

AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS

**Volunteer Leadership
Position Descriptions**

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PREFACE

The purpose of this document is to give a potential candidate and/or potential appointee for national leadership position information on the following:

- Expenses to be reimbursed by AAMA
- Rooming policy for Board of Trustees members and Education Boards at official functions requiring attendance
- Description of each leadership position by qualifications, term, duties, and estimated time commitment

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/Endowment. The AAMA Board of Trustees/Endowment will make the final decision on discrepancies in policies or procedures in accordance with current standards. The AAMA Board of Trustees/Endowment apologizes for any inconvenience this may cause.

INITIALISMS

<u>Initials</u>	<u>Description</u>
AAMA	American Association of Medical Assistants
AAMAE	American Association of Medical Assistants Endowment
AAPC	American Academy of Professional Coders
AAMT	American Association for Medical Transcription
ABHES	Accrediting Bureau of Health Education Schools
ACCSCCT	Accrediting Commission of Career Schools and Colleges of Technology
ACICS	Accrediting Council for Independent Colleges and Schools
ADA	American Dental Association
ADAA	American Dental Assistants Association
AFC	Association Forum of Chicago and
AHIMA	American Health Information Management Association
AICS	Association of Independent Colleges and Schools
AMA	American Medical Association
AMT	American Medical Technologists
ASAE	American Society of Association Executives
ASMT	American Society of Medical Technologists
BOT	Board of Trustees
CAAHEP	Committee on Accreditation of Allied Health Education Programs
CAUR	Council on Accreditation and Unit Recognition
CB	Certifying Board (AAMA)
CCETF	Conference CE Session Task Force
CEB	Continuing Education Board (AAMA)
CEU	Continuing Education Unit
CMA (AAMA)	Certified Medical Assistant
CMA-A (AAMA)	Certified Medical Assistant - Administrative
CMA-C (AAMA)	Certified Medical Assistant - Clinical
CMA-P (AAMA)	Certified Medical Assistant - Pediatric
CPC	AAPC-Certified Professional Coder
DOE	United States Department of Education
FSMB	Federation of State Medical Boards
HPN	Health Professions Network
JRC	Joint Review Committee
LEAP	Leaders in Education and Practice
MAERB	Medical Assisting Education Review Board (AAMA Endowment)
MAW	Medical Assisting Week
MSC	Management Steering Committee
MWSC	Maxine Williams Scholarship Committee
NACCLS	National Accrediting Commission of Clinical Laboratory Schools
NBME	National Board of Medical Examiners
NCSBN	National Council of State Boards of Nursing
NCCA	National Commission for Certifying Agencies
NOCA	National Organization for Competency Assurance
PMTF	Practice Managers Task Force
RMA	AMT Registered Medical Assistant
SACS	Southern Association of Colleges and Schools
SIM	Strategic Issues Management
SOPP	Society of Past Presidents
TFTC	Task Force for Test Construction
TPO	Terminal Performance Objective
VLPD	Volunteer Leadership Position Descriptions
WACS	Western Association of Colleges and Schools

GENERAL INFORMATION ON EXPENSE REIMBURSEMENT

Potential candidates or potential appointees to national leadership roles need to have information on reimbursable expenses before making a commitment. The following information is provided to interested individuals who want more information prior to making a commitment to run for office, be appointed to an educational board as Chair or member, or volunteer to serve on a strategy team, task force, or committee.

The following information is applicable to BOT members, Education Board members, and other volunteer leaders who may incur expenses in performing AAMA functions.

Expenses incurred while traveling to and from an official meeting or function are reimbursed after the traveler completes an AAMA Travel Expense Voucher. These must be attached to the expense voucher. Prepayment of expenses will be made, upon request and with verification upon completion of an AAMA Travel Expense Voucher. (When the Vice Chair of an Education Board will become Chair at the Annual Conference, she or he will be expected to attend the pre- and post-HOD BOT meeting. Expenses to conference will be reimbursed at the same rate as the BOT. No expenses shall be reimbursed for Vice Chairs continuing in their positions.)

Travel Expenses: Air, bus and train fares are reimbursable. Volunteer leaders are strongly encouraged to take advantage of any discount fares available. Reimbursement is based on coach fare for all air travel. If travel is by automobile, reimbursement will be based on the current IRS travel allowance or the least expensive air fare—whichever is less. Toll fees and parking charges are also reimbursable.

If you request a travel advance for a meeting, return any unused funds, including airfare, to the AAMA within 30 days after the conclusion of the meeting. In the event of cancellation, if funds/airfare cannot be transferred to another approved event, they must be returned within 30 days.

Committees, Task Forces, and Strategy Teams usually do not require travel, but are reimbursed for miscellaneous expenses.

Airport Shuttle: Airport shuttle service from the airport to the hotel and return is reimbursable with a receipt.

Hotel/Motel Rooms: If the meeting is an official function, the room charge will be charged to the master bill for AAMA. If the traveler is required to pay for the rooming charge, AAMA will reimburse. BOT members and Education Board members are assigned rooms by the Chair of the respective boards. A rooming policy is included in the *Board of Trustees Policies and Procedures Manual*.

Per Diem (meals): Up to \$50 per day will be reimbursed for actual meal expenses (including tips), or will be advanced upon request. Itemized receipts (not credit card statements) must be included. All reimbursements in excess of actual payments must be returned to the AAMA within 30 days of the meeting. (For example: If the board member requests \$150 per diem, but spends only \$125, then \$25 must be refunded to the association.) AAMA will not reimburse purchases of alcoholic beverages.

If meals are provided during a meeting, such as a working lunch, \$10.00/meal is deducted from the per diem allowance for that day.

Gratuities (Tips): Reasonable gratuities are reimbursed.

Miscellaneous Expenses: Miscellaneous expenses include such items as postage, telephone, photocopying, etc., related to Association business. In order to receive reimbursement for these expenses, a Miscellaneous Expense Voucher must be submitted within 30 days. Receipts are required.

ROOMING POLICIES FOR BOT MEMBERS

BOT and Education Board members are expected to share rooms with one other volunteer when attending meetings. If a board member wishes to room alone, or with a friend or spouse, special accommodations may be requested. Special arrangements must be requested as far in advance as possible.

AAMA will pay half the double room rate for BOT members, Education Board members, and other authorized volunteers attending official functions of the association. If someone chooses to stay in a single room, he or she must pay the difference. If someone rooms with a person other than another volunteer leader (such as a family member), AAMA will pay only for the volunteer leader's portion of the room. If there is an "odd person out" due to the request for single rooms, AAMA will pay for the room of that individual in full. However, if three or more choose to share a room, each individual will be reimbursed only for that individual's share of the room.

If a nonsmoker wishes not to room with a smoker, such a request will be considered when assigning shared rooms. Efforts will be made to assign shared rooms to individuals who smoke. If smoker becomes the "odd person out" because of requests for single rooms, AAMA will pay for her or his room in full.

COMMITTEES

DESCRIPTION

The President, the BOT, or the House of Delegates creates committees necessary to carry on the work of AAMA. Their composition is determined by their prescribed function.

COMMITTEE MEMBERS

QUALIFICATIONS

Committees shall consist of members in good standing. (Special circumstances may require the appointment of non-AAMA members.) Members are appointed by the President and approved by the BOT.

TERM

The term for committee members is one year unless otherwise stated.

DUTIES

- Members of the committees perform duties within the specified time frames as outlined by the Chair.
- Members must read information sent by the Chair and answer correspondence promptly. Correspondence must be copied to the MSC and staff liaison. Correspondence sent outside the committee shall first receive approval from the MSC.
- Members must complete assignments within the scheduled time and report promptly to the Chair.
- If a member is unable to carry out responsibilities or plans to be away from home or office for more than ten days, the committee Chair and MSC shall be notified.
- If a member is unable to fulfill assigned duties on an ongoing basis, a resignation should be sent to the Chair, with copies to the MSC.

TIME COMMITMENT

- Time commitments will vary with particular committee duties but may average 10-50 hours per year.
- Work on committees is generally done at home through correspondence or other forms of telecommunication. Special committees may require travel time.

COMMITTEE CHAIRS

QUALIFICATIONS

The committee Chairs are members of the BOT and are appointed by the President with approval by the BOT.

DUTIES

- Review the duties for the committee to which appointment is made. These duties can be found in the current strategic plan as well as from specific instructions given by the BOT.
- Maintain close communication with the staff liaison and copy correspondence to the liaison.
- Maintain contact with committee members regarding assigned duties and deadlines.
- Prepare line-numbered, written reports for BOT meetings, with approval from all committee members. Send copies to the MSC, the staff liaison, and Director of Board Services.
- Prepare a report from the committee for the Delegates Packet. The report should receive approval from all committee members. Submit the report to the Speaker of the House by the deadline the Speaker has set and send copies to the Vice Speaker, the staff liaison, and the Director of Board Services.
- Honor all deadlines set by the BOT and maintain regular contact with committee members.
- Answer correspondence promptly.

- Send all files to the successor at the conclusion of the term.
- Recommend removal of any committee member who is not fulfilling his or her duties. Attempts should first be made to work with the committee member to encourage fulfillment of duties. The President or MSC should be kept informed about committee member(s) not fulfilling his or her responsibilities.
- All committee files containing correspondence, reports, etc., are the property of AAMA and are sent to the successor within 30 days following the annual meeting. Committee materials may be destroyed, upon approval of the MSC, after three years, unless they are pertinent to the continuity of the work.

TIME COMMITMENT

Time commitments will vary with committee assignments but may average 50-75 hours per year.

MAXINE WILLIAMS SCHOLARSHIP COMMITTEE

DESCRIPTION

The Maxine Williams Scholarship Committee is a committee of the AAMA Endowment—a corporation separate from the American Association of Medical Assistants. The purpose of the Maxine Williams Scholarship Committee is to award scholarships to worthy medical assisting students currently attending CAAHEP accredited medical assisting programs.

COMPOSITION

The Maxine Williams Scholarship Committee consists of the Vice President, who serves as Chair, the Secretary-Treasurer, and one member of the Endowment (Immediate Past President).

DUTIES

- Chair and members review the scholarship applications of eligible medical assisting students (staff liaison sends copies of applications, documentation, and evaluation form). A maximum of five \$1000 scholarships may be awarded each fiscal year (upon consultation with the Executive Director).
- Chair reviews application and criteria for selection as needed.
- Members submit completed evaluation form and the Chair tabulates them.
- Chair reports selected recipients to the Endowment members.

TIME COMMITMENT

Time commitments depend on the number of applications but averages 7-10 hours per year.

NOMINATING COMMITTEE

QUALIFICATIONS

Members of the Nominating Committee must be elected members in good standing, with no two members from any one state society serving on the committee.

TERM

The term of office is one year, following election by ballot at the annual meeting of the House of Delegates.

DUTIES

- Solicit, screen, and present a slate of nominees for office and trusteeship in accordance with Article IX of the Bylaws.
- Review the qualifications in accordance with AAMA Bylaws and determine the eligibility of nominees whose applications were submitted postmarked by April 1.
- Complete and return approval forms to the Chair for all nominees prior to the designated deadline.

- Review qualifications and determine the eligibility of any member(s) nominated from the floor during the House of Delegates.
- Notify the Chair (no later than two weeks prior) if unable to attend the Annual Conference and House of Delegates. Travel expenses for Nominating Committee members are *not* reimbursable by AAMA.
- Give correspondence prompt attention.
- Notify the Chair as soon as possible if unable to fulfill an assignment within the allotted time. Notify the Chair of illness or other factors precluding the completion of a committee member's duties.

TIME COMMITMENT

- Depends on the number of candidate forms to be reviewed but generally requires 5-10 hours.
- If in attendance at the Annual Conference, additional time might be required. (Travel expenses are *not* reimbursable by AAMA.)

NOMINATING COMMITTEE CHAIR

QUALIFICATIONS

The Nominating Committee Chair is, as a matter of AAMA Bylaws, the Immediate Past President.

TERM

The term of office is one year.

DUTIES

- Work with the committee members and staff liaison to coordinate activities and ensure task completion.
- Prepare a time line according to deadlines set by the President at the post-HOD meeting, write each member welcoming them to the committee, and send a copy of the time line (prior to November 15).
- Approve the memo provided by the staff liaison to be forwarded to state Presidents and Presidents-Elect regarding nominations, qualifications, etc.
- Send a letter to members identified by the AAMA Representatives Bureau as potential leaders, if any, encouraging them to run for office and/or trusteeship or to volunteer to serve on a committee or team.
- Prepare a report for the Winter BOT meeting, with approval from all committee members, and submit it to the MSC and the Executive Office.
- Approve a nomination reminder memo (provided by the staff liaison) prior to March 1, to be sent to state Presidents and Presidents-Elect regarding the nomination deadline.
- Review and update the Nomination Evaluation form, if needed, prior to submission to the Nominating Committee for evaluation of nominees' qualifications.
- Verify membership and certification status of nominees with the Executive Office prior to April 15.
- Send nomination forms, resumes and nominee approval forms for each candidate to the committee members prior to April 20, with a return response requested within ten days.
- Review nominee approval forms submitted by committee members and notify nominees of their approval or disapproval by May 10. Include "Guidelines for Officer and Trustee Candidates."
- Submit a report containing the slate of officers to the MSC, prior to May 15, with a copy to the staff liaison and the Director of Board Services, for inclusion in the June BOT meeting agenda book.
- Send names and qualifications of candidates to the AAMA Executive Office to be printed in an issue of the AAMA official publication, the deadline for which is set by the Director of Communications.
- Prepare letter for state mailing, requesting that questions for the "Meet the Candidates" session at the Annual Conference be submitted to the Chair in advance.
- Submit a report to the Speaker of the House for inclusion in the Delegates Packet. Copy the Vice Speaker, staff liaison, and Director of Board Services.

- Send a letter of appreciation to each member of the committee prior to the Annual Conference.
- Present the slate of candidates to the delegates at the Annual Conference.

TIME COMMITMENT

- Approximately 15 hours on committee work.

STRATEGY TEAMS

DESCRIPTION

The President, the BOT, or the House of Delegates creates strategy teams necessary to carry on the work of AAMA. Their composition is determined by their prescribed function.

STRATEGY TEAM MEMBERS

QUALIFICATIONS

Strategy teams consist of AAMA members in good standing. Members are appointed by the President and approved by the BOT.

TERM

The term for strategy team members is one year.

DUTIES

- Members of the strategy teams perform duties within the specified time frames as outlined by the Manager.
- Members must read information sent by the Manager and answer correspondence promptly. Correspondence must be copied to the MSC and staff liaison. Correspondence sent outside the committee must first receive approval from the MSC.
- Members must complete assignments within the scheduled time and report promptly to the Manager.
- If a member is unable to carry out responsibilities or plans to be away from home or office for more than ten days, the Manager and MSC must be notified.
- If a member is unable to fulfill assigned duties on an ongoing basis, a resignation should be sent to the Manager, with copies to the MSC.

TIME COMMITMENT

This will vary with particular strategy team duties but averages 25-75 hours per year.

STRATEGY TEAM MANAGERS

QUALIFICATIONS FOR POSITION

Strategy team managers are members of the BOT and are appointed by the President with approval of the BOT.

DUTIES

- Review the duties for the strategy team to which appointment is made. These duties can be found in the current strategic plan as well as from specific instructions given by the BOT.
- Maintain close communication with the staff liaison and copy correspondence to the liaison.
- Maintain contact with team members regarding assigned duties and deadlines.
- Submit written reports for each BOT meeting. The report should receive approval from all of the team members. Copies should be sent to the staff liaison and the Director of Board Services.

- Meet all deadlines set by the BOT.
- Monitor completion of assignments by team members.
- Answer correspondence promptly.
- Submit a report of the team activities to the Speaker of the House for the Delegates Packet. Copy the Vice Speaker, the staff liaison, and the Director of Board Services. The report should receive approval from all of the team members.
- Send all files to the successor at the conclusion of the term.

TIME COMMITMENT

This will vary with particular strategy team assignments but averages 40-100 hours per year.

EDITORIAL ADVISORY COMMITTEE

QUALIFICATIONS

A member of the Editorial Advisory Committee must be an active member, a CMA (AAMA) holding current status, and have at least five years of experience as a practicing medical assistant and/or practicing educator.

TERM OF APPOINTMENT

Editorial Advisory Committee members are appointed to a term of one year.

DUTIES

- Suggest topic ideas and interviewees for *CMA Today*.
- Review articles for pertinence to medical assisting professionals.

TIME COMMITMENT

This averages 10-20 hours per year.

CERTIFYING BOARD

DESCRIPTION

The Certifying Board is responsible for the execution and achievement of the goals and principles of the Certification/Recertification program which includes the preparation, administration, and evaluation of the AAMA Certification/Recertification Examination. The Certifying Board certifies and recertifies successful candidates as set forth in the Standing Rules of the Certifying Board.

DUTIES

- Promote certification/recertification to medical assistants, educators, students, physicians and other allied health professionals.
- Work with other AAMA boards, strategy teams, committees, and task forces to enhance the overall image and status of medical assistants.
- Identify and appoint candidates to the TFTC and develop policies and procedures that direct the certification/recertification process.
- Investigate and give recommendations to improve technology and accessibility of the certification/recertification process.

CERTIFYING BOARD MEMBERS

QUALIFICATIONS

A candidate for the Certifying Board must be:

- A practicing medical assistant candidate for a practitioner position
 - A CMA (AAMA), holding current status, currently as a medical assistant.
 - A graduate of a CAAHEP or ABHES-accredited medical assistant program and/or have completed at least one year of post-secondary education.
- A candidate for the educator position must be:
 - A medical assisting educator that is a CMA (AAMA), holding current status, with a minimum of two years' experience in a CAAHEP-accredited program.
 - Currently teaching in a CAAHEP or ABHES-accredited medical assisting program.
- A candidate for the physician position must be:
 - Currently practice medicine.
 - Board Certified in his or her specialty.
- A candidate for public member position must represent the direct and indirect users of CMA (AAMA) skills and services.

Preference is given to those Certifying Board candidates who have completed a minimum of two years' experience as item writers on the Task Force for Test Construction. Any applicant for the Certifying Board must demonstrate effective oral and written communication skills.

TERM

Certifying Board members are appointed for a term of two years and may serve up to six years on the board.

DUTIES

- Abide by the official policies and procedures of the CB, maintaining complete confidentiality regarding all board proceedings.
- Commit to maintaining and promoting a high-level certification program for medical assistants and promote certification and recertification at the local, state, and national AAMA levels.
- Offer input and be familiar with the CB strategic plan. Be familiar with all documents of the Certifying Board and make recommendations having a positive impact on certification and recertification.
- Serve on committees assigned by the Chair. Research and complete assignments in a timely manner.
- Review proposed agenda materials prior to meetings and be prepared to discuss agenda items and make recommendations. (The entire CB is responsible for the recommendations and decisions of this board.)
- Be familiar with Certification/Recertification application forms and requirements, attend all meetings, and participate in conference calls.
- Review and make objective recommendations regarding any applicant petition for exceptions to the Certification and Recertification examination policy.

TIME COMMITMENT

- Assignments will vary with each member but are estimated to require approximately 150-200 hours annually. Reviewing used items requires an additional 24-30 hours.
- Attend two meetings annually (approximately eight days, Thursdays to Sundays).

CERTIFYING BOARD CHAIR

QUALIFICATIONS

The Chair of the Certifying Board shall be a CMA (AAMA) holding current status elected by and from the membership of the Certifying Board.

TERM

The term of appointment is two years and shall not exceed two consecutive terms.

DUTIES

- Preside at all meetings of the CB.
- Appoint committees and Chairs subject to approval of the CB.
- Represent the CB to the other Education Boards, the BOT, and the AAMA House of Delegates.
- Serve as liaison between the CB and the TFTC.
- Attend BOT meetings, including those held during the Annual Conference.

TIME COMMITMENT

- This averages 20-30 hours monthly but may require more at certain times.
- Approximately 20-25 days of travel time may be required (which includes total time away from home).
- Attend two CB meetings (eight days), Task Force for Test Construction and Item Writers' Workshop (four days), two BOT meetings (four days in Winter and four days in Summer, including travel), and five days of the Annual Conference (if retiring from the board) or seven days (if continuing on the board). Attendance at the Fall BOT Planning Session is optional, but will be 2-3 days.

CERTIFYING BOARD VICE CHAIRS

QUALIFICATIONS

The First and Second Vice Chairs of the Certifying Board shall be CMAs (AAMA) holding current status elected by and from the membership of the Certifying Board.

TERM

The term of appointment is one year and is eligible for reelection, but the Vice Chair shall not automatically succeed to the position of Chair.

DUTIES

- Preside at meetings should the Chair not be in attendance or should the office of Chair become vacant between elections.
- Be familiar with the overall operations of the Certifying Board.
- Assist the Chair when called upon to do so.

TIME COMMITMENT

- This averages 10-20 hours monthly but may be more when preparing prior to deadlines.
- Attend two meetings annually (approximately eight days, Thursdays to Sundays).
- If the First or Second Vice Chair is slated to become Chair of the Certifying Board at the close of the Annual Conference, they are required to attend the BOT meetings at the Annual Conference. If the Chair is unable to attend a BOT meeting, the First Vice Chair may be asked to attend.

TASK FORCE FOR TEST CONSTRUCTION

DESCRIPTION

The Task Force for Test Construction is responsible for writing and reviewing items contained in the pool used for the AAMA Certification/Recertification Examination. This Task Force works with the National Board of Medical Examiners in the examination development process.

QUALIFICATIONS

A candidate for the Task Force must be:

- A practicing medical assistant candidate for a practitioner position
 - A CMA (AAMA) holding current status.
 - Currently practicing as a medical assistant.
 - A graduate of a CAAHEP or ABHES accredited medical assistant program and/or have completed at least one year of post-secondary education.
- A candidate for the educator position must be:
 - A CMA (AAMA) holding current status.
 - A medical assisting educator with a minimum of two years' experience.
 - Currently employed in a CAAHEP accredited program.
- A candidate for the physician position must be:
 - Currently practicing medicine or teaching in an accredited medical school.
 - Hold current and active unrestricted license to practice medicine in the state of practice.

In addition:

- Members of the Task Force must have demonstrated interest and ability in item writing and must agree to maintain strict security of AAMA/NBME materials in their possession.
- Members must have access to current medical assisting reference materials, professional journals, etc.

TERM

Members of the TFTC are appointed by the Certifying Board for a period of three-years, January 1-December 31 (subject to the yearly reviews by the CB Chair, TFTC Chair, and the TFTC Vice-Chair in conjunction with NBME designated staff).

DUTIES

- Prepare an assigned number of items, usually 25-45, in the accepted formats and in designated subject areas of the *Content Outline* and returns the items to NBME by specified deadlines.
- Review and make recommendations on the new items, numbering 500-550, and review used item drafts as assigned by the Certifying Board, Task Force Chair and NBME staff.
- Attend an item-writing workshop at NBME in Philadelphia as deemed necessary by the Certifying Board/NBME.

TIME COMMITMENT

- The estimated required time for the item-writing assignment is 40-80 hours.
- Task Force members must be available for a minimum of one three-day meeting at NBME in Philadelphia (usually in early November) and, if necessary, a maximum of five additional days annually.

CONTINUING EDUCATION BOARD

DESCRIPTION

The Continuing Education Board is responsible for administering a complete continuing education program for AAMA and functions under the authority of the BOT. The board consists of six to eight AAMA members, holding current status, including practicing medical assistants and educators. Members appointed to the CEB should have a strong interest in education and be committed to the role of education in the professional advancement of the medical assistant.

DUTIES

- Develop, plan and implement continuing education programs offered at AAMA Annual Conferences and workshops.
- Evaluate continuing education programs to determine eligibility for CEU approval.
- Support and train local chapter and state society program planners.
- Develop, administer, and oversee self-study programs.
- Determine equivalency between AAMA CEU credit and credit awarded by other organizations and institutions.
- Oversee the Conference CE Session Task Force, the Practice Managers Task Force, and the Leaders in Education and Practice Task Force.
- Review continuing education appeals.
- Define written guidelines for internal use.

CONTINUING EDUCATION BOARD MEMBERS

QUALIFICATIONS

A practitioner member of the CEB must be:

- A CMA (AAMA), holding current status
 - An active member of AAMA
 - Currently or previously have been a practicing medical assistant for a minimum of five years.
- An educator member of the CEB must be:
 - A CMA (AAMA), holding current status
 - Currently or recently have been engaged in teaching or directing educational programs for medical assistants.

In addition:

- Each CEB member must have served as an officer on the local and/or state level or otherwise have demonstrated professional interest and leadership potential.
- Members shall have served as Education Chair on the local and/or state level or have served in a similar educational capacity and shall have served as program planner for a minimum of three programs approved for AAMA CEU credit.

TERM

Following recommendation by the CEB, the BOT appoints members of this board for a term of two years. Members may be eligible for reappointment, not to exceed a total of three consecutive terms unless completing a term as Chair. No member is eligible to serve for more than seven consecutive years including terms as Chair and Vice Chair.

DUTIES

- Develop educational materials and programs to enhance the professional growth and development of practicing medical assistants.
- Determine continuing education policy (in some cases subject to approval by the BOT).
- Participate in all activities of the CEB including assigned task forces and necessary special committees.
- Review materials and correspondence, return comments promptly, complete project assignments, and prepare for and attend all meetings of the CEB.

TIME COMMITMENT

- This averages 20 hours per month
- Attend two meetings of the CEB annually (approximately eight days, Thursdays to Sundays).

CONTINUING EDUCATION BOARD CHAIR

QUALIFICATIONS

The CEB recommends one of its members to the BOT approves for appointment as Vice Chair. The candidate for this appointment is selected by ballot of CEB members.

TERM

The Chair is appointed to a term of two years and shall not be appointed for more than two consecutive terms. Term on CEB not to exceed seven years including terms as Chair and Vice Chair. The Chair shall take office immediately following the AAMA Annual Conference.

DUTIES

- Responsible for all activities of the CEB including overseeing the work of project teams. Duties include weekly communication with the Director of Continuing Education concerning the status of the Continuing Education Department and of the CEB with a view toward mutual concerns, problems, and solutions.
- Prepare reports for the BOT meetings and a report for the Delegates Packet. Copy BOT reports to the staff liaison and Director of Board Services. Send a Delegates Packet report to the Speaker of the House and copy it to Vice Speaker and Director of Board Services.
- Preside over the meetings of the CEB.
- Assign projects for completion and final review by CEB.
- Maintain adherence to the Strategic Plan.
- Read correspondence received, respond as indicated in accordance with CEB policy and CEB members' approval, review the budget for the CEB, and prepare agendas for CEB meetings in consultation with the Director of Continuing Education.
- Attend BOT meetings—Winter, Summer, and at the Annual Conference.

TIME COMMITMENT

- This averages 16-30 hours monthly but may be more at certain times.
- Approximately 17-20 days of travel are required.
- Attend two meetings of the CEB annually (eight days), the Winter and Summer BOT meetings (four days in Winter and four days in Summer, including travel), and Annual Conference (five days if retiring from this board, or seven days if continuing on this board). Attendance at the Fall BOT Planning Session is optional, but is 2-3 days.

CONTINUING EDUCATION BOARD VICE CHAIR

QUALIFICATIONS

The CEB recommends one of its members to the BOT approves for appointment as Vice Chair. The candidate for this appointment is selected by ballot of CEB members.

TERM

The Vice Chair is appointed for a term of two years and shall not be appointed for more than two consecutive terms. Term on the CEB is not to exceed seven years including terms as Chair and Vice Chair.

DUTIES

- Provide support for the Chair and the Chair's duties
- Serve as an advisor to the Chair for reports, meetings, and projects.
- Serve as Chair *pro tem* in the absence of the Chair at CEB meetings.

TIME COMMITMENT

- Attend two meetings of the CEB each year (eight days per year, Thursdays to Sundays)
- If the Vice Chair is slated to become Chair of this board at the close of the Annual Conference, he or she will be required to attend the BOT meetings at the Annual Conference.

CONFERENCE CE SESSIONS TASK FORCE

QUALIFICATIONS

Members of this task force shall be CMAs (AAMA), holding current status. Members shall have been employed in the profession of medical assisting within the last five years and/or educators in CAAHEP or ABHES accredited educational programs for medical assistants within the last five years. The CEB makes recommendations to the BOT for appointments.

TERM

Members are appointed by the BOT for one year and are eligible for reappointment. The term of service shall not exceed six consecutive years.

DUTIES

- Actively participate on CCETF.
- Respond to all communications from the Chair in a timely manner.
- Research and develop topics for education sessions at the Annual Conference.
- Submit topics with objectives, descriptions, and possible speakers to the Chair by the designated deadline.
- Develop and submit continuing education session descriptions for publication by the Chair's deadline.
- Actively work with the CCETF Chair to seek out financial support and/or donations, under the guidelines approved by the BOT.
- Contact the Chair immediately if unable to complete the term of appointment.

TIME COMMITMENT

15 hours between March and July annually.

CONFERENCE CE SESSIONS TASK FORCE CHAIR

QUALIFICATIONS

The Chair is a current member of the CEB and the appointment is approved by the BOT. The CEB makes recommendations to the BOT for appointment.

TERM

The term of appointment is one year and is eligible for reappointment. The term of service shall not exceed six consecutive years.

DUTIES

- Communicate with task force members to establish the scope of work and assign specific duties to each. Establish completion dates for each assignment and maintain regular communication with all members.
- Work with task force members to develop CE session descriptions for publication. Descriptions will be approved by the CEB and submitted to the Executive Office by the designated deadline for the conference in question.
- Submit a written report on the activities of the CCETF to the CEB Chair prior to each CEB meeting. Submit a progress report at the request of the CEB Chair.
- Copy all correspondence to the CEB Chair and vice Chair.
- Notify the CEB if members become nonproductive and should be removed.
- Work with the CEB to select volunteer members for the CCETF.
- Attend two CEB meetings in Chicago each year (eight days in total, including travel days).

LEADERS IN EDUCATION AND PRACTICE TASK FORCE

QUALIFICATIONS

Members of LEAP shall be CMAs (AAMA), holding current status. Members shall have been employed as educators and/or practitioners within the last five years with specific expertise in medical assisting education. The CEB makes recommendations to the BOT for appointments.

TERM

The term of appointment is one year and is eligible for reappointment. The term of service shall not exceed six consecutive years.

DUTIES

- Actively participate on LEAP.
- Respond to all communications from the Chair in a timely manner.
- Research and develop topics of importance for educators at the Annual Conference.
- Submit CE session descriptions, objectives, and possible speakers to the Chair by the designated deadline.
- Develop and submit, by the Chair's deadline, continuing education session descriptions for publication.
- Participate in the LEAP Roundtable (if in attendance at the Annual Conference) and document the needs/concerns expressed by the educators in attendance.
- Develop topics for the LEAP Roundtable.
- Assist in the planning, development and implementation of regional meetings.
- Actively seek out financial support and/or donations, under guidelines approved by the BOT.
- Contact the Chair immediately if unable to complete the term of appointment.

LEADERS IN EDUCATION AND PRACTICE TASK FORCE CHAIR

QUALIFICATIONS

The Chair is a current member of the CEB and the appointment is approved by the BOT. The CEB makes recommendations to the BOT for appointment.

TERM

The term of appointment is one year and is eligible for reappointment. The term of service shall not exceed six consecutive years.

DUTIES

- Communicate with task force members to establish the scope of work and assign specific duties to each. Establish completion dates for each assignment and maintain regular communication with all members.
- Assist members in planning regional workshops for educators every two years, if possible.
- Work with task force members to develop workshop topics for the Annual Conference.
- Work with task force members to develop CE session descriptions for publication, to be approved by the CEB and submitted to the Executive Office by the designated deadline for the conference in question.
- Plan and conduct, with members of LEAP, the LEAP Roundtable at the Annual Conference.
- Hold meetings of LEAP at the Annual Conference for members in attendance.
- Submit a written report on the activities of LEAP to the CEB Chair prior to each CEB meeting. Submit a progress report at the request of the CEB Chair.
- Copy all correspondence to the CEB Chair and Vice Chair.
- Notify the CEB if members become nonproductive and should be removed.
- Work with the CEB to select volunteer members for LEAP.
- Attend two CEB meetings in Chicago each year (eight days, Thursday to Sunday).

TIME COMMITMENT

- This averages 16-30 hours monthly but may be more at certain times.
- Approximately 16-24 days of travel are required.

PRACTICE MANAGERS TASK FORCE

QUALIFICATIONS

Members of this task force shall be CMAs (AAMA), holding current status. Members shall have been employed in the profession of medical assisting within the last five years (preferably with experience as practice managers), and/or educators in CAAHEP or ABHES accredited educational programs for medical assistants within the last five years. The CEB makes recommendations to the BOT for appointment of task force members.

TERM

The term of appointment is one year and is eligible for reappointment. The term of service shall not exceed six consecutive years.

DUTIES

- Actively participate on PMTF.
- Respond to all communications from the Chair in a timely manner.
- Research and develop topics of importance for practice managers for the Annual Conference.
- Submit topics with objectives, descriptions, and possible speakers to the Chair by the designated deadline.
- Develop and submit continuing education session descriptions for publication to the Chair by the designated deadline.

- Develop topics for the Practice Managers Roundtable.
- Participate in the Practice Managers Roundtable (if in attendance at the Annual Conference) and document the needs/concerns expressed by managers in attendance.
- Actively work with the PMTF Chair to seek out financial support and/or donations, under the guidelines approved by the BOT.
- Contact the Chair immediately if unable to complete the term of appointment.

TIME COMMITMENT

10 hours between March and July annually.

PRACTICE MANAGERS TASK FORCE CHAIR

QUALIFICATIONS

The Chair is a current member of the CEB and the appointment is approved by the BOT. The CEB makes recommendations to the BOT for appointment.

TERM

The term of appointment is one year and is eligible for reappointment. The term of service shall not exceed six consecutive years.

DUTIES

- Communicate with task force members to establish the scope of work and assign specific duties to each. Establish completion dates for each assignment and maintain regular communication with all members.
- Work with task force members to develop advanced workshop topics for the Annual Conference. Descriptions will be approved by the CEB and submitted to the Executive Office by the designated deadline for the conference in question.
- Plan and conduct, with members of PMTF, the Practice Managers Roundtable at the Annual Conference.
- Hold meetings of the PMTF at the Annual Conference for PMTF members in attendance.
- Submit a written report on the activities of the PMTF to the CEB Chair prior to each CEB meeting. Submit a progress report at the request of the CEB Chair.
- Copy all correspondence to the CEB Chair and Vice Chair.
- Notify the CEB if members become nonproductive and should be removed.
- Work with the CEB to select volunteer members for the PMTF.
- Attend two CEB meetings in Chicago each year (eight days in total, including travel days).

MEDICAL ASSISTING EDUCATION REVIEW BOARD

DESCRIPTION

A MAERB member participates in evaluation of medical assisting programs based on the *Standards and Guidelines for an Accredited Educational Program for the Medical Assistant* and the established Policies and Procedures of the MAERB. MAERB members make accreditation recommendations to the Commission on Accreditation of Allied Health Education Programs.

TERM

Medical Assisting Education Review Board members are appointed for terms of two years and can serve up to six years. Members appointed to fill a one-year or less unexpired term may serve a maximum of seven consecutive years.

DUTIES

- Serve as a liaison for assigned medical assisting programs (Physician and Public members do not serve as liaisons, but are responsible for the following):
 - Review self-studies
 - Review on-site survey reports
 - Review progress reports
 - Review other program changes prior to MAERB meetings, adhering to established deadlines.
- Liaisons prepare recommendation forms identifying compliance or noncompliance with the *Standards and Guidelines for Medical Assisting Educational Programs* for MAERB regarding each of the above types of actions.
- Participate in scheduled MAERB meetings and conference calls.
- Participate in review and revision of *Standards and Guidelines for an Accredited Educational Program for the Medical Assistant*.
- Participate in development of MAERB Policies and Procedures and strategic planning activities.
- Assist in interpretation of the *Standards and Guidelines for an Accredited Educational Program for the Medical Assistant* and the MAERB Policies and Procedures to program directors, faculty, and administration.
- Participate in Surveyor Training and Accreditation Workshops.
- Serve on MAERB Sub-Committees as assigned.
- Contribute to MAERB publications.
- Other duties as assigned.

QUALIFICATIONS

The MAERB recommended composition is as follows:

- Three educators who hold a faculty position, or who were so employed within the last five years, at a CAAHEP accredited medical assisting program and who have experience as a MAERB/CAAHEP surveyor for a minimum of three surveys:
 - One educator in a nonproprietary institution.
 - One educator in a proprietary institution.
 - One educator regardless of type of institution.
- Two practicing CMAs (AAMA) (holding current status), or CMAs (AAMA) employed as practitioners within the last five years, who have experience as a MAERB/CAAHEP surveyor for a minimum of three surveys.
- Four representatives who are either:
 - An educator who holds a faculty position, or who was so employed within the last five years, at a CAAHEP accredited medical assisting program and who has experience as a MAERB/CAAHEP surveyor for a minimum of three (3) surveys
 - A practicing CMA (AAMA) (holding current status), or a CMA (AAMA) employed as practitioner within the last five years, who has experience as a MAERB/CAAHEP surveyor for a minimum of three surveys.
- One administrator, currently employed, or employed within the last five years, in an institution offering a CAAHEP accredited medical assisting program who has surveyed for a health related or educational accrediting agency.
- One public member who should not be a current or past member of a profession whose graduates are from a CAAHEP accredited program.
- One representative for each CAAHEP sponsor of the MAERB. These members would review and be prepared to discuss and vote on accreditation recommendations, policies and procedures and standards for medical assisting programs.
- Three ex-officio (without vote) members who are:
 - The President or designee of The AAMAE.
 - The AAMA Executive Director or designee.
 - The AAMAE Director of Accreditation.

- The MAERB may appoint nonvoting official observers to its meetings. As determined by the MAERB, such official observers may be excluded from executive sessions. All costs associated with attending MAERB meetings shall be borne by the official observer or the entity sponsoring the official observer, unless the MAERB decides otherwise.

In addition:

- MAERB members must have effective oral and written communication skills as well as abilities to make objective recommendations and to view standards and policies globally.
- MAERB members must be current in competency-based education theory and practice as well as in curricular designs and development.
- They must commit to supporting all CAAHEP MAERB policies and maintain timely work submission.
- Members should exhibit interest and willingness to direct professional growth towards the MAERB leadership in Vice Chair and Chair roles.
- Membership on the MAERB requires knowledge of medical assisting program design; educational components; public and private institutional processes and procedures; *Standards* and guidelines for a medical assisting program as well as their interpretation; MAERB policies, procedures and standing rules-, CAAHEP process and types of accreditation actions; CAAHEP policies and procedures; and the strategic plan of the MAERB.

TIME COMMITMENT

- Time commitment averages 100 hours per year for preparation.
- Attend two MAERB meetings per year (ten days total, Wednesday to Sundays) usually in February and August, as well as optional training workshops for accreditation applications and for surveyors.
- Participate in two conference call meetings per year (2 hours each)

MEDICAL ASSISTING EDUCATION REVIEW BOARD CHAIR

QUALIFICATIONS

The Chair of the Medical Assisting Education Review Board is elected by and from the membership of the MAERB.

TERM

The term of appointment is two years except when the individual is elected during a third consecutive term of membership, in which case the term of office will expire at the end of the third term of membership. The Chair may not serve more than two consecutive complete terms.

DUTIES

- Appoint committees and their Chairs, subject to approval by the MAERB.
- Serve as coordinator (or designate a person to serve as coordinator) between the MAERB and the AAMAE and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and any accreditation related task forces.
- Provide the AAMAE with a copy of the minutes following each MAERB meeting.
- Provide the AAMAE with a written report on MAERB activities prior to regularly scheduled meetings of the Endowment.
- Prepare reports for the BOT meetings and a report for the Delegates Packet. Copy BOT reports to the staff liaison and Director of Board Services. Send the Delegates Packet report to the Speaker of the House and copy it to the Vice Speaker and Director of Board Services.
- Attend BOT meetings—Winter, Summer, and at the Annual Conference.

TIME COMMITMENT:

- This averages 350-500 hours per year total preparation time and 21-31 days per year travel.
- Participate in two MAERB meetings each year (ten days), one CAAHEP meeting each year (two days), the Winter and Summer BOT meetings (four days in Winter and four days in Summer, including travel), the Annual Conference (five days if retiring from this board and seven days if continuing on this board). (The MAERB Chair is elected in August and takes office in January.) Attendance at the Fall BOT Planning Session is optional, but will be 2-3 days.

MEDICAL ASSISTING EDUCATION REVIEW BOARD VICE CHAIR**QUALIFICATIONS**

The Vice Chair of the Medical Assisting Education Review Board is elected by and from the membership of the MAERB.

TERM

The term of appointment is one-year and is eligible for reelection. In the event a Vice Chair is unable to complete the term, the MAERB shall immediately elect one to serve the unexpired term of office. In the event that there is more than one Vice Chair, the remaining Vice Chair will continue to serve as Vice Chair.

DUTIES

A Vice Chair shall preside at meetings when the Chair is not in attendance. Should the office of Chair become vacant, a Vice Chair shall serve for the remainder of the Chair's term. In the event that there are Co-Vice Chairs, an election shall be held to determine which one will complete the term.

TIME COMMITMENT

- This averages 10-20 hours monthly but may be more when preparing prior to deadlines.
- Participate in two meetings of the MAERB each year (ten days per year, Wednesday to Sundays).
- Participate in two MAERB conference call meetings per year (two hours each).

MEDICAL ASSISTING PROGRAM SURVEYORS**DESCRIPTION**

A MAERB/CAAHEP surveyor participates in the process of accreditation of medical assisting programs through careful review of the program's self-study and validation of compliance with the *Standards and Guidelines for an Accredited Educational Program for the Medical Assistant* during an on-site survey. The surveyor prepares a summary of the information provided for review by the MAERB in making its decision regarding a recommendation for accreditation.

QUALIFICATIONS

- Medical Assisting Educator
 - Employed as educator in a CAAHEP accredited medical assisting program
 - Two years experience as medical assisting program educator
 - Formal training in curriculum and instruction
 - Successful completion of Surveyor Training Workshop
 - Minimum of an associates degree
 - Member of AAMA (preferred)
- Practitioner
 - Currently practicing in a health care field, a minimum of 20 hours per week

- CMA (AAMA) (current)
- Successful completion of Surveyor Training Workshop
- Experience with CAAHEP accredited medical assisting program
- Member of AAMA (preferred)
- Dean/Administrator
 - Employed by educational institution which has a CAAHEP accredited medical assisting program
 - Experience as a CAAHEP or other educational accrediting organization surveyor
 - Successful completion of Surveyor Training Workshop
- Physician
 - Holds an unrestricted license to practice medicine
 - Eligible for membership in AMA
 - Successful completion of Surveyor Training Workshop

SURVEYOR SELECTION

Contact the Director of Accreditation of the AAMA for an application form. Submit the completed application form, Curriculum Vitae, and a narrative describing compliance with the qualifications. Successful completion of a Surveyors Training Workshop as demonstrated by 80% competency on examination.

TERM

Term of appointment is two years with reappointment made by the MAERB for additional two-year terms. The surveyor is expected to successfully complete surveyor training/update every two years, maintain knowledge of changes in the profession, and maintain professional credentials. A surveyor must be available for retraining as required by the MAERB. Surveyors may voluntarily withdraw at any time, or a surveyor may be withdrawn by the MAERB.

DUTIES

- Review self-studies.
- Conduct on-site surveys to assess the medical assisting program's compliance with the Standards and Guidelines for Medical Assisting Educational Programs
- Submit the On-Site Survey Report, to the MAERB identifying the strengths and weaknesses of the program.
- Clarify items identified in the On-Site Survey Report to assist the MAERB in making its accreditation recommendation to CAAHEP.
- Participate in Surveyor Training Workshops to remain current in performing responsibilities.

TIME COMMITMENT

Surveyors must be available for one or two surveys per year. The time commitment for a survey will vary depending on the number of campuses and programs and the airfares. Surveys for a single program or campus require one and one-half days on site. If there are additional campuses or programs, the time required is adjusted accordingly. If there is a substantial differential in airfares, some surveyors will include a Saturday night stay in their travel plans.

JUDICIAL COUNCIL

DESCRIPTION

The Judicial Council consists of five Past Presidents of AAMA who are members in good standing. The judicial power of AAMA is vested in the Judicial Council, whose decision is final. The Council has jurisdiction in all questions involving membership, controversies arising in the interpretation of the Bylaws, and the Code of Ethics of AAMA.

TERM

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

DUTIES

- Submit a summary of the questions and decisions of the Council, when applicable, to the general membership, which will be published in an AAMA official publication as soon as it is practicable.

TIME COMMITMENT

Limited time commitment as needed.

BOARD OF TRUSTEES

OFFICE OF TRUSTEE

QUALIFICATIONS

A candidate for Trustee must have attended at least two previous AAMA Annual Conferences as a delegate; served as President, Vice President, President-Elect, Speaker, or Vice Speaker of a constituent society, and served for one full year on a national strategy team/committee, board, task force, or as Chair of the CEB, MAERB or CB.

TERM

The term of office for Trustee is two years with three Trustees elected in odd years and four in even years. Trustees may not serve more than two consecutive terms in the same office. In the event of a one-year vacancy the year served shall not be deemed one term.

DUTIES

- Conduct AAMA business between annual meetings.
- Attend the BOT meetings: Winter, Summer, Fall planning session, and pre- and post-HOD meetings.
- Prepare for every BOT meeting by reviewing reports, researching material, and asking pertinent questions.
- Be prepared to serve AAMA as requested by the President or the Executive Director.
- Read and reply promptly to all correspondence and retains in updated files. Reply promptly to all requests for information, review of minutes and mail ballots.
- Keep the President and Executive Director informed of events that might not otherwise come to their attention.
- Submit a report for the BOT meeting agenda book, and copy the MSC and the Director of Board Services.
- Submit a report for the Delegates Packet with copies to the Speaker of the House, Vice Speaker of the House, and Director of Board Services.
- During the Annual Conference, attend all general sessions, House of Delegates sessions, assigned reference committees, meal functions, State Presidents/Presidents-Elect Advisory Council, orientation meeting for the Board, and receptions, as scheduled by the President.
- Fill vacancies in office as outlined in AAMA Bylaws.
- Appoint members of the Continuing Education Board and Physician Liaison Board.
- Approve appointments to other committees as necessary.
- Serve as strategy team managers, committee Chairs and/or members, or liaisons, if appointed.
- Edit proposed amendments to the Bylaws.
- Serve as ex-officio members of the House of Delegates.
- Vote by mail or telecommunications when necessary.

- Employ and evaluate the Executive Director.
- Evaluate progress reports of officers, trustees, boards, strategy teams, committees and task forces.
- Serve on the AAMA Representatives Bureau.
- Adopt a balanced budget and recommends dues increases as necessary.
- Review the Strategic Plan and ensure that it is being followed according to the wishes of the association.
- Within 30 days of retirement or resignation, deliver materials pertaining to respective offices to successors.

TIME COMMITMENT

- 20-30 days per year
- Attend Winter and Summer BOT meetings and Fall Planning Session (thirteen days, including travel), and the Annual Conference (six or seven days, including travel).
- AAMA Representatives Bureau assignments (approximately three-nine days, depending on assignments)

IMMEDIATE PAST PRESIDENT

DUTIES

- Serve as Parliamentarian at BOT meetings.
- Serve as a member of the MSC, the Budget and Finance Committee, the BOT, and the Endowment.
- Submit a report for each BOT meeting agenda book with copies to the MSC and the Director of Board Services.
- Submit a report for the Delegates Packet to the Speaker of the House, with copies to the Vice Speaker of the House, and to the Director of Board Services.
- Serve as the Secretary on the MSC and submit minutes from teleconferences to BOT members.
- Serve as a mentor to the President.
- Serve on the Maxine Williams Scholarship Committee of the AAMA Endowment.
- Conduct “Meet the Candidates” session at the AAMA Conference after the morning session of the HOD.
- As a member of the MSC, review BOT and Endowment meeting minutes prior to distribution to the BOT.
- Serve on the AAMA Representatives Bureau.

TIME COMMITMENT

- 20-30 days per year
- Attend Winter and Summer BOT meetings and Fall Planning Session (thirteen days, including travel), and the Annual Conference (six or seven days, including travel).
- AAMA Representatives Bureau assignments (approximately three-nine days, depending on assignments)

VICE SPEAKER OF THE HOUSE OF DELEGATES

QUALIFICATIONS

A candidate for Vice-Speaker of the House of Delegates must have attended at least two previous AAMA Annual Conferences as a delegate, served as President, Speaker, and/or Vice Speaker of a constituent society; have a thorough understanding of parliamentary procedure, and have actively served for one full year on a national strategy team/committee, task force, or as Chair of the CEB, MAERB or CB.

TERM

The term of office for the Vice-Speaker is two years. This officer may be reelected but may not serve more than two consecutive terms. The Vice Speaker shall be elected in even numbered years.

DUTIES

- Assist the Speaker in the appointment of committees for the House of Delegates.
- Preside at meetings of the House in the absence of or on request of the Speaker.
- Succeed to the office of Speaker in case of vacancy
- Serve as a member of the BOT.
- Submit a report for each BOT meeting agenda book, and copy the MSC and Director of Board Services.
- Submit a report for the Delegates Packet to the Speaker of the House, with copies to the Vice Speaker of the House and Director of Board Services.
- Serve on the AAMA Representatives Bureau.

TIME COMMITMENT

- 20-30 days per year
- Attend Winter and Summer BOT meetings and Fall Planning Session (thirteen days, including travel), and the Annual Conference (six or seven days, including travel).
- AAMA Representatives Bureau assignments (approximately three-nine days, depending on assignments)

SPEAKER OF THE HOUSE OF DELEGATES

QUALIFICATIONS

A candidate for Speaker of the House of Delegates must have attended at least two previous AAMA meetings as a delegate; have served as Speaker or Vice Speaker of AAMA or as President and/or Speaker of a constituent society; have actively served for one full year on a national strategy team/committee, or task force, or as Chair of the CEB, MAERB or CB. Must have a thorough understanding of parliamentary procedure.

TERM

The term of office for the Speaker of the House of Delegates is two years. The speaker may be reelected but may not serve more than two consecutive terms. The Speaker of the House shall be elected in even-numbered years.

DUTIES

- Preside at meetings of the House of Delegates.
- Appoint the credentials committee, reference committees, tellers, pages, and other House committees deemed necessary.
- Contact House of Delegate Committees appointees in writing; ask each appointee to return enclosed consent-to-serve form.
- Present a final report of House assignments at the preconference Board meeting.
- Serve as a member of the BOT.
- Submit a report for each BOT meeting agenda book, and copy the MSC and Director of Board Services.
- Submit a report for the Delegates Packet and copy the Vice Speaker of the House and Director of Board Services.
- Review the final copy of the Delegates Packet, as submitted by the Director of Board Services.
- Serve on the AAMA Representatives Bureau.

TIME COMMITMENT

- 20-30 days per year.
- Attend Winter and Summer BOT meetings and Fall Planning Session (thirteen days, including travel), and the Annual Conference (six or seven days, including travel).
- AAMA Representatives Bureau assignments (approximately three-nine days, depending on assignments)

SECRETARY-TREASURER

QUALIFICATIONS

A candidate for Secretary-Treasurer must have attended at least two previous AAMA annual meetings as a delegate; have served as Vice President, President Elect, Speaker, or Vice Speaker of a constituent society; have actively served for one full year on a national strategy team/committee, task force or as Chair of the CEB, MAERB or CB; and be proficient in recording and transcribing minutes.

TERM

The term of office for the Secretary-Treasurer is two years. This officer may be re-elected but may not serve more than two consecutive terms. The Secretary-Treasurer shall be elected in the odd numbered years.

DUTIES

- Keep the minutes of all regular and special meetings of the BOT and the Endowment.
- Send the first draft of the BOT minutes to the MSC within specified time frame.
- Send the second draft to members of the BOT within the specified time frame. A copy of the final approved minutes is sent to the Executive Office to be kept on file.
- Serve as a member of the Maxine Williams Scholarship Committee and as a member of the MSC, Budget and Finance Committee, and BOT, and as a Director of the Endowment.
- Serve on the AAMA Representatives Bureau.

TIME COMMITMENT

- 20-30 days per year.
- Attend Winter and Summer BOT meetings and Fall Planning Session (thirteen days, including travel), and the Annual Conference (six or seven days, including travel).
- AAMA Representatives Bureau assignments (approximately three-nine days, depending on assignments)

VICE PRESIDENT

QUALIFICATIONS

A candidate for Vice President must have been an elected member of the BOT for two years, or served as Chair of the CEB, MAERB or CB for at least one term, and have served as a President, Vice President, President-Elect, Speaker or Vice Speaker of a constituent society.

TERM

The term of office for the Vice President is one year. The Vice President serves only one term.

DUTIES

- Assist the President throughout the year, assume the duties of the President in the latter's absence, and succeed to the office of President in the event of vacancy in that office.
- Automatically succeed to the office of President at the end of the term as Vice President.
- Attend the summer meetings of the Education Boards.
- Appoint strategy team/committee members for the ensuing year, subject to confirmation by the BOT, having secured each individual's consent to serve.
- Appoint, with approval of the BOT, strategy team managers and Chairs of committees at the post-HOD Board meeting.
- Serve as a member of the BOT, member of the MSC, a Director of the Endowment and member of the Budget and Finance Committee.

- Receive and reviews copies of all strategy team/committee and board reports; copies of correspondence regarding strategy team/committee work or general matters of opinion, concern or inquiry; and copies of correspondence going outside the organization.
- Serve as Chair of the Maxine Williams Scholarship Committee.
- As a member of the MSC, reviews BOT and Endowment meeting minutes prior to distribution to the BOT.
- Submit a report for the BOT meeting agenda book and copy the President and Director of Board Services.
- Submit a report for the Delegates Packet and copy the Speaker of the House, Vice Speaker of the House, and Director of Board Services.
- Schedule Representative Bureau assignments, with assistance from the President and Executive Director.
- Preside at the post-HOD Presidents and Presidents-Elect Advisory Council, if held.
- Conduct an orientation session for newly elected Trustees and Officers.
- Maintain close communication with the President on all issues related to the association.
- Serve on the AAMA Representatives Bureau.

TIME COMMITMENT

- 20-45 days per year.
- Attend Winter and Summer BOT meetings and Fall Planning Session (thirteen days, including travel), and the Annual Conference (six or seven days, including travel).
- Attend the Budget and Finance meeting one day prior to the BOT meeting in Winter and Summer.
- AAMA Representatives Bureau assignments (approximately three-nine days, depending on assignments)

PRESIDENT

TERM

The term of office for the President is one year. The President may not serve more than one consecutive term in that office.

DUTIES

- Preside at all meetings of AAMA except meetings of the House of Delegates.
- Serve as Chair of the BOT and as an ex-officio member of all strategy teams/committees and boards, with the exception of the Nominating Committee.
- Serve as Chair of the MSC and the Budget and Finance Committee, and as President of the Endowment.
- Attend all winter meetings of the education boards as an ex-officio member.
- Appoint, with the approval of the BOT, one member to serve on the Judicial Council for a term of five years.
- Notify all states affiliated with AAMA of any resignations of the BOT and any further action required.
- Appoint replacements when vacancies occur in strategy teams, boards, task forces and committees, subject to approval of the BOT.
- Notify all newly appointed members of strategy teams, boards, and task forces of their appointment as expeditiously as possible.
- Create and appoint members of other committees, task force, and strategy teams as needed.
- Review copies of all strategy team, committee and board reports; correspondence regarding strategy team or committee work or general matters of opinion, concern or inquiry, correspondence going outside the organization.
- As a member of the MSC, review BOT and Endowment meeting minutes prior to distribution to the BOT.
- Review all news releases regarding the affairs of AAMA with the MSC.
- Approve correspondence to state societies and/or local chapters instituting action with the MSC.
- Send correspondence to state society presidents and presidents-elect as needed.
- Prepare articles for selected issues of *CMA Today* in cooperation with the editor.

- Review the Strategic Plan to insure all goals and objectives are being met.
- Make room assignments for Winter and Summer BOT meetings and the Fall Planning Session.
- Prepare agenda for the MSC teleconference calls with input from the Executive Director, Vice President, and Immediate Past
- Call special meetings of the BOT as necessary and directs the issuance of mail or electronic ballots between Board meetings.
- Establish deadline dates for progress reports.
- Prepare the agenda for the BOT and the Endowment meetings, with input from the Executive Director and Director of Board Services.
- Submit a report for each BOT meeting agenda book and copy the MSC and Director of Board Services.
- Submit a report for the Delegates Packet to the Speaker of the House and copy the Vice Speaker of the House and Director of Board Services.
- Preside at the pre-HOD meeting of the Presidents/Presidents-Elect Advisory Council, if any is held.
- Present an addendum report (if necessary) during the opening session of the House of Delegates.
- Send a letter to invite the Keynote Speaker, if any, for the opening session of the House of Delegates.
- Maintain close communication with the Executive Director and Vice President on all issues regarding the AAMA.
- Keep the BOT informed in a timely manner on all issues regarding the association.
- Oversee all boards, committees, task forces, and strategy teams to insure they are functioning in an equitable manner.
- Serve on the AAMA Representatives Bureau.

TIME COMMITMENT:

- 40-46 days for travel and meetings, plus 40-60 hours monthly to conduct interim business.
- Attend Winter and Summer BOT meetings and Fall Planning Session, MAERB, CEB, CB winter meetings, Budget and Finance meeting, and the Annual Conference (approximately 27 days, including travel).
- AAMA Representatives Bureau assignments (three-twelve days, depending on assignments).