

## Make a Difference

Help shape the future of your profession.

Join the AAMA volunteer leadership team.



Both new and experienced members are welcome!

### Need to Know

- To serve, you must be a current AAMA member (exceptions apply for the CB). Appointees must maintain membership throughout their term of service.
- Appointees will be selected from a pool of candidates when openings are available.
- Volunteers interact frequently by email.
- Task force positions are recommended as preparation for being a CB or CEB member.

Want to learn more about each position? Download and review [Volunteer Leadership Position Descriptions](#).

### Board of Trustees

Rank any of the following positions you seek to fill in order of preference (1 being the highest). Only rank those you wish to apply for.

\_\_\_ **Editorial Advisory Committee**

Suggest topics and interviewees, and review articles for *CMA Today*.

\_\_\_ **Leadership Development Strategy Team**

Develop resources for leaders on all levels, including working on Leader Spotlight, the AAMA Leaders Facebook Group, and the State Leaders session at conference.

\_\_\_ **Marketing Strategy Team**

Develop ways to promote the AAMA to the public, including employers, health agencies, and medical assisting programs.

\_\_\_ **Membership Development Strategy Team**

Develop ways to promote AAMA membership to recruit and retain AAMA members.

\_\_\_ **Social Media Committee**

Be an AAMA brand ambassador by actively participating in AAMA social media channels (e.g., Facebook, Instagram, Twitter, TikTok, and LinkedIn).

### Continuing Education

You must hold a CMA (AAMA)\* credential.

\_\_\_ **Continuing Education Board (CEB)**

Oversee continuing education articles, conference sessions, and self-study products. (Two-year term.)

\_\_\_ **Conference Continuing Education Sessions Task Force**

Develop topics for conference educational sessions.

\_\_\_ **Leaders in Education and Practice (LEAP) Task Force**

Plan educator activities for conference and topics for e-workshops.

\_\_\_ **Practice Managers Task Force**

Plan manager activities for conference.

### Certification

You must hold a CMA (AAMA)\* credential.

\_\_\_ **Certifying Board (CB)**

Oversee the CMA (AAMA) Certification Exam. Task Force for Test Construction experience preferred. (Two-year term.)

\_\_\_ **Task Force for Test Construction**

Write and review exam items. (Three-year term.)

**Talk to a leader!** If you would like to discuss a position with current leaders, email them directly by using the contact info found at [www.aama-ntl.org/volunteers/leaders](http://www.aama-ntl.org/volunteers/leaders).

### Leadership Application

For more information, email Board Services Manager  
Sharon Flynn at [SFlynn@aama-ntl.org](mailto:SFlynn@aama-ntl.org).

Only applications that include required documentation will be considered. If you seek reappointment to a position, you *must* reapply. Appointees will be notified following the AAMA Annual Conference.

### Required Documentation

- This form.** I have completed this form by ranking the positions I wish to fill and providing all required information about myself.
- A signed copy of the AAMA Volunteer Responsibilities Acknowledgment Form.** This confirms I understand the duties and time commitments of the position(s) I wish to fill.
- Résumé.** I will include a résumé along with a listing of chapter, state, and national activities.
- Statement.** I will include in my email or mailed submission a brief assessment of your reasons for requesting the position(s) and your qualifications.

Print the information below.

Name and credential(s): \_\_\_\_\_

Member ID: \_\_\_\_\_ or Last four digits of Soc. Sec. no.: \_\_\_\_\_

Years in the profession: \_\_\_\_\_

I am seeking a:  new appointment.

reappointment to a different position.

reappointment to the same position currently held.

(Note: Résumé not required for same position reappointments.)

I am a medical assisting:  practitioner  educator  other

Preferred mailing address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

The above is my:  home address  work address

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

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

**Mail or fax to:** AAMA Attn: Sharon Flynn  
20 N. Wacker Dr., Ste. 3720  
Chicago, IL 60606  
Fax: 312/899-1259



**Deadline: August 1, 2024. Appointments are made at the AAMA Annual Conference.**



# AAMA Volunteer Responsibilities Acknowledgement Form

All information about the various AAMA boards, committees, and task forces are sourced from the AAMA Volunteer Leadership Position Descriptions. (AAMA website sign in required for access. You might have to click the documents link again after you've signed in.)

## Volunteer Position Options Overview

### Board of Trustees

#### Committees

- Editorial Advisory
- Social Media

#### Strategy Teams

- Leadership Development
- Marketing
- Membership Development

### Certifying Board

- Certifying Board
- Task Force for Test Construction

### Continuing Education Board

- Continuing Education Board
- Conference Continuing Education Sessions Task Force
- Leaders in Education and Practice (LEAP) Task Force
- Practice Managers Task Force

## Volunteer Position Details

### Board of Trustees Committees & Strategy Teams Members

Refer to pages 7 and 11 of the AAMA [Volunteer Leadership Position Descriptions](#).

### Certifying Board

#### Certifying Board Members

Refer to pages 11–12 of the AAMA [Volunteer Leadership Position Descriptions](#).

#### Task Force for Test Construction Members

Refer to pages 13–14 of the AAMA [Volunteer Leadership Position Descriptions](#).

### Continuing Education Board

#### Continuing Education Board Members

Refer to page 14–15 of the AAMA [Volunteer Leadership Position Descriptions](#).

#### Conference CE Sessions Task Force Members

Refer to page 16 of the AAMA [Volunteer Leadership Position Descriptions](#).

#### Leaders in Education and Practice Task Force Members

Refer to page 17 of the AAMA [Volunteer Leadership Position Descriptions](#).

#### Practice Managers Task Force Members

Refer to pages 18–19 of the AAMA [Volunteer Leadership Position Descriptions](#).

By signing this form, I confirm that I understand the qualifications, duties, and time commitments of the position(s) I wish to fill as detailed in this document.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

AAMA Volunteer Leadership  
Position Descriptions



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