

MSMA COMMITTEE VOLUNTEER FORM (2020-2021)

Please include your name, address, phone numbers, and any chapter and state positions you have held. Let us know if you would like to chair a committee by circling the (C) or be a member of that team by circling (M).

Note: Committee Chairs are expected to attend MSMA Board Meetings.

COMMITTEE	(C) OR (M)	DESCRIPTION
Awards	C or M	Coordinate and present awards at state convention ranging from membership, certifications, publications, MVP, and special awards.
Budget & Finance	C or M	Assist in preparing the MSMA budget; need an understanding of accounts payable and receivable. Good for those who like working with numbers.
Bylaws	C or M	Study local, state, and national bylaws to make proper recommendations for compliance or change; familiarity with Robert’s Rules is helpful.
Conference Liaison	C or M	Handle all aspects of putting together a conference/convention, including venue contracting and obtaining exhibitors and speakers.
Documents	C or M	Review and edit all official MSMA documents on a rotating basis, to ensure currency and accuracy of information.
Education	C or M	Review suggested topics for state functions and the MSMA Journal. Keep records of topics used and suggest new ones, balancing administrative, general, and clinical CEUs.
Educators	C or M	Act as the board’s liaison with students and schools. Familiarity with accredited medical assisting programs is helpful.
Insurance Advisory	C or M	Keep members updated regarding changes in the medical insurance industry. Good for billers and coders.
Journal	C or M	Collect articles and information from national, state, and local chapters and members to publish in the MSMA Journal.
Membership	C or M	Work with current and potential members to encourage retention and commitment to our profession and organization.
Minutes Review	C or M	Must be a board member. Review the Secretary’s minutes from board meetings for accuracy and correct the minutes before they are submitted for approval.
Past President	C or M	Must be MSMA Past President. Mentor the MSMA President and prepare Resolutions for the House of Delegates.
Public Affairs	C or M	Protect right to practice by monitoring current legislation relating to medical assistants.
Public Relations	C or M	Maintain MSMA’s website and Facebook page. Represent MSMA at other organizations’ events. Chair must be able to use computer technology easily; members should have interest in being mentored to obtain this knowledge.
Regulatory Recognition	C or M	Propose and monitor legislation to assist in the recognition and title protection of Michigan medical assistants.
Strategic Plan	C or M	Conceptualize plans to achieve growth within MSMA and monitor said growth.
Ways & Means	C or M	Organize and implement fundraising for our organization, maintain items to sell, and run MSMA’s Ways & Means table at state functions.

Name: _____ Credential: _____

Address: _____

City/State/Zip: _____

Phone: (H) _____ (C) _____ (W) _____

Email address: _____ Chapter: _____

Positions held: _____

Return completed form to:
Christa Smith, CMA (AAMA) - MSMA President Elect
 smithc.msma@gmail.com