

Mentoring Guidelines



For state societies or local chapters

An organization is only as strong as its members. Stress the necessity of having people willing to step forward and assume office or chair a committee in order to have an active state society or local chapter.

Impress on members the many benefits of having an active organization. Use AAMA membership materials to illustrate your point.

Re-enforce the necessity of recertification. Tell others how convenient it is to recertify online if all their CEUs are AAMA approved (such as CEUs obtained at state and chapter meetings).

Mentor newer attendees. Help them become active by appointing them to a committee and perhaps even having them chair a project.

Mentor members through involvement in service projects, such as blood pressure screenings for the community. Have active members contact inactive members and ask for help in fulfilling a project goal.

Publicize those service projects, in addition to society and chapter meetings. Letting the public and inactive members know about such events creates a sense of pride in the state or chapter and builds recognition for the profession.

Make every effort to avoid having the same people hold offices over and over. As long as current or recent officers are willing to assume a leadership role, many members will hesitate to step forward. Encourage these members to run for

office. Having the same officers in place can also create the appearance of cliques within the organization.

Current officers should offer help and support to potential candidates to assist them with the responsibilities of the office. *AAMA Guidelines for State or Chapter Officers* is a valuable document, but your personal touch can be reassuring.

Medical assisting students represent the future of the AAMA. Encourage them to become student members. Urge students to sit for the CMA (AAMA) Certification Examination following graduation. Though they might not be able to hold office, students can serve on committees and service projects. Help them get involved. Once they enjoy the experience of participation, they might get hooked and become active members after graduation.

Start a member-to-student telephone or e-mail mentoring program. Members can help students with questions; encourage them in their classroom work; lend support in the state or chapter; and offer advice regarding everyday questions about life beyond the classroom.



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®
20 N. WACKER DR., STE. 1575
CHICAGO, ILLINOIS 60606
PHONE: 800/228-2262
FAX: 312/889-1259