

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 Council 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.

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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.

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- 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, FSMA Committee Chairs, 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.

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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 (Bylaws 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.

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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 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 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. Ensure copies are distributed of all incoming and outgoing FSMA correspondence (text or email).
3. 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.
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.

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5. Schedule time to have State picture taken.
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 Leadership Session, if appropriate and/or if the President and Vice President are not present.
 - 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.
7. Apply to AAMA speaker's bureau for representative for the FSMA annual meeting by October 31. (AAMA usually provides a form.)
8. Prepare agenda for Fall Conference.
9. Present an overall report of AAMA National Conference and House of Delegates at Fall Conference or next FSMA conference.
10. Congratulate Florida members for any achievements obtained during the AAMA annual meeting.

NOVEMBER-JANUARY

Items above may be required if Fall Conference is during these months or if any 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 and ensure copy is sent to the web master.
4. Invite liaison to annual meetings.

ONGOING

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

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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 and ensure 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. A majority of the committee members should approve the individual names on the slate.
 - c. Send slate to the Speaker of 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).

(Vice President/Nominating Page 2)

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 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. 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 FSMA Officers, Committee Chairs, Chapter Presidents
 - List of unfinished business.
 - Voice Recorder
3. Call for any Proxy forms (see Sample Documents)
4. Take the roll call of the FSMA Officers, Committee Chairs, Chapter 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
- 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. FSMA Officers Reports
 - i. Reports of Committee Chairs
 - 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 website 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.
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.

(Certification/Membership page 2)

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). 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 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

(Continuing Education page 2)

- Registration Deadline
 - Type of Meeting – in person, Zoom, or virtual
 - For Zoom or 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
 - Under 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. **REGISTRATION Co Chair (may be Continuing Education Chair) to Meeting Coordinator:**
- Prepare agenda and e-mail to the Meeting Coordinator at least 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-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. Electronically 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

- Be available for Educator idea sharing at meetings.
- 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 Zykoski; 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. 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 be charged for meals only. 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 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 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 meeting at the AAMA Conference. The best time to schedule the meeting is after the reference committees meet and prior to voting.

Responsibilities/Duties of All Delegates:

1. Delegates and Alternates will attend all sessions of the House of Delegates including reference committees and introduction of candidates.
2. Delegates and Alternates will attend the training session for all Delegates and Alternates
3. 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.
4. 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.
5. 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.
6. 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.
7. 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 PRESIDENT

Purpose: The Chapter 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 Executive Council.

Responsibilities/Duties: The Chapter President should:

- a. Encourage chapter members to become active in the state organization.
- b. Contact new chapter members periodically (information may be found on AAMA website).
- c. Contact and congratulate newly credentialed and recertified medical assistants via constant contact or other means of communication (information may be found on AAMA website).
- d. Distribute FSMA Executive Council information to the members of the chapter.
- e. Attend all FSMA Executive Council meetings throughout the year.
- f. In the event that the Chapter-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.
- g. The Chapter President will serve on the FSMA Nominating Committee.
- h. Answer correspondence in a timely manner.
- i. Notify AAMA (complete form provided on website under sample documents) immediately after chapter elections.
- j. 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.