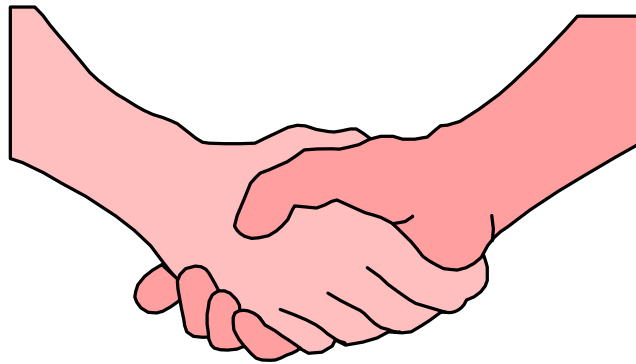


American Association  
of  
Medical Assistants  
(AAMA)



AAMA Representatives  
Bureau Information

## PREFACE

This document has been developed to give state societies information on how to request a representative from the AAMA Representatives Bureau.

Each year, the information is updated to reflect current criteria in the selection of a representative from the AAMA Representatives Bureau and the financial responsibilities of the state societies. The manual also gives helpful information in hosting a national representative and a checklist to follow in requesting, selection and hosting processes.

If there is other information you wish to be included in this document, please send your request to the current AAMA Vice President or to the Executive Office.

All documents for the AAMA have been developed in accordance with policies established by the AAMA Board of Trustees/Endowment. Any discrepancies in policy statements inconsistent with current policies should be brought to the attention of the AAMA Executive Office and the Board of Trustees. The AAMA Board of Trustees/Endowment will make the final decision on discrepancies. Affiliated state societies and chapters of AAMA have permission to duplicate this manual for their needs.

## COMPOSITION OF REPRESENTATIVES BUREAU

The AAMA Representative Bureau is composed of the President, Vice President, Secretary-Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, and the seven Trustees.

### HOW ASSIGNMENTS ARE MADE:

1. The President of AAMA will send a letter to state society presidents around September or October of each year asking them to indicate whether the state society will be requesting an AAMA representative at its state society meeting the following year. AAMA Representative Request Forms also may be given out at the pre- or postconvention Advisory Council for Presidents and Presidents-Elect.

**The deadline for submitting requests to the Executive Office is October 31.** Any late request will be assigned on an available-only basis.

2. The Vice President will send a letter to all state society presidents **by November 15**, listing the state societies which have requested a representative. If a state society wishing a representative is *not* on this list, the state society may request a representative *immediately* by telephone with a written request following.

NOTE: NO telephone calls will be made by the Vice President to a state society asking if it wishes to have an AAMA representative attend its annual meeting.

3. Members of the AAMA Representatives Bureau are requested to submit a list of their unavailable weekends from February to June. The Vice President will match AAMA Representatives Bureau member's available weekends with requests from state societies. The Vice President will make every effort to distribute assignments evenly *unless* specific requests have been made. The President oversees this process.
4. By **December 15**, the Vice President will send letters to the state societies informing them of the representatives who have been assigned to their societies. Contact information will be included, so that the state societies can follow up directly with the representatives.

### EXPENSES:

AAMA will pay the full travel expenses for the representative. The state society will pay for the hotel room, meals, registration, and other expenses.

Exception: There have been increased requests for a representative from the Representatives Bureau to attend regional/leadership meetings.

If the state society hosting the regional/leadership meeting does not request a Representatives Bureau member for its annual meeting, the society may request an AAMA representative to its Regional/Leadership Meeting instead. In this case, AAMA will pay the full travel expenses with the hosting society paying additional expenses (hotel room, registration, food etc.)

However, if a request to attend a Regional Meeting/Leadership Conference is made and the hosting state society *also* has requested a representative from the Representatives Bureau to its annual meeting, the state society will be responsible for all expenses of the representative.

## **PROTOCOL WHEN HOSTING AN AAMA REPRESENTATIVE**

The purpose of the Representatives Bureau is networking. It gives an opportunity to allow national leaders to meet and communicate with society members.

Every representative of AAMA should be knowledgeable to answer all of your questions regarding the association or association policy; however, if questions arise which she or he cannot answer, the representative will refer your questions to the proper individual, department, or board.

As soon as the state society is notified with the name of its representative, it is important to send the representative information about your annual meeting and site. Use the checklist provided in this document, to ensure that all necessary information is exchanged.

When the representative has arrived on-site, welcome him or her as you would a guest in your own home. Remember the individual is a visiting dignitary representing AAMA and should be shown all due respect and courtesy.

Allow the representative enough time to mingle with the members so he or she may share any concerns and/or make suggestions about issues affecting them as AAMA members. The AAMA Representative is a vital communications link between constituent state societies and AAMA. Many members do not have the opportunity to attend national meetings; therefore, it is extremely important that these members are provided the opportunity to convey their thoughts to a AAMA national representative.

## **CHECKLIST FOR AAMA REPRESENTATIVES BUREAU**

1. REQUEST REPRESENTATIVE BY OCTOBER 31 DEADLINE
  - Request a AAMA Representatives Bureau member with no preference.
  - Request a *specific* member of the AAMA Representatives Bureau.
  - Send AAMA the date, time and place of our annual meeting site.
  - Receive notification from AAMA with the name of the representative assigned to the state society meeting.
  
2. COMMUNICATING WITH THE REPRESENTATIVE
  - Send a letter to the Representatives Bureau member:
    - Dates, times, site of the annual meeting.
    - Most convenient airport and/or transportation to the meeting city.
    - Agenda of function(s) requiring the AAMA Representative's participation.
      - Networking session with AAMA Representative.
      - Installation, if desired.
      - Invocation or other function: Identify: \_\_\_\_\_
    - Usual climate for the area during the meeting dates. Recommended items to bring, such as umbrellas or boots for snow.
    - Suggested wearing apparel.
      - For business meetings.
      - For installation.
      - Other functions.
    - Name and address of the contact person for communication prior to the annual meeting.
  - Send a follow-up letter after hotel and other arrangements have been made:
    - Confirm hotel reservations with name, address, and telephone number of hotel.
    - Give the name and telephone number of the person who will meet the representative at the airport, or give transportation instructions to the hotel.
    - Send meeting agenda, date and time for the AAMA Networking Session, delegates packet, state society bylaws and any other special information.
  
3. AAMA REPRESENTATIVES BUREAU MEMBER WILL SEND TO YOU:
  - Flight or travel plans with arrival and departure times.
  - Any special needs or requests such as overhead projector, screen, microphone, room set up, etc.
  
4. STATE SOCIETY WILL COMPLETE THE FOLLOWING:
  - Reserve a room at the annual meeting hotel site for the representative.
  - Arrange to have the representative picked up at the airport or determine transportation to the hotel/meeting site.
  - Arrange for time of departure, transportation to the airport, etc.
  - Assign a society member to coordinate on-site activities for the representative and as escort to all functions.
  - Arrange time, room, and participants for the AAMA Networking Session.

# AAMA REPRESENTATIVES BUREAU REQUEST FORM

The AAMA Representatives Bureau is comprised of the Board of Trustees. Every effort will be made to comply with special requests. Requests for representatives must be received no later than **October 31**.

State Society: \_\_\_\_\_ Date of Annual Meeting: \_\_\_\_\_

Meeting Location:

Hotel/Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

State Society President:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work): \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Convention Chair: \_\_\_\_\_ City/State: \_\_\_\_\_

Bureau Request:

- No specific representative (Society will accept any available representative)
- Specific Request # 1 \_\_\_\_\_
- Specific Request # 2 \_\_\_\_\_
- Specific Request # 3 \_\_\_\_\_
- Bureau Representative NOT Requested

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(This form **must** be signed by the State Society President)

Return this to: Kathy Langley, CMP, by e-mail to: [klangley@aama-ntl.org](mailto:klangley@aama-ntl.org)  
or fax to 312/899-1259  
or mail to AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606

**Important note:** Even if you are not requesting a Representative, you must fill out this form completely and submit it to AAMA by December 31 for your state to receive a listing in CMA Today. After December 31, all updates will be posted to the AAMA website.

**ACTION TAKEN**

DATE REQUEST RECEIVED: \_\_\_\_\_

DATE ASSIGNEE VERIFIED: \_\_\_\_\_

DATE STATE NOTIFIED: \_\_\_\_\_

REPRESENTATIVE ASSIGNED: \_\_\_\_\_