

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.

- **Bylaws and Resolutions Committee**
Notify and explain to constituent societies of any changes to the AAMA Bylaws, particularly how the changes may impact constituent societies' bylaws. (*You must have experience as a chapter or state society officer.*)
- **Editorial Advisory Committee**
Suggest topics and interviewees, and review articles for *Medical Assisting Today*.
- **Educators Collaborative Task Force**
Develop resources for educators to help them promote the medical assisting profession, AAMA membership, CMA (AAMA) certification, and more.
- **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.
- **Membership Development Strategy Team**
Develop ways to promote AAMA membership to recruit and retain AAMA members.
- **Marketing Strategy Team**
Develop ways to promote the AAMA to the public, including employers, health agencies, and medical assisting programs.
- **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

- **Continuing Education Board (CEB)**
Oversee continuing education articles, conference sessions, and self-study products. (*Two-year term.*)
- **LEAP (Leaders in Education and Practice) Task Force**
Develop educator-focused topics for conference sessions and *Medical Assisting Today* and plan a pre-conference workshop.
- **Practice Managers Task Force**
Develop practice manager-focused topics for conference sessions and *Medical Assisting Today*.
- **Conference Continuing Education Task Force**
Develop topics for conference educational sessions and *Medical Assisting Today*.

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.

Leadership Application

For more information, email Board Services Manager
Sharon Flynn at 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 have included 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 my 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.

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: _____

Email to: SFlynn@aama-ntl.org



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS.

Deadline: August 1, 2025. 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 document. (AAMA website sign in required for access. You might have to click the document's link again after you've signed in.)

Volunteer Position Options Overview

Board of Trustees

Committees

- Bylaws and Resolutions
- Editorial Advisory
- Social Media

Strategy Teams

- Leadership Development
- Membership Development
- Marketing

Task Force

- Educators Collaborative

Certifying Board

- Certifying Board
- Task Force for Test Construction

Continuing Education Board

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

Volunteer Position Details

Board of Trustees Committees, Task Forces & Strategy Teams Members

Refer to pages 7 and 12–14 of the AAMA [Volunteer Leadership Position Descriptions](#).

Certifying Board

Certifying Board Members

Refer to pages 14–16 of the AAMA [Volunteer Leadership Position Descriptions](#).

Task Force for Test Construction Members

Refer to pages 18–20 of the AAMA [Volunteer Leadership Position Descriptions](#).

Continuing Education Board

Continuing Education Board Members

Refer to pages 22–24 of the AAMA [Volunteer Leadership Position Descriptions](#).

Conference Continuing Education Task Force Members

Refer to pages 26 of the AAMA [Volunteer Leadership Position Descriptions](#).

Leaders in Education and Practice Task Force Members

Refer to pages 27–28 of the AAMA [Volunteer Leadership Position Descriptions](#).

Practice Managers Task Force Members

Refer to pages 29–30 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



SCAN ME

(AAMA website sign in required for access.
You might have to rescan the code
after you've signed in.)