA and AAMA Bylaws.

BYLAWS / POLICY & PROCEDURES

Purpose: Maintain Bylaws and Policy & Procedures documents

Responsibilities/Duties:

1. Update and maintain accurate copies of the Bylaws and Policy & Procedures documents and Standing Rules.
2. Send newest version to the Web Master.
3. Perform editorial changes to the Bylaws when AAMA HOD makes changes to membership qualifications.
4. Provide Chapters with any AAMA/FSMA Bylaws Changes and direct them to update their bylaws and send the newest version to the bylaws chair.
5. Provide new chapters with sample Bylaws.
6. Provide Web Master with copies of all Chapter Bylaws.

CERTIFICATION & MEMBERSHIP

Purpose: To lead the organization's efforts to increase membership and promote the CMA(AAMA)

Responsibilities/Duties:

1. Utilize AAMA Membership materials to provide information on organizing new chapters and to maintain membership
2. Encourage new and maintain current membership by:
 - Monitor chapter.
 - Report to the Executive Council if any chapter falls below five members
 - Assist Communication Chair in all endeavors to reach chapter members
3. Provide the President and Executive Council with a membership count at each FSMA meeting.
4. Work closely with the marketing and community outreach chair and Educators Forum Chair. All work needs to be correlated together to prevent duplicate work and duplicate financial efforts.
5. Work with Marketing and Community Outreach, but do not duplicate, to obtain the non-renewing membership and new CMA list from AAMA with information to contact these members via Constant Contact with a reminder to renew.
6. AAMA will provide a complete roster whenever requested. Work in conjunction with, but do not duplicate, Marketing and Community Outreach to ensure AAMA and chapter location information is correct.
7. AAMA will provide this information for chartering a new chapter containing:
 - Blank printed charter
 - Sample Bylaws
 - Sample of petition to charter
 - Dues remittance forms
 - Printed instructions for organizing and chartering a chapter
8. Set up a table at all educational seminars with information and brochures regarding AAMA, certification, and recertification. Encourage non-members to join AAMA.
9. Each month the membership/certification chair should advise the local chapter President or Membership Chairs via constant contact that there is an updated list of new members, newly credentialed and recertified members. Chapters should contact their new members, newly credentialed and recertified member.

10. Present award certificates to Chapters at the FSMA Annual Convention:

- Have shown the greatest increase in active members
- Have the largest number of student members
- Have shown the greatest increase in student members
- Have the largest number of members attending the convention.

11. Recognize members that have:

- Newly credentialed
- Recertified in the previous year.

MARKETING & COMMUNITY OUTREACH

Purpose: To promote the FSMA, CMA (AAMA) and other medical assisting credentials in Florida through social media, the community, healthcare providers, educational institutions and healthcare related entities. Provide resources, continuing education and professional development opportunities for members and non-member credentialed medical assistants. Engage the Florida Society in activities to provide assistance to the community related to public health and education. Provide service to the membership with social media and web maintenance. Subcommittee Chair to include Web Master and appointees for coordination of Facebook. Constant Contact.

Responsibilities/Duties:

1. Knowledge of FSMA Bylaws, Policies and Procedures, FL Practice Act, healthcare regulations, business practice.
2. Communicate the knowledge of FSMA philosophies/policies to media and other available resources.
3. Obtain prior approval from the Executive Officers for any mass communications and/or representation to external businesses or institutions.
4. Assist with the Strategic Plan.
5. Promote Medical Assistants Week.
6. Assist incoming Marketing and Community Out Reach Committee Chair with a smooth transition as needed.
7. Act as an informational resource for the Chapter Marketing and Community Outreach Committees.
8. Collaborates with Florida Society Membership Chair to update Constant Contact with names of new members, new CMAs, etc.
9. Maintain the Facebook, Constant Contact, and tech media methods of communication.
10. Assist FSMA Web Master maintenance and report Executive Council communications thru fsmaonline.org
11. Present in a timely fashion Agenda Request Forms to launch campaigns and encourage ideas and support from Executive Council.
12. Create and distribute campaigns through Constant Contact at the request of the Executive Council Officers.
13. Act as liaison between State Society and Programs/Students, assist Chapters with continued, good working relationships with ALL accredited/non accredited programs in Chapter geographic area.
14. Act as liaison for large multi facility employers between FSMA, Chapters, medical assisting professionals and school programs to promote FSMA as the voice of medical assisting in the state of Florida.

(Marketing & Community Outreach page 2)

15. Assist with covenants of collaboration on specific approved projects with professional societies, other disciplines, mid-level providers, and medical assisting organizations.

16. Team with other committees on special projects.

CONTINUING EDUCATION

Purpose: Provide diversified continuing education opportunities for medical assistants that meet the AAMA criteria for CEU approval.

Responsibilities/Duties:

1. Assist Community Outreach and the FSMA Web Master to explore alternative methods of presenting CEU's through distance learning, teleconferences, Internet, e-News, **online meetings**, and the FSMA website.
2. Develop the Program Agenda (See Sample Documents) for Fall, **Winter**, and Annual Conference. **Fall and Winter Conferences will be coordinated by two co-chair chapters (online). Continuing Education Chair or co-chair of Fall and Winter Conference may host the conference. Annual Conference will be held in-person and centrally located.**
3. Coordinate with speakers to obtain their CV, topic, and description of their talk.
4. Coordinate with speakers their audio-visual needs, **in person or online**, and convey this information to the Meeting Coordinator **and/or online coordinator**.
5. **Electronically** submit education topics and speakers to AAMA for CEU approval.
6. Determine the program format of the educational events, including time of registration, breaks between sessions, lunch hour, and time of conclusion. Report this information to the Meeting Coordinator and Marketing/Community Outreach Committee.
7. Consult with Meeting Coordinator when preparing education agenda and provide final agenda to Meeting Coordinator at least **8-12 10-12** weeks prior to meetings.
8. Develop agenda that contains:
 - For in-person only: Registration desk open times, breaks, luncheon.
 - Time of the Executive Council meeting (determined by the President).
 - Speakers' names and credentials.
 - How many AAMA CEUs with designation of A,C, or G.
 - For online only: President or designated Committee member will set up online meeting.
9. **Prepare registration form for online and in person FSMA seminars go to the FSMA website – click on Documents and then on CEU Submittal Form:**
 - **Under Chapter Name type FSMA**
 - **The Registration Chair, Education Chair, or Meeting Coordinator may use their name and information**
 - **Event/Topic title: Fall, Winter, or Annual Conference**
 - **Date of Event**
 - **Event Start and End Time**

- Registration Deadline
 - Type of Meeting – in person, Zoom, or virtual
 - For online meeting insert link
 - If you checked in person enter name, address, phone # of hotel
 - Fees: for in person list fee for members, non-members, students, cost of extra meals
 - Fees: online list fees if any apply
 - # of CEUs offered
 - List Topics, Objectives, and Speaker info*--: For in person meeting copy/paste Education agenda into that space. For online meeting enter information on speaker, topic, and objectives – if multiple speakers copy/past agenda.
10. **Continuing Education Chair is co-chair to Meeting Coordinator:**
- Prepare ~~registration form~~ **agenda** and e-mail to the Meeting Coordinator at least ~~8-12~~ **10-12** weeks prior to the meeting.
 - **Provide folders with an agenda, evaluation form, and CEU checklist. Documents available on FSMA website. (for in person meetings only)**
 - Staff the registration desk at the times stated in the agenda.
 - Maintain a complete list of all paid registrants. Provide stick on name tags.
 - Provide a list of nonmembers to the Marketing and Community Outreach Chair.
11. Work closely with the Meeting Coordinator to ~~assure~~ **ensure** adequate space for educational activities **and/or online meeting set-up. Access registration list on Zoom for list of current attendees.**
12. **Email** certificates of attendance to attendees requesting them. Form on FSMA website under Documents.
13. Submit attendee CEUs to AAMA to be added to member transcripts.
14. Communicate with the Treasurer regarding the need for checks for speaker's stipend. (Form available on the FSMA website)

EDUCATOR ASSEMBLY

Purpose: Plan a format for Educator idea sharing

Responsibilities/Duties:

2. Be available for Educator idea sharing at meetings.
3. Report to the Executive Council any changes within the educational facilities and requirements by the State of Florida.

MEETING COORDINATOR

Purpose: Coordinate all FSMA meetings

Responsibilities/Duties:

1. Shall be responsible for surveying the site(s) of hotels (or delegating) for the FSMA meetings and ascertaining that the meeting room space is adequate.
2. Shall be responsible for getting price quotes for hotel rooms, parking, meals, use of meeting rooms and rental of Audio-Visual equipment and all applicable taxes etc.
3. Shall submit the hotel information to the Executive Council no less than 1, preferably 2 years prior to the meeting dates. (Kim Zukoski Vice President Global Accounts, HPN Global kzukoski@hpnglobal.com is the contact to local hotels in the area requested)
4. Shall be responsible for advising the hotel of the number of persons attending each meeting for room arrangements and meals. and reservation of sleeping rooms.
5. Submit to the hotel, specific audio-visual aids needed by the speakers. This information is obtained from the Education, Registration, and any other committees or officers with programs on the agenda.
6. Responsible for all meeting room arrangements with the hotel and obtaining a secure area for the Exhibitors.
7. Work with the FSMA President on choices of menus for each meal and maintain close contact with the hotel regarding menus, service and other information.
8. Work with the Education Committee, Speaker of the General Assembly and Registration Co Chair for room set-up needs that will be submitted to the hotel.
9. Submit to the Meeting Coordinator at the hotel, the determined accommodations required for attendees at corporate rate, meeting rooms, complimentary rooms for **President/ Vice President**, and AAMA representative (paid with FSMA credit card).
10. Advise AAMA, and FSMA Marketing and Community Outreach Chair and Web Master of dates, times, and place of the FSMA meetings. Notify the AAMA representative of the meeting dates, time, and location of the conference and provide transportation to and from the airport, if needed. (**President may choose to do this.**)
11. Provide meeting information, throughout the year, to the Marketing Community Outreach Chair.

12. Work with Ways and Means to contact all chapters, encouraging them to donate funds to the raffle to be held at the Annual Meeting. Winning ticket numbers will be drawn by the Ways and Means Chair on Saturday after education. One (1) free registration to the following year's Annual Convention will be obtained for the drawing **raffle item**. ~~David Knight Student Registrations will be provided as raffle items.~~ **A drawing will be held for the David Knight Memorial Award. Only MA students attending the FSMA Annual Conference are eligible for this drawing.**
13. EXHIBITORS: Contact prospective exhibitors asking them to participate in the convention either by presenting their products or sponsoring an activity financially. An acceptable fee for exhibit space is \$100. Send signed contracts and payment to the FSMA Treasurer. Inform the exhibitors of the time, date, and place of the event. Notify **Hotel** Meeting Coordinator of the number of exhibitors and any special needs.
14. Shall determine registration fees (**includes all cost, meals, etc.**) and deadlines for registration and hotel. Provide hotel booking link and hotel name, address, phone number to the Continuing Education Chair. **Students will only be charged for meals. Non-member fee will be double that of members.**

AAMA DELEGATES AND ALTERNATES

Purpose: Represent FSMA at the AAMA Annual House of Delegates

Qualifications: See FSMA Bylaws Article ~~XIV~~ **XIII** Section 2, C D E **and G.**

Responsibilities/Duties of the First Delegate (determined by the votes at the GA. First Delegate may be awarded to the President by the First Delegate):

1. Communicate with the delegates and alternates prior to the conference via email, ~~mail~~ or phone.
2. Obtain from the Speaker the Rank order of the elections (1st, 2nd, 3rd delegate, etc.). Important if alternate is required to fill in for delegate.
3. Notify all Florida members attending the conference and schedule a ~~caucus~~ **meeting at the AAMA Conference**. The best time to schedule the caucus is after the reference committees meet and prior to voting.

Responsibilities/Duties of All Delegates:

4. Delegates and Alternates will attend all sessions of the House of Delegates including reference committees and introduction of candidates.
5. Delegates and Alternates will attend the training session for all Delegates and Alternates
6. Delegates and Alternates will develop a comprehensive report to be sent digitally to the FSMA President for inclusion in the reports of the next Executive Council meeting.
7. Delegates and Alternates MUST give up their position as soon as they realize they cannot fulfill the duties listed above and return the monies provided as soon as possible to the FSMA treasurer. Notify the FSMA President and first Delegate as soon as possible if this occurs. Arrangements will be made by the first delegate to determine progression.
8. Delegates and Alternates must remember their commitment is to represent FSMA. You may attend any session that does not conflict with your duties as a delegate or alternate. Keep this in mind before you submit your name for nomination as a delegate or alternate.
9. AAMA Delegates and Alternates shall certify to the Treasurer that any budgeted funds received were spent in full. Any funds not spent will be returned to FSMA.
10. Delegates and Alternates must prepare a report (only referring to the business of AAMA) to the President within 30 days of the House of Delegates

Delegate Responsibility to the FSMA

Delegates should be familiar with the FSMA and AAMA Bylaws (available online at www.fsmaonline.org and www.aama-ntl.org).

CHAPTER REPRESENTATIVE PRESIDENT

Purpose: The Chapter Representative President serves as a liaison between the chapter and the Executive Council.

Qualifications: The Chapter Representative should be the Chapter President when possible (not mandatory). The chapter representative shall be an active member.

Number of Members: There will be one member of each active chapter that will serve as the Chapter Representative on the Executive Council.

Reports to: FSMA President and Executive Council.

Responsibilities/Duties: The Chapter Representative President should:

1. Encourage chapter members to become active in the state organization.
2. Contact new chapter members periodically (information may be found on AAMA website).
3. Contact and congratulate newly credentialed and recertified medical assistants via constant contact or other means of communication (information may be found on AAMA website).
4. Distribute FSMA Executive Council information to the members of the chapter.
5. Attend all FSMA Executive Council meetings throughout the year.
6. In the event that the Chapter Representative President is unable to attend, make certain a proxy letter (see Sample Documents) is presented and secure a member from your chapter to serve as proxy at the Executive Council Meeting. Send proxy form (available under sample documents on the website) to the President and Secretary prior to the executive meeting.
7. The Chapter representative President will serve on the FSMA Nominating Committee.
8. Answer correspondence in a timely manner.
9. Notify AAMA (complete form provided on website under sample documents) immediately after chapter elections.
10. The Chapter President is responsible for informing FSMA and AAMA when there are any changes made to their respective chapter officers and shall notify the FSMA president and Communications Chair immediately.

JUDICIAL COUNCIL

(Advisory Council to the Executive Board/nonvoting member)

Purpose: Incorporate a body of experienced past Presidents as a resource for the executive board in reviewing matters or controversies arising related in the interpretation among the executive board members as provided in the Bylaws and Code of Ethics of the FSMA.

Qualifications: Number of Members: The Judicial Council shall consist of three Past President of the FSMA whose membership is active.

Annually, with approval of the Executive Council, the President shall appoint the most immediate Past President to serve for a term of three years. This member serves as chair.

No member shall serve more than two terms, but a member appointed to serve an unexpired term shall not be regarded as having served a term unless serving three or more years.

Reports to: Executive Council upon the call of the Chair; consultation by mail, phone or electronic means shall be permitted among members of the Council provided the rights of the appellant are not prejudiced.

Responsibilities/Duties: The Judicial Council should:

Have jurisdiction in all questions involving:

1. Membership as provided in the Bylaws
2. Controversies arising in the interpretation of these Bylaws
3. The code of Ethics of the FSMA
4. Submit report to the Executive council when necessary and an annual report to the General Assembly.

LIAISON BOARD

(Liaison Board/nonvoting members)

Purpose: Incorporate a body of experienced professionals as a resource for the executive board.

Qualifications: Number of Members: The Liaison Board shall consist of Professionals that may consist of PA's, ARNP's, physicians or MGMA board members.

Reports to: Executive Council

Responsibilities/Duties:

1. Be available for medical assisting practice and trends via phone or email and serve as a resource for the medical assisting profession.
2. Share information on the importance of medical assistant credentialing in continuing education among practicing medical assistants and colleagues, if convenient attend local and state medical assisting conferences and serve as guest speakers at local and state medical assisting conferences.
3. Submit report to the Executive council when necessary and an annual report to the General Assembly.