



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®

Medical Assisting Student Groups Tip Sheet

*By the AAMA Documents Committee
Reviewed March 2026*

Establishing a medical assisting student group can benefit your program, students, and the health care community in your area. Through its staff and volunteer members, the American Association of Medical Assistants® (AAMA) has the expertise and experience to help you achieve this goal.

Benefits

- Community service opportunities
- Connecting students with health care professionals in the community
 - Increasing networking and career opportunities
 - Providing an opportunity to share benefits of accredited programs with employers
- Developing leadership skills for students
- Helping students transition from student to professional
- Sharing the benefits of membership in the AAMA, the only professional organization devoted to serving medical assistants
 - Deeply discounted rates for AAMA members
 - Continuing education opportunities
 - *Medical Assisting Today* magazine
 - Opportunities for service, networking, and leadership development
 - And so many more!

Formal vs. Informal

If your institution offers the opportunity to create a student group that is formally recognized through its student governing body, you will need to review and follow those guidelines and consider the advantages and benefits of establishing such a group. Sometimes it is not practical to establish a formal group, so we offer these tips to provide some overall guidance for an informal student group.

Ready to Start?

Creating a successful medical assisting student group or maybe even multiple groups comprises several steps and components, as outlined below. *(Note: If you have different starting cohorts, multiple campus programs, or other unique configurations, you may want to consider having more than one group.)*

Faculty Advisors

The faculty advisor plays an essential role in the group. Faculty should understand the goals of the group and encourage students to form and join the group. A faculty advisor will:

- Guide and ensure the continuity of the group.
- Attend all meetings.
- Provide support, resources, and contacts.

Rotate faculty advisors if possible. It helps provide a different perspective for both students and faculty.

Timeline

- Inform students of the opportunity to form a student group at orientation before they enter the program.
- Remind students of the opportunity to form a student group on the first day of class and set a date for an informational meeting by coordinating the meeting with their schedules. How soon this meeting is scheduled will vary based on the length and pace of the program.
- Provide the faculty advisor with a basic agenda of the informational meeting:
 - Explain the benefits of the group (see above).
 - Select officers:
 - President—Presides at meetings and appoints committees, if needed.
 - Vice President—Assists the President; presides in their absence.
 - Secretary—Records minutes of the meeting.

- Treasurer—Maintains financial records and ensures collection of dues, if needed.
 - Establish the meeting schedule for the semester/term.
 - Discuss dues, if needed.
 - Establish realistic goals of the group for the semester(s).
 - Undertake community projects.
 - Support programs for participating in AAMA activities.
 - Raise funds for specific causes or projects.
- Consider the length and pace of the program.
 - Students may want to plan several projects, some of which may not be obtainable considering the amount of time available.
 - Although students should take the lead in this meeting, faculty guidance through the advisor can help students prioritize projects and keep the meeting on track.

Financial Management

If the student group intends to collect dues or take on fundraising, the faculty advisor should ensure that they are using a local bank account for the funds and that any fundraising activities are approved by the institution. Even if the group is not formally affiliated with the school, there may be clear rules for acceptable fundraising activities by students. The treasurer should provide a written report at each meeting.

Committees

Student groups may or may not need to establish committees. While appointing committees is listed under the key responsibilities of the President, the size of the group may dictate whether a committee is needed. Students may volunteer to perform certain functions for a project, which removes the need for the formal appointment of a committee.

Social Media

Most students use social media on a frequent basis. It is imperative that they understand that creating and posting information to a professional social media site account is very different from what they post on their various personal accounts. Establishing and setting clear boundaries and ethical guidelines is vital. Even more important is the faculty advisor's monitoring of any social media site(s) to ensure compliance and that nothing is being posted that is detrimental to the program or school or any student.

Activities/Projects

The possibilities are endless, and with just a few prompts the students will provide better options than you can imagine. Remember that the faculty advisor should guide but not dictate. After all, this is their organization! Let them brainstorm and do the research and you will be amazed. Here are a few ideas you can use as prompts:

- Organize study groups/tutoring for fellow students.
- Consider a Big Sister/Big Brother program where a member of the senior club "adopts" a member of the new cohort and provides them with a welcome to the program gift (e.g., ream of paper or highlighters) at a potluck/cookout for the students.
- Organize study sessions to prepare for the CMA (AAMA)[®] Certification Exam.
- Attend local AAMA educational events (chapter meetings, workshops, seminars, etc.) **Remember that a CMA (AAMA) recertifying for the first time will be able to use up to 20 AAMA recertification points earned up to 3 months prior to certification toward the required 60.*
- Organize blood drives, screening events, or health fairs.
- Ask students to nominate a student(s) to serve on the program's Advisory Board.
- Hold events at your school during Medical Assistants Recognition Week to enhance awareness of the program within the school, thereby possibly recruiting new students.
- Have students participate in open houses for middle/high school students.

Reminders

Once a student group has been formed, keep the following in mind:

- Not all student groups will be equally involved.
- Learn from mistakes.
- Celebrate the victories.
- There is always a new student cohort and a new chance to make a difference.
- A student group does not replace a local AAMA chapter but serves as a bridge between education and professional practice.

Need more ideas or want to contact other educators to see how student groups work in their programs? Join the AAMA Educators Facebook group:

<https://www.facebook.com/share/g/LaTHkjX4m48igRWi/>.