



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

All documents for the AAMA have been developed in accordance with policies established by the AAMA Board of Trustees. Any discrepancies in policy statements inconsistent with current policies should be brought to the attention of the AAMA Executive Office and Board of Trustees. The AAMA Board of Trustees will make the final decision on discrepancies in policies or procedures in accordance with current standards. The AAMA Board of Trustees apologizes for any inconvenience this may cause.

INITIALISMS

INITIALS

AAFP
AAMA
AAMAE
AAMC
AAPC
ABHES
ACS
ACCSCF
ACICS
ADA
ADAA
AFC
AHD1
AHIMA
AMA
AMT
ASAE
ASMT
BOT
CAAHEP
CASAT
CB
CCETF
CEB
CEU
CMA (AAMA)
CMA-A (AAMA)
CMA-C (AAMA)
CMA-P (AAMA)
CPC
DOE
FSMB
HOSA
HPN
I.C.E.
LEAP
MAERB
MARWeek
MSC
MWSC
NACCLS
NCSBN
NCCA
NCCRT
PMTF
PSI
RMA(AMT)
SACS
SIP
SOPPs
TFTC
TPO
VLPD
WASC

DESCRIPTION

American Academy of Family Physicians
American Association of Medical Assistants
American Association of Medical Assistants Endowment
Association of American Medical Colleges
American Academy of Professional Coders
Accrediting Bureau of Health Education Schools
American Cancer Society
Accrediting Commission of Career Schools and Colleges
Accrediting Council for Independent Colleges and Schools
American Dental Association
American Dental Assistants Association
Association Forum of Chicagoland
Association for Healthcare Documentation Integrity
American Health Information Management Association
American Medical Association
American Medical Technologists
American Society of Association Executives
American Society of Medical Technicians
Board of Trustees
Commission on Accreditation of Allied Health Education Programs
Center for the Application of Substance Abuse Technologies
Certifying Board (AAMA)
Conference Continuing Education Task Force (CEB)
Continuing Education Board (AAMA)
Continuing Education Unit
Certified Medical Assistant (AAMA)
Certified Medical Assistant (AAMA) – Administrative
Certified Medical Assistant (AAMA) – Clinical
Certified Medical Assistant (AAMA) – Pediatric
AAPC-Certified Professional Coder
United States Department of Education
Federation of State Medical Boards
Health Occupations Students of America
Health Professions Network
Institute for Credentialing Excellence
Leaders in Education and Practice
Medical Assistant Education Review Board
Medical Assistants Recognition Week
Management Steering Committee
Maxine Williams Scholarship Committee
National Accrediting Agency for Clinical Laboratory Sciences
National Council of State Boards of Nursing
National Commission for Certifying Agencies
National Colorectal Cancer Round Table
Practice Managers Task Force (CEB)
PSI Services LLC
AMT Registered Medical Assistant
Southern Association of Colleges and Schools
Strategic Issues Planning
Society of Past Presidents
Task Force for Test Construction
Terminal Performance Objective
Volunteer Leadership Position Descriptions
Western Association of Schools and Colleges

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 and Miscellaneous Expense Voucher. If airfare is over \$700.00, AAMA Executive Office Leadership must approve prior to purchase. 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 and Miscellaneous Expense Voucher.

Travel Expenses: Air, bus and train fares are reimbursable. Volunteer leaders are strongly encouraged to take advantage of any discount fares available. If airfare is over \$700.00, AAMA Executive Office Leadership must approve prior to purchase. 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. Tolls 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 back to the airport 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 the AAMA. If the traveler is required to pay for the rooming charge, the 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 \$74 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.) The AAMA will not reimburse purchases of alcoholic beverages.

If meals are provided during a meeting, such as a working lunch, \$10/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, photocopying, etc., related to association business. To receive reimbursement for these expenses, a Travel Expense Voucher must be submitted within 30 days. Receipts are required.

ROOMING POLICIES FOR BOARD 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.

The AAMA will pay half the double room rate for BOT member, Education Board members, and other authorized volunteers attending official functions of the association. If someone chooses to stay in a single room, they must pay the difference. If someone rooms with a person other than another volunteer leader (such as a family member), the 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, the AAMA will pay for the room of that individual in full. However, if three or more choose to share a room, each occupant will be reimbursed only 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 a smoker becomes the "odd person out" because of requests for single rooms, the AAMA will pay for their room in full.

COMMITTEES

DESCRIPTION

The President, the BOT, or the House of Delegates creates committees necessary to carry on the work of the AAMA. Their composition is determined by their prescribed function. Refer to “Current AAMA Committees” for details on existing committees (*page 28-30*).

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 staff liaison.

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 30 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 each committee duties but may average 10–50 hours per year.
- Work on committees is generally done at home through correspondence or various means 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 other designated staff members (if any).
- 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 other designated staff members (if any).
- 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 their 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 their responsibilities.
- A summary of activities should be sent to successor within 30 days. All committee files containing correspondence, reports, etc., are the property of the AAMA. 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 purpose of the Maxine Williams Scholarship Committee is to award scholarships to worthy medical assisting students currently attending CAAHEP and ABHES accredited medical assisting programs.

COMPOSITION

The Maxine Williams Scholarship Committee consists of the Vice President, who serves as Chair, the Immediate Past President and two members chosen by the President.

DUTIES

The Chair and members review the scholarship applications of eligible medical assisting students (staff liaison sends copies of applications, documentation, and evaluation form). The number of scholarships awarded, and the total amount awarded will be determined by the committee, upon consultation with the Executive Director or other designated staff.

- The Chair reviews application and criteria for selection as needed.
- Applications are divided equally among the chair and the committee members. Completed evaluation forms are sent to the Chair.
- The Chair takes top candidates from the completed evaluation forms and sends them to the members. The members complete evaluation forms on applicants not previously completed and send to chair.
- The Chair meets with the members to discuss and review the top candidates.
- Winners are chosen. The amount awarded for each candidate is determined by the committee with input from the CEO.
- The Chair reports selected recipients to the BOT.

TIME COMMITMENT

Time commitment depends 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 May 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 the 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 the 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.

- Work with the committee members and staff liaison to coordinate activities and ensure task completion.
- Prepare a timeline 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 timeline (prior to November 15).
- Approve the memo provided by the staff liaison to be forwarded to state Presidents and Presidents-Elect/Vice Presidents 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 designated staff.
- Approve a nomination reminder memo (provided by the staff liaison) prior to March 1, to be sent to the state Presidents and Presidents-Elect/Vice Presidents regarding the nomination deadline.
- Review and update the Nomination Evaluation form, if needed, prior to submission to the Nominating Committee for evaluation or nominees' qualifications.
- Verify membership and certification status of nominees with the Executive Office prior to May 15.
- Send nomination forms, resumes, and nominee approval forms for each candidate to the committee members prior to May 20, with a return response requested within 10 days.
- Review nominee approval forms submitted by committee members and notified nominees of the approval or disapproval after the June BOT meeting. Include "Guidelines for Officer and Trustee Candidates."
- Submit a report containing the slate of officers to the designated staff by June 1, for inclusion in the verbal addendum report at the June BOT meeting.
- 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 designated staff member.
- Prepare an agenda for the "Meet the Candidates" session at the Annual Conference as well as virtual sessions of "Meet the Candidates". If desired, when the post-June BOT meeting memorandum is sent to the State Societies informing them of the slate of nominees, a request for questions for the Meet the Candidates session will be included.
- The names and qualifications of candidates meeting eligibility requirements shall be sent to the President of each constituent Society at least 60 days prior to the Annual Conference as well shall be printed in a preconference issue of an AAMA official publication.
- Submit a report to the Speaker of the House for inclusion in the Delegates Packet. Copy the Vice Speaker, staff liaison, and designated staff.
- Along with Committee members review the qualifications and eligibility of candidates who will be running for election

from the floor immediately after notification from the Speaker of the candidate's submission which must be 30 days prior to the HOD. Report the eligibility and qualifications to the Speaker and then again to the HOD once the candidate has been nominated from the floor.

- 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 the 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

- Member of the strategy teams perform duties within the specified time frame outlined by the Chair.
- Members must read information sent by the Chair and answer correspondence promptly. Correspondence must be copied to the staff liaison.
- Members must complete assignments within the schedule 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 30 days, the Chair 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 Chair, with copies to the MSC.

TIME COMMITMENT

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

STRATEGY TEAM CHAIRS

QUALIFICATIONS

Strategy team Chairs 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 the team members. Copies should be sent to the staff liaison and any other designated staff.
- 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 designated staff. The report should receive approval from all the team members.
- Send all files to the successor at the conclusion of the term.
- A summary of activities should be sent to successor within 30 days.

TIME COMMITMENT

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

TASK FORCES

DESCRIPTION

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

TASK FORCE MEMBERS

QUALIFICATIONS

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

TERM

The term for task force members is one year.

DUTIES

- Member of the task forces perform duties within the specified time frame outlined by the Chair.
- Members must read information sent by the Chair and answer correspondence promptly. Correspondence must be copied to the staff liaison.
- Members must complete assignments within the schedule 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 30 days, the Chair 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 Chair, with copies to the MSC.

This will vary with particular task force duties but average 25-75 hours per year.

TASK FORCES CHAIRS

QUALIFICATIONS

Task Force Chairs are members of the BOT and are appointed by the President with approval of the BOT.

DUTIES

- Review the duties for the task force 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 the team members. Copies should be sent to the staff liaison and any other designated staff.
- 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 designated staff. The report should receive approval from all the team members.
- Send all files to the successor at the conclusion of the term.
- A summary of activities should be sent to successor within 30 days.

TIME COMMITMENT

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

CERTIFYING BOARD

DESCRIPTION

The Certifying Board is responsible for the execution and achievement of the goals and principles of the CMA (AAMA) Certification/Recertification Program. The purpose of the CB is to protect public safety by upholding the currency, reliability, and validity of the CMA (AAMA) credential. The mission of the Certifying Board is to certify and recertify medical assistants in order to validate the knowledge, critical thinking and problem-solving skills required by employers and patients. CB members must always maintain the highest ethical standards of professional and personal conduct at all times, remembering the importance of protecting the reputation of the AAMA Certifying Board's Certification and Recertification programs.

- The CB monitors the CMA (AAMA) Certification Exam development, eligibility policies and candidate application procedures ensuring that the exam is of the highest standard, built psychometrically sound, legally defensible and administered using high stake security principles. This incorporates setting all rules and making all substantive policy decisions about the CMA (AAMA) Certification Exam including fees, deadlines and timeliness, test content, cut score, and discipline of exam candidates and certificates'.
- The CB focuses on ensuring that the quality of the CMA (AAMA) credential leads to the best patient care possible.
- The CB oversees the mandatory recertification program for the CMA (AAMA) credential including establishing the number of continuing education credits required for recertification, the content categories required per recertification period, the length of time between each recertification period, fees, and the credential reactivation process. The CB establishes the credit point value assigned to continuing education and defines AAMA approved CEUs versus non-AAMA credits.
- The CB appoints members to the Task Force for Test Construction (TFTC). The CB oversees the TFTC operations including the item writing process and develops policies and procedures for the TFTC that serve to meet the mission and purpose of the CB.

CERTIFYING BOARD MEMBERS

QUALIFICATIONS

Qualifying candidates must complete a minimum of two writing assignments on the TFTC, preferably before CB appointment or within three years of initial appointment to the CB. A candidate for the Certifying Board must be:

- A current CMA (AAMA) who has graduated from a CAAHEP- or ABHES-accredited medical assisting program and/or completed at least one (1) year of post-secondary education and is currently practicing as a CMA (AAMA) in the healthcare delivery system or in an administrative capacity in the healthcare industry.
- A medical assisting educator who is a current CMA (AAMA) with a minimum of two (2) years teaching experience in a CAAHEP- or ABHES-accredited program and is currently teaching core medical assisting classes in a CAAHEP- or ABHES-accredited medical assisting program.
- The Chair of the TFTC who meets the same criteria noted in numbers one (1) or two (2) above.
- A board-certified physician, physician assistant, or advanced practice registered nurse practitioner; all of whom are either practicing in health care or teaching in an accredited academic health care program.
- A public member who represents the direct and indirect use of CMAs' (AAMA) skills and services.

TERM

CB members are appointed for a term of two years and may serve up to eight consecutive years on the board.

DUTIES

- Abide by the official policies and procedures of the CB, maintaining complete confidentiality regarding all board proceedings.
- Accept responsibility for the execution and achievement of the goals and principles of the CB which includes preparation, administration and evaluation of the CMA (AAMA) Certification Exam and the credential recertification program.
- Commit to improving and promoting a high-level certification program for medical assistants and promote CMA (AAMA) certification and recertification to the public and at the AAMA local, state, and national levels.
- Attend all meetings and participate in conference calls, review proposed agenda materials prior to meetings, and be prepared to discuss and make recommendations. The entire CB is responsible for the recommendations and decisions of this board.
- Serve on standing committees when assigned by the CB Chair completing all duties and assignments in a timely manner.
- Be familiar with documents of the CB including the certification and recertification application forms, the grievance and appeal process, waiver request requirements, the code of conduct, and the disciplinary standards and procedures.

TIME COMMITMENT

- Assignments will vary with each member but are estimated to require approximately 150–200 hours annually.
- Item writing and/or rewrite assignments may add an additional 30–40 hours.
- TFTC Committee draft item review adds approximately 30–40 hours.
- Must have daily access to email and commit to a 72-hour maximum turnaround time in email responses.
- Attend Winter CB Board meeting and Forms Review meeting (3 days plus travel)
- Attend Summer CB Board meeting in Chicago (2 days plus travel)
- Attend Fall TFTC meeting and Pretest Item Review (3 days plus travel)

CERTIFYING BOARD CHAIR

The Chair of the CB shall be either an educator or practitioner current CMA (AAMA) meeting the same requirements of a CB member who is elected by and from the membership of the Certifying Board.

TERM

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

DUTIES

- Preside at all meetings of the CB and attend the TFTC annual meeting.
- Appoint standing 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 providing written reports.
- Serve as liaison between the CB and the TFTC.
- Attend all BOT meetings and the AAMA Planning Session.
- The Chair shall assist with and monitor the archiving of CB documents at the AAMA headquarters per established protocol.

TIME COMMITMENT

- Averages 20–30 hours monthly but may require more at certain times.
- Must have access to email and commit to a 72-hour maximum turnaround time in email responses.
- Attend and represent the CB at the following meetings:
- Winter CB meeting and Forms Review (3 days plus travel)
- Winter BOT meeting (2 days plus travel)
- Summer CB meeting (2 days plus travel)

- Summer BOT meeting (2 days plus travel)
- Fall Task Force for Test Construction, Pretest Item Review, and Item Writers' Workshop (three days plus travel)
- Annual AAMA Conference (4 days plus travel)
- Fall BOT Planning Session (1–2 days plus travel)

CERTIFYING BOARD VICE CHAIRS

QUALIFICATIONS

The First and Second Vice Chairs of the CB shall be either an educator or practitioner current CMA (AAMA) meeting the same requirements of a CB member who is elected by and from the membership of the CB.

TERM

The CB Vice Chair appointments are for one year and vice chairs are eligible for re-election.

DUTIES

- The First Vice Chair shall serve as Chair pro-tem in the absence of the Chair.
- In the event the position of CB Chair becomes vacant during a term, the First Vice Chair shall become Chair for the remainder of the term.
- The Vice Chairs shall be familiar with reports, meetings, projects, and the overall operations of the CB including the TFTC and shall assist the Chair when called upon.

TIME COMMITMENT

- Averages 20-30 hours monthly but may be more when preparing prior to deadlines.
- Must have daily access to email and commit to a 72-hour maximum turnaround time in email responses.
- Attend the following meetings:
- Winter CB Board meeting and Forms Review meeting (3 days plus travel)
- Summer CB Board meeting (2 days plus travel)
- Fall TFTC meeting and Item Review meeting (3 days plus travel)
- The incoming CB Chair is required to attend the BOT meetings at the Annual Conference.

TASK FORCE FOR TEST CONSTRUCTION

DESCRIPTION

The TFTC is composed of subject matter experts (SME's) who are responsible for writing and reviewing items (questions) contained in the pool used for the CMA (AAMA) Certification Exam. This Task Force works under the direction of the CB and in collaboration with the professional test contractor in the examination development process. TFTC members must demonstrate an interest and ability in item writing. Members must agree to maintain strict confidentiality and security of all exam materials.

SME's analyze the content of the item for accuracy, ensure the item is testing to current practices and presented at an entry-level skill set. All items must be appropriately mapped to the *Content Outline*.

TASK FORCE FOR TEST CONSTRUCTION MEMBERS

QUALIFICATIONS

- A current CMA (AAMA) who has graduated from a CAAHEP or ABHES accredited medical assisting program and/or completed at least one (1) year post-secondary education and is currently working in the healthcare delivery system practicing as a CMA (AAMA) or in an administrative capacity in the healthcare industry. Candidates are expected to be working at least on a permanent part-time basis. The CB will review each application individually.
- A current CMA (AAMA), who is currently employed as a medical assisting educator with a minimum of two (2)

years' experience in a CAAHEP- or ABHES-accredited program and is currently teaching core medical assisting classes in a CAAHEP- or ABHES-accredited medical assisting program. Candidates are expected to be working at least on a permanent part-time basis. The CB will review each application individually.

- A board-certified physician, physician assistant, or advanced practice registered nurse practitioner; all of whom are either practicing in health care or teaching in an accredited academic health care program.

COMPLIANCE REQUIREMENTS

- To reduce security threats, TFTC members are selected for their integrity, dedication to the CMA (AAMA) credential and their regard for protecting the safety of healthcare consumers.
- TFTC members may *not* edit, publish, author, coauthor, contribute to or review medical assisting textbooks or any information that has a potential to be a conflict of interest during their period of appointment or for 24 months after the appointment ends.
- TFTC members may *not* apply for the CMA (AAMA) Certification Exam for a period of twenty-four (24) months after retirement, dismissal, or resignation from the TFTC.
- TFTC members may *not* participate in review courses for the CMA (AAMA) Certification Exam during their period of appointment or for a period of twenty-four (24) months after retirement, dismissal, or resignation from the CB and/or TFTC. This rule applies to formal private courses offered for a fee and/or profit.
- TFTC members may *not* concurrently serve on any other national medical assisting board or committee, the Medical Assisting Education Review Board or as a medical assisting accreditation surveyor during tenure on the TFTC.
- TFTC members must always maintain the highest ethical standards of professional and personal conduct at all times, remembering the importance of protecting the reputation of the AAMA Certifying Board's Certification and Recertification programs.

TERM

Members of the TFTC are appointed by the CB for a term of three consecutive writing assignments (expands over a four-year period). No limit is set on the number of terms for eligible members. Task Force member performance will be monitored annually regarding compliance with assignment deadlines and quality of items submitted.

DUTIES

- Prepare an assigned number of items, usually up to 40, in the accepted format and in the designated subject areas of the *Content Outline* and return to the test vendor by specified deadline.
- Review interim item technical edits recommended by test vendor, correct identified flaws and re-submit edits according to specified deadline.
- After technical corrections, complete a second review of the entire committee items, approximately 500–550 items, for consideration of deleting, editing, or approving.
- Attend the annual item review meeting sponsored by the exam vendor and be prepared to participate in the critical final discussion and assessment of each item submitted.
- Attend the Item Writing Workshop sponsored by exam vendor at initial appointment to the Task Force and as deemed necessary by the CB and/or exam editors.
- Must have access to current editions of medical assisting textbooks and appropriate reference materials. Reimbursement is available.
- Must sign and abide by the *CB/TFTC Code of Conduct* maintaining strict privacy of all materials, debates, and discussions held during term and at term's end. Estimated time for the initial item writing assignment is 35–45 hours.
- Estimated time for interim edit review is 20–25 hours.
- Estimated time for committee item review is an additional 40 hours.
- Task Force members must attend the fall TFTC meeting annually. Meeting is 2 days plus travel time.
- All Task Force members must attend the Item Writing Workshop with the exam vendor at initial appointment before receiving the first writing assignment and as deemed necessary by the CB. This workshop will add one additional day to the TFTC meeting.

TASK FORCE FOR TEST CONSTRUCTION CHAIR

QUALIFICATIONS

The Chair of the TFTC shall be either an educator or practitioner current CMA (AAMA) who has served as a TFTC member.

The TFTC Chair shall be nominated and appointed by the voting members of the CB and serve for a term of two years reviewed annually. The TFTC Chair shall not serve for more than two consecutive terms as Chair.

DUTIES

- Mentors TFTC Vice Chair (S) and TFTC members
- Oversees the achievements of the TFTC which includes item preparation, evaluation and assignment deadlines
- Recruits and assists with the TFTC member selection process
- Monitors and evaluates item writer performance
- Organizes the annual meeting of the TFTC and serves as a committee facilitator
- Assists the test vendor in arranging the Item Writers Workshop
- Supports and communicates regularly with the CB, the Director of Certification, the test vendor, and the TFTC members
- May or may not be delegated an item writing assignment
- Maintains and updates the TFTC Notebook/Guide
- Arranges and leads the debriefing meeting following the annual TFTC meeting
- Abides by the CB Policies and Procedures and maintains strict confidentiality regarding all CB and TFTC meeting discussions, proprietary information, and materials
- Provides written reports to the CB as requested
- Attends all meetings of the CB and Serves as Chair pro-tem of the CB in the absences of CB Leadership
- Chair of the Content Outline Maintenance Committee
- Issues CME certificates to qualifying TFTC members at completion of each TFTC meeting
- Monitors TFTC membership status for changes within term assignments and individual eligibility requirements annually to ensure conformity with TFTC composition requirements

TIME COMMITMENT

- Serves approximately 150-200 hours annually with the majority of time focused on meeting preparation for the TFTC and communication.
- Must have daily access to email and commit to a 72-hour maximum turnaround time in email responses.
- At the expense of the CB, required to travel for up to 6 consecutive days for the CB meeting and Forms Review in February.
- Travel up to four consecutive days for the CB meeting in July.
- Travel up to five consecutive days for the Pretest Item Review, annual TFTC meeting and Item Writing Workshop in October.
-

TASK FORCE FOR TEST CONSTRUCTION VICE CHAIR

QUALIFICATIONS

The Vice Chair of the TFTC shall be either an educator or practitioner current CMA (AAMA) who has served as a TFTC member.

TERM

The TFTC Vice Chair shall be nominated and appointed by the voting members of the CB and serve for a term of one year and be eligible for re-election. The TFTC Vice Chair shall not serve for more than two consecutive terms as Chair.

DUTIES

- Assists the TFTC Chair in overseeing the achievements of the TFTC which includes item preparation, evaluation and assignment deadlines.
- Mentors TFTC members.
- Recruits and assists with the TFTC member selection process.
- Assists TFTC Chair to monitor and evaluate item writer performance.
- Helps organize the annual meeting of the TFTC and serves as a committee facilitator.
- Abides by the official CB Policies and Procedures and maintains strict confidentiality regarding all CB and TFTC meeting discussions, proprietary information, and materials.

TIME COMMITMENT

- Serves approximately 50–100 hours annually.
- Must have daily access to email and commit to a 72-hour maximum turnaround time in email responses.
- Travel up to five consecutive days for the annual TFTC meeting and Item Writing Workshop in October.

CONTINUING EDUCATION BOARD

DESCRIPTION

The Continuing Education Board (CEB) is responsible for administering a complete continuing education program for the AAMA and functions under the authority of the BOT. The board consists of up to 12 members, holding current active CMA (AAMA) 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 medical assisting.

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 active status.
- An active member of the AAMA.
 - Currently or previously has been a practicing medical assistant for the past three years.

An educator member of the CEB must be:

- A CMA (AAMA), holding current active status within the last three years.
- Currently or recently has been engaged in teaching or directing educational programs within CAAHEP, ABHES or NCCA accredited medical assisting programs within the last three years. 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 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 five consecutive terms (unless completing a term as Chair). No member is eligible to serve for more than ten 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 and provide 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 position of CEB Chair will be approved by the BOT. A member of the CEB shall chair each task force.

TERM

The Chair shall take office immediately after the close of the AAMA House of Delegates for the year appointed. If the position of Chair is vacant, the CEB can authorize the Chair to take office immediately, with the approval of the BOT. The term of office of the Chair is one (1) AAMA year. The Chair shall not serve more than three (3) one-year terms in respective positions. Service as Chair shall not waive the requirements in 2.0 that CEB members not serve more than five (5) consecutive terms or ten (10) consecutive years on the CEB.

DUTIES

- Responsible for all activities of the CEB including overseeing the work of project teams. Duties include weekly communication with the Director/Manager of Continuing Education concerning the status of the Continuing Education Department and of the CEB with a view toward sharing mutual concerns, problems, and finding mutually acceptable solutions.
- Prepare reports for the BOT meetings and a report for the Delegates Packet. Copy BOT reports to the staff liaison and other designated staff. Send a Delegate Packet report to the Speaker of the House and a copy to the Vice Speaker and other designated staff.
- 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/Manager of Continuing Education.
- Attend BOT meetings – Winter, Summer, and 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 in-person board meetings, two virtual board meetings, and a planning session of the CEB each year. For

the two in-person board meetings and the planning session, virtual attendance is permissible only in extenuating circumstances, as approved by the CEB chair. Additional Virtual meetings may be called at the request of the Chair or the majority of members.

CONTINUING EDUCATION BOARD VICE CHAIR

QUALIFICATIONS

The position of CEB Vice Chair will be approved by the BOT. The CEB will select from among its members and may do so by ballot or voice vote.

TERM

The Vice Chair shall take office immediately after the close of the AAMA House of Delegates for the year appointed. If the position of Vice Chair is vacant, the CEB can authorize the Vice Chair to take office immediately, with the approval of the BOT. The term of office of the Vice Chair is one (1) AAMA year. The Vice Chair shall not serve more than three (3) one-year terms in respective positions. Service as Vice Chair shall not waive the requirements in 2.0 that CEB members not serve more than five (5) consecutive terms or ten (10) consecutive years on the CEB.

DUTIES

- Provides 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 in-person board meetings, two virtual board meetings, and a planning session of the CEB each year. For the two in-person board meetings and the planning session, virtual attendance is permissible only in extenuating circumstances, as approved by the CEB chair. Additional Virtual meetings may be called at the request of the Chair or the majority of members.
- If the Vice Chair is slated to become Chair of this board at the close of the Annual Conference, they will be required to attend the BOT meetings at the Annual Conference.

CONFERENCE CONTINUING EDUCATION TASK FORCE

QUALIFICATIONS

Members of this task force shall hold current AAMA Active or Associate membership status and must maintain membership throughout their term of service. Members shall have been employed as a practicing medical assistant and/or a medical assisting educator within a CAAHEP, ABHES or NCCA accredited medical assisting program, or in a medical assisting program in a school accredited by an accreditor recognized by the United States Department of Education or the Council for Higher Education Accreditation or a member of an accredited educational institution's administration (ex: Dean, Provost, Vice President, President, etc.) may be appointed to the task force so long as they have had direct educator/practitioner experience within the last ten years. The CEB makes recommendations to the BOT for appointment.

TERM

Members are appointed by the BOT for two-year terms and are eligible for reappointment. The term of services shall not exceed ten 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.
- Contact the Chair immediately if unable to complete the term of appointment.

TIME COMMITMENT

15 hours between January and July annually.

CONFERENCE CONTINUING EDUCATION TASK FORCE CHAIR

QUALIFICATIONS

The position of Conference CE Session Task Force Chair will be approved by the BOT. The CEB will select from among its members and may do so by ballot or voice vote.

TERM

The term of appointment is two years and the CCETF Chair 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 publications. 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 each year (eight days in total, including travel days).
- Participate in the BOT's Annual Conference Committee meetings.

LEADERS IN EDUCATION AND PRACTICE TASK FORCE

QUALIFICATIONS

Members of LEAP shall be an active or associate AAMA member, holding current status. Members shall have been employed as experienced educators and/or practitioners for at least three of 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 two-years, and a member of LEAP is eligible for reappointment. The term of service shall not exceed eight 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.
- Contact the Chair immediately if unable to complete the term of appointment.

LEADERS IN EDUCATION AND PRACTICE TASK FORCE CHAIR

QUALIFICATIONS

The position of LEAP Task Force Chair will be approved by the BOT. A member of the CEB shall chair each task force.

TERM

The term of appointment is two-years, and the LEAP Task Force Chair is eligible for reappointment. The term of services shall not exceed eight 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 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 hold current AAMA Active, Associate, or Affiliate membership status and must maintain membership throughout their term of service. Members of this task force shall be employed as a practice manager or supervisor or are currently certified/credentialed Medical Practice Managers/Administrators. Members shall have been employed in the profession of practice management for three (3) of the last five (5) years

TERM

The term of appointment is two years and is eligible for reappointment. The term of service shall not exceed ten 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 to the Chair for publication 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. 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

QUALIFICATION

The position of PMTF Chair will be approved by the BOT. A member of the CEB shall chair each task force.

TERM

The term of appointment is two-years and the PMTF Chair is eligible for reappointment. The term of service shall not exceed ten 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 the 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 each year (eight days in total, including travel days).

JUDICIAL COUNCIL

DESCRIPTION

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

TRUSTEES

QUALIFICATIONS

A candidate for Trustee must have attended at least two previous AAMA Annual Conferences as a delegate or served as Chair of the Certifying Board or Continuing Education Board; served as President, Vice President, President-Elect, Speaker, or Vice Speaker of a constituent society, and served for one full year on (1) a national committee; (2) a national board (i.e., the Certifying Board or Continuing Education Board) or one of its committees, task forces or strategy teams; or (3) a national task force or strategy team whose medical assistant members are appointed or approved by the Board of Trustees.

TERM

The term of office for Trustee is two years with four Trustees elected in odd years and three 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 BOT 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 the AAMA as requested by the President or the CEO.
- Serve as strategy team chairs, committee Chairs and/or members, or liaisons, if appointed.
- Serve on the AAMA Representatives Bureau.
- Serve as a member of the Maxine Williams Board of Directors
- 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 CEO informed of events that they might not otherwise be aware of.
- Submit a report for the BOT meeting agenda book and copy the MSC and designated staff.
- Submit a report for the Delegates Packet with copies to the Speaker of the House, Vice Speaker of the House, and designated staff.
- During the Annual Conference, attend all general sessions, House of Delegates sessions, assigned reference committees, meal functions, State Leadership session, orientation meeting for the Board, First timers sessions, BOT meeting with the SoPPs and receptions, as scheduled by the President.
- Fill vacancies in office as outlined in AAMA Bylaws.
- Appoint members of the CEB and Provider Liaison Board.
- Approve appointments to other committees, as necessary.
- 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 CEO.
- Evaluate progress reports of officers, trustees, boards, strategy teams, committees, and task forces.
- Adopt a balanced budget and recommend 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

- 20–45 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).
- AAMA Representatives Bureau assignments (approximately three to nine days, depending on assignments).

IMMEDIATE PAST PRESIDENT

TERM

The term of office for the Immediate Past President shall be one year or until successors are elected. The elected Officer shall not serve more than one consecutive term in the same office (except for the 2020-2021 AAMA year).

DUTIES

- Serve as a mentor to the President.
- Serve as Parliamentary Advisor at BOT meetings.
- Serve as a member of the MSC, the Budget and Finance Committee, and the BOT.
- Serve as the Chair of the Nominating Committee
- Serve as the Chair of the Annual Conference Committee
- Serve as the Secretary on the MSC and report to the President for information to be reported to BOT members.
- Serve on the AAMA Representatives Bureau and attend and work the booth at the MGMA and any other necessary exhibits or meetings as requested by the President and/or CEO
- Serve as a member of the Maxine Williams Board of Directors
- Submit a report for each BOT meeting agenda book with copies to the MSC and designated staff.
- Submit a report for the Delegates Packet to the Speaker of the House, with copies to the Vice Speaker of the House and designated staff.
- Conduct “Meet the Candidates” virtual sessions prior to conference and in person session at the AAMA Annual Conference after the morning session of the HOD.
- As a member of the MSC, review BOT meeting minutes prior to distribution to the BOT.
- In the vacancy of the President, Vice President, or Secretary, the Immediate Past President will assume a position on the Maxine Williams Board of Directors in accordance with Illinois law.

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).
- AAMA Representative Bureau assignments (approximately three to 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 served two complete years as a member of the Board of Trustees (an AAMA year is from annual meeting to annual meeting of the House of Delegates) and have served as President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.

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 odd 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.
- Serve on the AAMA Representatives Bureau.
- Serve as a member of the Maxine Williams Board of Directors
- Submit a report for each BOT meeting agenda book and copy the MSC and designated staff.
- Submit a report for the Delegates Packet to the Speaker of the House, with a copy designated staff.

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).
- AAMA Representatives Bureau assignments (approximately 3–9 days, depending on assignments).

SPEAKER OF THE HOUSE OF DELEGATES

QUALIFICATIONS

A candidate for Speaker of the House of Delegates must have served two complete years as a member of the Board of Trustees (an AAMA year is from annual meeting to annual meeting of the House of Delegates) and have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.

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 odd numbered years.

DUTIES

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

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).
- AAMA Representatives Bureau assignments (approximately three to nine days, depending on assignments).

SECRETARY

QUALIFICATIONS

A candidate for Secretary must have served two complete years as a member of the Board of Trustees (an AAMA

year is from annual meeting to annual meeting of the House of Delegates) and have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.

TERM

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

DUTIES

- Keep the minutes of all regular and special meetings of the BOT and the Maxine Williams Board of Directors.
- Send the first draft of the BOT minutes to the MSC within 30 days. Allow 14 days for corrections from the MSC.
- Send the second draft to members of the BOT within 30 days. Allow 14 days for corrections from BOT members. A copy of the final approved minutes is sent to the Executive Office to be kept on file.
- Serve as a member of the MSC, Budget and Finance Committee, and BOT, and as a Director of the Maxine Williams Board of Directors.
- Serve on the AAMA Representatives Bureau.
- Serve as a member of the Maxine Williams Board of Directors
- Submit a report for the BOT meeting agenda book and copy remaining MSC members and designated staff.
- Submit a report for the Delegates Packet and copy the Speaker of the House, Vice Speaker of the House, and designated staff.
- As a member of the MSC, review BOT meeting minutes prior to distribution to the BOT.
- As a member of the Maxine Williams Board of Directors, review meeting minutes.

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 to nine days, depending on assignments).

VICE PRESIDENT

QUALIFICATIONS

A candidate for Vice President shall have served as an AAMA-elected officer; must have been an elected member of the Board of Trustees for two years (an AAMA year is from annual meeting to annual meeting of the House of Delegates); and have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.

TERM

The term of office for the Vice President shall be one year or until successors are elected. The elected Officer shall not serve more than one consecutive term in the same office (except for the 2020-2021 AAMA year).

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 Education Board meetings along with the President for all board meetings including planning sessions.
- Attend no less than the summer meetings of the CEB and CB.
- Appoint strategy team/committee members for the ensuing year, subject to confirmation by the BOT, having secured each individual's consent to serve.

- Receive and review copies of all strategy team/committee and board reports.
- Serve as Chair of the Maxine Williams Scholarship Committee.
- Serve as a member of the of the Maxine Williams Board of Directors
- Serve on the AAMA Representatives Bureau.
- As a member of the MSC, review BOT meeting minutes prior to distribution to the BOT.
- As a member of the Maxine Williams Board of Directors, review meeting minutes.
- Submit a report for the BOT meeting agenda book and copy the remaining MSC members and the designated staff member(s).
- Submit a report for the Delegates Packet and copy the Speaker of the House, Vice Speaker of the House, and designated staff members(s).
- Schedule Representatives Bureau assignments, with assistance from the President and CEO.
- Maintain close communication with the President on all issues related to the association.

TIME COMMITMENT

- 40–46 days per year
- Attend Winter and Summer BOT meetings and Fall Planning Session (13 days, including travel), and the Annual Conference (6 or 7 days, including travel).
- Attend the Budget and Finance Committee meeting one day prior to the BOT meeting in Winter and Summer.
- AAMA Representative Bureau assignments (approximately 3 to 9 days, depending on assignments)
- Attend Winter and Summer CEB and CB Meetings and CEB Fall Planning Session (14 days, including travel)

PRESIDENT

TERM

The term of office for the President shall be one year or until successors are elected. The elected Officer shall not serve more than one consecutive term in the same office (except for the 2020-2021 AAMA year).

DUTIES

- Preside at all meetings of the 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 Management Steering Committee
- Serve as Chair of the Budget and Finance Committee
- Serve as President of the Maxine Williams Board of Directors.
- Attend all meetings and planning sessions 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 the AAMA of any resignations from the BOT and any further action required.
- Appoint replacement 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 member of other committees, task forces, and strategy teams as needed.
- Conduct and/ or appoint an individual (Past AAMA President, Immediate Past President, and/or Vice President) to conduct an orientation session for elected Trustees and Officers at the Post-HOD meeting and/or the Planning Session
- Review copies of all strategy team, committee, and board reports; correspondence regarding strategy team or committee work or general matters of opinion, concern of inquiry; correspondence going outside the organization.
- As a member of the MSC, review BOT meeting minutes prior to distribution to the BOT.
- As a member of the Maxine Williams Board of Directors, review meeting minutes.
- Review with the MSC all news releases regarding the affairs of the AAMA.

- Approve with the MSC correspondence to state societies and/or local chapters instituting action.
- Send correspondence to state society presidents and presidents-elect/vice presidents as needed.
- Prepare articles for selected issues of *Medical Assisting Today* in cooperation with the editor.
- Appoint, with approval of the BOT, strategy team Chairs or committees at the post-HOD Board meeting.
- Serve as a member of the BOT, member of the MSC, and President of the Maxine Williams Board of Directors and member of the Budget and Finance Committee.
- Review the Strategic Plan to ensure 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 Office Leadership and other MSC members when needed or requested.
- 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 Maxine Williams Board of Directors meetings, with input from the CEO and designated staff.
- Submit a report for each BOT meeting agenda book and copy the MSC and designated staff.
- Submit a report for the Delegates Packet to the Speaker of the House and copy the Vice Speaker of the House and designated staff.
- 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 Office Leadership and Vice President on all issues regarding the AAMA.
- Keep the BOT informed in a timely manner of all issues regarding the association.
- Oversee all boards, committees, task forces, and strategy teams to ensure they are functioning in an equitable manner.
- Serve on the AAMA Representatives Bureau and attend and work the booth at the MGMA and any other necessary exhibits or meetings as requested by the CEO.

TIME COMMITMENT

- 40–46 days for travel and meeting, plus 40–60 hours monthly to conduct interim business.
- Attend Winter and Summer BOT meetings and Fall Planning Session, CEB, CB winter meetings, Budget and Finance meeting, and the Annual Conference (approximately 27 days, including travel).
- AAMA Representatives Bureau assignments (3–12 days, depending on assignments).

CURRENT AAMA COMMITTEES

(All committee members will be appointed by the AAMA President with approval by the Board of Trustees)

ANNUAL CONFERENCE COMMITTEE

BOT & AAMA Members

This committee functions are to view Annual Conference proceedings for opportunities to enhance events and schedules for the members and attendees.

AWARDS COMMITTEE

BOT Members

The charge of this committee is to review the applications for the AAMA Excel Awards. Also, to create a topic for the AAMA Student Essay Award and to plan the Welcome and Awards Celebration.

BYLAWS COMMITTEE

BOT Members and Active Members

The Bylaws and Resolutions committee is responsible for officially notifying each constituent society of all changes

to the AAMA Bylaws and explaining how the changes may impact constituent society bylaws. If there are AAMA Bylaws changes that the constituent societies are mandated to include in their bylaws, this committee must notify the constituent societies and provide a deadline by which each society must submit their revised bylaws for this committee to review. Review constituent society bylaws on a rotating schedule. Committee members must have experience serving as a chapter or state society officer.

CAREER PROFESSIONAL DEVELOPMENT COMMITTEE

BOT & CEB Members and additional active AAMA members as appointed

The charge of this committee is to address opportunities to provide information and education to medical assistants to help with educating about potential career advancements and creating education for possible pathways to advance within their careers.

DOCUMENTS COMMITTEE

BOT Members

The Documents Committee is charged with reviewing AAMA documents to ensure such documents are up to date as well as consistent with other documents.

EDITORIAL ADVISORY COMMITTEE

BOT & AAMA Members

This committee is charged with assisting the *Medical Assisting Today* managing editor and AAMA staff by suggesting article topic ideas and possible interviewees. Each member of the Editorial Advisory Committee is responsible for submitting 9 potential topics (clinical, managerial, and educational) by the deadline dates of December 1, March 1, and June 1.

NOMINATING COMMITTEE

Immediate Past President and Elected AAMA Members per AAMA Bylaws

The Nominating Committee is responsible for soliciting, screening, and presenting a slate of nominees for officers and trustees in accordance with Articles VIII and IX of the AAMA Bylaws.

SOCIAL MEDIA COMMITTEE

BOT & AAMA Members

Social Media Committee is charged with developing new and creative ways to increase visibility and active participation with LinkedIn, Twitter, Facebook, TikTok, and Instagram.

CURRENT AAMA STRATEGY TEAMS

STRATEGIC ISSUES PLANNING COMMITTEE

BOT Members and/or Past AAMA President

This committee is charged with advancing the goals and objectives of the association, the profession, and the CMA (AAMA) credential.

LEADERSHIP DEVELOPMENT STRATEGY TEAM

BOT & AAMA Members

This committee is charged with developing the State Leaders session for the AAMA Annual Conference and deciding the direction for the team while keeping in mind the Strategic Issues Plan.

MARKETING STRATEGY TEAM

BOT & AAMA Members

The Marketing Strategy Team is charged with branding the AAMA as the resource for the profession by developing tools that assist members with promoting the profession and the AAMA. Also, to develop ways to promote the AAMA to the public, including employers, health agencies and medical assisting programs.

MEMBERSHIP DEVELOPMENT STRATEGY TEAM

BOT & AAMA Members

The Membership Development Strategy Team is charged with developing new and creative ways to increase and retain membership.

CURRENT AAMA TASK FORCES

ADVISORY TASK FORCE

BOT & AAMA Members

The advisory Task Force is charged with researching ways in which to compile beneficial resources to those that hire Medical Assistants as well as provide advisory support to employers on the utilization of Medical Assistants in the outpatient settings.

EDUCATORS COLLABORATIVE TASK FORCE

BOT and AAMA members

The Educators Collaborative Task Force is charged to educate/ encourage educators regarding the benefits of association with the AAMA, determine the resource needs of educators and where to locate information related to the profession, provide educators and their respective societies with tools to establish a State Society Educator Group if there is none, and determine how to reach out to current and recent graduates to join AAMA and know the benefits of becoming a member.

LEADERS IN EDUCATION AND PRACTICE TASK FORCE

Continuing Education Board Subcommittee

The charge of the Leaders in Education and Practice Task Force is to develop educator topics for the annual AAMA Conference, plan educators' activities, and assist with pre-conference education session on the Thursday prior to the conference.

PARTNERSHIP TASK FORCE

BOT Members

The Partnership Task Force is charged to develop and research partnership opportunities with outside allied health organizations, governmental agencies, corporations and/or associations in which a partnership would provide mutual benefits and market our organization.

PRACTICE MANAGERS TASK FORCE

Continuing Education Board Subcommittee

Plan managers activities for conference.

TASK FORCE FOR CONFERENCE CONTINUING EDUCATIONS SESSIONS

Continuing Education Board Subcommittee

Develop topics for conference educational sessions.

TASK FORCE FOR TEST CONSTRUCTION

Certifying Board Subcommittee

Write items for the CMA (AAMA) Certification Exam.

COMMUNICATION GUIDELINES

EMAIL GUIDELINES

This document provides guidelines for the appropriate use of email for AAMA leadership. It is important to show professionalism and efficiency when using email, just as it is with mail sent by hard copy. Proper email language conveys a professional image of the AAMA. Efficient emails, those that get to the point, are much more effective than poorly worded emails. (If there is any guideline or terminology below that you do not understand, please ask.)

1. **Discussion issues.** As part of the streamlining of BOT work, email discussions may take the place of face-to-face Board meetings. When an issue is discussed during an actual board meeting, all participants stay in the room and discuss openly. Email Board discussions should be handled in the same manner. If you have something to add to the discussion, reply to all, not to individuals. (However, please exercise good judgment when replying to other types of emails, such as FYI or announcement emails sent by Executive Office staff. If it is not necessary or appropriate to reply to everyone, please do not do so. It wastes time and bandwidth.) If the email is copied to you, but not directed to you, it is not always necessary to respond.
2. **Do not send or forward emails containing libelous, defamatory, offensive, racist, or obscene remarks. Keep your language gender neutral. Do not say something in email that you would not say to a person's face.** Sending an email is like sending a postcard. If you don't want it to be displayed on a bulletin board, don't send it.
3. **Do not forward chain letters, stories, virus alerts, sermons, poems etc.** If you think you have received a genuine virus alert, please double-check it at a reliable website, such as <http://www.symantec.com/avcenter/hoax.html> or <http://vil.mcafee.com/hoax.asp>. Then alert the Executive Office staff. They will notify the boards.
4. **Do not forward or copy a message or attachment without permission.** Do not copy or forward a message from another user without permission. Do not copy or forward an attachment sent to you without permission of the originator. If you do not ask permission first, there may be negative consequences.
5. **Sign your name to your message.**
6. **Answer all questions.**
7. **Use a meaningful subject line.** Try to use a subject that is meaningful to you and the recipient. For instance, when sending an email regarding a project or topic, it is better to mention the actual name of the project. Avoid using "URGENT" and "IMPORTANT" in the subject line, as these often trigger spam filters.
8. **Use proper spelling, grammar, and punctuation.** Inaccurate spelling, grammar, and punctuation give a bad impression and can make the message hard to understand. If your program has a spell-check option, use it. But don't rely on it, as spell-check does not tell you when you have left out a word or when something doesn't make sense.
9. **Use readable sentence structure and layout.** For many, reading from a screen is more difficult than reading from paper. Therefore, the structure and layout for email messages is very important. Use short paragraphs and blank lines between each paragraph. When making points, number them or mark each point as separate to provide an overview. Avoid long sentences.
10. **Include quotes from previous email for clarity.** It is important that you check the preferences on your email program to be sure that, when you hit "reply," you are quoting the previous message back to the sender. Most of us send and receive many emails and cannot remember each individual email. If it is not clear to the recipient exactly what you are responding to, it will result in much confusion and time lost in looking for the related email.
11. **However, do not make an email longer than it needs to be.** If you need to quote significantly from another email (or multiple emails) in order to reply, please copy and paste only those portions of the email(s) needed to make your reply clear. It is quick and easy to hit "reply" and send an entire message thread back, but if the thread contains unnecessary information, or messages everyone has already read multiple times, it is a waste of bandwidth and time.
12. **Do not write in capitals.** This is perceived as shouting.
13. **Read the email before you send it.** Read the email through the eyes (and ears) of the recipient. This will help avoid misunderstandings and inappropriate comments.
14. **Do not overuse the high priority option.** Don't be the Board member who cried "wolf" too many times. Save the

high priority option for when it is really needed, or your colleagues will not pay attention when it is needed.

15. **Text emails are preferred to HTML emails.** Not all email programs will send and receive the same way, so the HTML message you send, possibly with colorful backgrounds, animation, etc. may arrive in someone else's inbox as gibberish.
16. **Do not attach unnecessary files.** Large attachments can bring down an email system. Send attachments only when they are necessary (when possible, compress attachments—if you are sure the recipient can receive them that way).
Note: It is important to have good virus protection software in place that can scan incoming and outgoing mail.)
17. **Do not request “delivery” receipts.** This can be quite annoying for the recipient. It usually does not work anyway since the recipient could have blocked that function or can make the determination not to acknowledge receipt of the email. If you need to know if the recipient received the message, include a request for response in the message itself.
18. **If using abbreviations and emoticons, be sure the receiver will understand them.**

SOCIAL MEDIA COMMUNITY GUIDELINES

The American Association of Medical Assistants® (AAMA) holds itself to the highest level of professionalism. We expect members of the AAMA community to hold themselves to that same standard, especially when representing the organization. To engage with, be an ambassador for, or have any of your posts shared to AAMA accounts, you must maintain the utmost professionalism on your personal social media accounts and follow all social media platform community guidelines.

The American Association of Medical Assistants® (AAMA) asks its community members to abstain from posting content that is any of the following:

- Threatening, abusive, defamatory, obscene, or indecent
- Fraudulent, deceptive, or misleading
- Violates the intellectual property rights of another
- Advertises or promotes any non-AAMA product or service
- Violates any law or regulation
- Inflammatory or offensive
- Otherwise, objectionable

The AAMA reserves the right to forgo sharing (e.g., reposting) any content and to remove any content that appears on the AAMA's accounts (e.g., comments) that violates AAMA community guidelines or that the AAMA otherwise determines is not appropriate and ban the user who posted it to an AAMA account.

The AAMA requests that users refrain from posting comments containing partisan political statements or overt religious language on AAMA social media accounts, and the AAMA will forgo sharing any content that includes such language. The fact that any comment remains to any AAMA post *in no way* constitutes an endorsement by the AAMA of any view expressed, fact alleged, or link provided in that comment. (And, of course, all content posted must comply with each platform's community guidelines.)

The AAMA may provide links to other sources that may be of interest to you. Any such posting does not constitute an endorsement by the AAMA.

The names, trademarks, service marks, and logos of AAMA appearing via any AAMA social media account may not be used in any advertising or publicity or otherwise to indicate AAMA's sponsorship of or affiliation with any product or service.