

Interested in Joining a Committee?

Are you an expert when it comes to:

- Organization?
- Party planning?
- Editing?
- Working with different technologies?
- Sales and marketing?
- Writing?

These are just a few examples of the skills that are needed on MSMA's committees. Whatever your unique talent or area of expertise might be, there is a committee for you!

Awards: *Responsible for the annual membership and publication contests and recognition of new CMAs and revalidated CMAs.*

- Help to plan the annual Awards Celebration. This is typically held as a luncheon or dinner during the Spring Convention and honors chapters and individual members for accomplishments made throughout the year.



Education: *Shall be responsible to review CEU program topics to eliminate repetition; shall maintain a list of CEU topics and descriptions presented at MSMA functions for five years.*

- Keep track of CEUs presented at conferences and conventions. This will ensure that members are receiving new information not recently presented. Grade tests submitted by members for CEUs from Journal articles.



Educators: *Shall be responsible for the needs of medical assisting students enrolled in post-secondary institutions and the post-secondary educational programs; shall keep MSMA informed of current requirements/revisions in medical assisting programs.*

- Work with schools that offer medical assisting programs to address the needs of the students. Keep up-to-date regarding current curriculum, requirements, and revisions in the programs.



The above list is just a sample of the volunteer opportunities available. For information about other committees, or to find out how to become part of a committee, contact President Elect Christa Smith, CMA (AAMA) via email at smithc.msma@gmail.com

Interested in Joining a Committee?

Journal: *Shall be responsible for the format of the official publication of MSMA; shall collect photos and other materials for inclusion in the Journal; shall also be responsible for keeping and recording the history of MSMA.*

- The MSMA's official publication is the Michigan Medical Assistant Journal (MMAJ). Become a part of this award-winning committee and assist with the collection of material for each addition. Proofreading and editing skills are desirable traits for a Journal committee member!



Membership: *Shall advise, assist, and guide new chapter formation, recruit new members while supporting established chapters; shall encourage continuing membership to non-renewing members; shall maintain membership lists and maintain a list of newly certified medical assistants.*

- Help a new chapter get started. Recruit new members and encourage current members to renew by discussing the benefits of membership and implementing innovative ideas, such as the Membership Committee-sponsored registration giveaway drawing held at each conference.



Public Relations: *Shall promote the medical assisting profession and MSMA through the development of written and oral communication with the media, community, and paramedical professions.*

- Keep the MSMA website and Facebook content current by posting updates as necessary. Promote the profession and the organization by attending conferences for other organizations, creating and handing out promotional materials, and networking with other health care professionals.



Ways and Means: *Shall facilitate fund raising events to help support MSMA.*

- Assist with the sale of MSMA goods at conferences and conventions. Come up with ideas for new items so members have a variety of items to choose from.



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