

ANNUAL CONFERENCE COMMITTEE

FACT SHEET

TERM: One year, however, preparations begin three years in advance.
Hosting Chapter appoints Chair with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Strong organizational and communication skills
Dependable with ability to follow-through
Able to manage a large project
Innovative, effective team leader

RESPONSIBILITIES: Attend all NSMA BOD meetings beginning three years prior to conference
Organize the annual NSMA conference including location, dates, program agenda and fees
Chair appoints a Vice-Chair if necessary
Select and choose Chairs for conference sub-committees
Prepare a final conference report including all financial records
Review and update conference section of NSMA Policy Manual yearly

BENEFITS: Annual NSMA conference registration fee paid
Vice-Chair: annual NSMA conference registration fee paid

PROCEDURE NOTEBOOK CONTENTS:

Nebraska Lottery & Raffle Information Guide
Current NSMA operating budget and NSMA conference budget
NSMA Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Roster of conference committee chairs and members
NSMA BOD roster updated yearly
Update Annual Conference Committee planning calendar as needed
Updated NSMA Planning Calendar
Revise/replace forms and samples as needed

ARCHIVE COMMITTEE

FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Artistic, creative skills
Organized, neat

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Attend the NSMA annual conference (or appoint a representative)
Keep NSMA scrapbooks current
Update the NSMA history annually
Official NSMA photographer
Permanently file a copy of each Med-A-Gram
Maintain a list for purging all NSMA documents
Prepare a written yearend report

CHAIR APPOINTMENTS: Chair shall serve on the NSMA Editorial Committee

COMMITTEE MEMBER: NSMA Editorial Chair automatically serves on committee

PROCEDURE NOTEBOOK CONTENTS:

Current NSMA operating budget and NSMA Financial Policies
Retain copies of yearend reports for 5 years
Current NSMA Bylaws and Standing Rules
Update the NSMA purge schedule as needed
Current NSMA BOD roster updated yearly
NSMA Planning Calendar
Archive Committee calendar – updated yearly
Revise/replace forms and samples as needed

AWARDS COMMITTEE

FACT SHEET

TERM: One year.

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Ability to maintain confidentiality
Professional written communication skills
Able to meet deadlines
Knowledgeable of NSMA award program rules

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Solicit nominations and oversee selection for the CMA (AAMA)
of the Year Award
Manage the NSMA Annual Conference Grant Award
Supervise the student scholarship program (once established)
Submit Nebraska entries to the AAMA Excel Awards
competition
Solicit names for special recognition certificates
Prepare yearend report

COMMITTEE MEMBERS: Chair selects one member from each component Chapter

PROCEDURE NOTEBOOK CONTENTS:

CMA of the Year Award Guidelines and Application
NSMA Conference Grant Award Guidelines and Application
AAMA Excel Awards application
Current NSMA operating budget and Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Maintain a list of all CMA (AAMA) of the Year Award recipients
Current NSMA BOD roster replaced yearly
Updated NSMA planning calendar
Update Awards Committee calendar as needed
Revise/replace forms and samples as needed

BUDGET & FINANCE COMMITTEE FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Mastery of basic bookkeeping and accounting principles
Capable of preparing a balanced budget
Able to perform an audit
Organized, logical, dependable

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
General supervision of NSMA finances ensuring funds are spent for the benefit of the membership
Prepare balanced operating and annual conference budgets
Devise ways and means of raising revenue as needed
Update and monitor NSMA Financial Policies
Conduct annual internal audit of Treasurer's books
Monitor NSMA expense reimbursement policies
Participate in reviewing delegate/alternate AAMA conference expenses
Prepare a written yearend report

COMMITTEE MEMBERS: NSMA Treasurer consultant on Audit Sub-Committee
Chair selects a member from the NSMA BOD to serve on Audit Sub-Committee

PROCEDURE NOTEBOOK CONTENTS:

Current NSMA operating and annual conference budget from previous 6 years
NSMA Financial Policies
NSMA Policies for Expense Reimbursement and travel expense form
Retain copies of audit reports for 6 years
Retain Treasurer's reports for 6 years
Retain yearend report for 6 years
Current NSMA Bylaws and Standing Rules
Replace NSMA BOD roster yearly
Update NSMA Planning Calendar
Update Budget & Finance Committee calendar as needed
Revise/replace forms and samples as needed

BYLAWS COMMITTEE FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Clear understanding of the NSMA Bylaws and Standing Rules
Familiar with AAMA Bylaws
Knowledgeable of *Robert's Rules of Order – Newly Revised* and basic parliamentary procedures
Organized, able to focus on details

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Distribute copies of NSMA Bylaws and Standing Rules
Review NSMA Bylaws & prepare proposals to amend
Review NSMA Bylaws for conformity with AAMA
Review NSMA Standing Rules & submit proposals to amend
Review component Chapter Bylaws on a rotating basis for compliance
Monitor the Standing Rules for Delegates/Alternates to AAMA HOD, the Delegate Guidelines and the NSMA HOD Guidelines
Serve in an advisory capacity on parliamentary matters
Prepare a written yearend report

AUTOMATIC COMMITTEE MEMBERS: NSMA Vice President
NSMA Speaker of the House
NSMA Vice-Speaker of the House

PROCEDURE NOTEBOOK CONTENTS:

Retain copies of Bylaws proposed and approved amendments for 3 years
Retain copies of NSMA Standing Rules approved amendments for 3 years
Keep on file a current copy of each component Chapter Bylaws and Standing Rules
Retain Copy of *Robert's Rules of Order – Newly Revised*
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Update the original CD containing Bylaws and Standing Rules as needed
Update NSMA House of Delegates General Reference Guide and NSMA House of Delegates Delegate/Alternate Reference Guide as needed
Current NSMA Bylaws and Standing Rules and AAMA Bylaws
Replace NSMA BOD roster yearly
Update NSMA planning calendar and Bylaws Committee calendar as needed
Revise/replace forms and samples as needed

CERTIFICATION/EDUCATION COMMITTEE FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing

Must be a current CMA (AAMA)

Familiar with NSMA Bylaws and Standing Rules

Understand basic parliamentary procedures

Familiar with AAMA certification and recertification policies & procedures

Comprehensive understanding of the AAMA CEU approval Process

Strong organizational and communication skills

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD

Keep the membership informed regarding the AAMA certification exam application process

Promote and keep the membership updated on the process and requirements for recertification

Mail congratulatory letters to new and recertified members

Promote the AAMA policy that mandates all working CMA's (AAMA) remain current

Promote the proper use of the CMA (AAMA) credential in the workplace

Follow AAMA's Program Planners Guide, plan for CEU sessions as needed, develop and distribute program advertising notices

Maintain roster of allied health professional organizations

Maintain roster of all Nebraska current CMAs (AAMA) - member and nonmember

Prepare a written yearend report

COMMITTEE MEMBERS: Education Chair of each component chapter or appointee

NOTE: All committee members must be current CMA's (AAMA)

PROCEDURE NOTEBOOK CONTENTS:

Current NSMA operating budget and NSMA Financial Policies

Retain yearend report for 5 years

Maintain a list of CEU program titles, CEU approval numbers and attendance lists for 5 years

Maintain roster of all Nebraska current CMAs (AAMA) - member and nonmember

Maintain demographic roster of allied health professional organizations

Current copy of AAMA's Program Planners Guide

CMA (AAMA) Logo Usage Policy

CMA (AAMA) Certification Examination Content Outline

Copy of AAMA Disciplinary Standards and Procedure for the CMA (AAMA)

Advanced Practice of Medical Assisting document

Current NSMA Bylaws and Standing Rules

Replace NSMA BOD roster yearly

Updated NSMA Planning Calendar

Update Certification/Education Committee calendar as needed

Revise/replace forms and samples as needed

DOCUMENT COMMITTEE

FACT SHEET

TERM: One year.

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Strong organizational skills
Ability to focus on details
Quality written communication skills
Orderly, structured, thorough
Recommended that Chair have at least two years NSMA BOD experience

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Ensure uniformity of NSMA forms and documents
Monitor use of the NSMA logo
Monitor and update all copies of the NSMA Policy Manual
Meet annually with the Annual Conference Chair to review Policy Manual conference section
Responsible for signing out copies of the Policy Manual to BOD members
Prepare yearend report

PROCEDURE NOTEBOOK CONTENTS:

Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Retain Policy Manual distribution list for two years
Keep NSMA BOD meeting minutes on file for 1 year
Current NSMA Bylaws and Standing Rules
Replace NSMA BOD roster yearly
Update list of forms/samples as needed
Destroy outdated copies of forms, samples, etc as they are replaced
Update NSMA Planning Calendar
Update the Document Committee calendar as needed
Revise & replace forms and samples as needed

EDITORIAL COMMITTEE

FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Knowledge of correct grammar, spelling & punctuation
Strong organization skills
Ability to meet deadlines
Orderly, reliable, imaginative, resourceful

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Prepare and distribute the Med-A-Gram (Spring & Fall)
Manage the NSMA website; www.nsmaonline.org
Process change of address forms
Prepare a written yearend report

CHAIR APPOINTMENT: Chair shall serve on the NSMA Archive Committee

COMMITTEE MEMBER: NSMA Archive Chair automatically on committee
Chair selects one member from each component chapter

PROCEDURE NOTEBOOK CONTENTS:

Retain one copy of each Med-A-Gram for two years
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Replace NSMA BOD roster yearly
Update NSMA Planning Calendar
Update the Editorial Committee calendar as needed
Revise/replace forms and samples as needed

LIAISON COMMITTEE FACT SHEET

TERM: One year.

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Preference is given to a medical assistant educator for Chair position
Strong communication and networking skills
Member advocate
Thorough understanding of the NSMA/AAMA structure
Strong professional awareness
Engaging social skills

RESPONSIBILITIES: Attend all NSMA BOD meetings and the NSMA annual HOD
Build and maintain open communication between NSMA, it's members, students and the Nebraska Medical Association
Keep all Nebraska medical assisting programs informed of the NSMA calendar of events
Promote the AAMA Maxine Williams Scholarship Fund
Recruit and manage the Student Advisory Board and the Educator Advisory Board
Prepare yearend report

COMMITTEE MEMBERS: Chair selects one member from each component Chapter

PROCEDURE NOTEBOOK CONTENTS:

- Current NSMA operating budget and NSMA Financial Policies
- Retain yearend report for 5 years
- Current NSMA Bylaws and Standing Rules
- Replace NSMA BOD roster yearly
- Maintain a current roster of the EAB and SAB
- Update NSMA Planning Calendar
- Update Liaison Committee calendar as needed
- Revise/replace forms and samples as needed

MARKETING COMMITTEE FACT SHEET

TERM: One year.

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Strong communication and networking skills
Thorough understanding of the NSMA/AAMA philosophies
Inventive, pioneering, innovative

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Communicate to the professional community and the general public NSMA/AAMA goals and policies
Organize promotional events for Medical Assistant Recognition Week
Promote the proper use of the CMA (AAMA) title
Devise ways of increasing recognition of the CMA (AAMA)
Send congratulatory notices to employers and/or schools of new CMAs (AAMA)
Promote access to the AAMA website www.aama-ntl.org and the NSMA website www.nsamaonline.com
Prepare yearend report

COMMITTEE MEMBERS: Chair selects one member from each component Chapter

PROCEDURE NOTEBOOK CONTENTS:

Occupational Analysis of the CMA (AAMA)
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Keep on file a roster of all Nebraska county medical societies
Maintain an updated roster of Nebraska community newspapers and professional medical publications
Roster of mass media sources
Current NSMA Bylaws and Standing Rules
Replace NSMA BOD roster yearly
Updated NSMA Planning Calendar
Update Marketing Committee calendar as needed
Revise/replace forms and samples as needed

MEMBERSHIP COMMITTEE FACT SHEET

TERM: Two years

Appointed by the Vice President (with NSMA BOD approval annually)

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Firm commitment to the goals of NSMA/AAMA
Clear understanding of membership recruitment and retention strategies
Effective communication skills
Enthusiastic in promoting membership
Knowledgeable of AAMA membership benefits
Engaging, influential, well-informed

RESPONSIBILITIES: Attend all NSMA BOD meetings and the NSMA annual HOD
Devise ways to increase and retain membership including recruitment of students and educators
Develop informational packets for potential members
Develop orientation packets to welcome new members
Monitor Member-At-Large roster annually
Motivate members to become actively involved
Plan a membership drive
Contact nonmember new and recertified CMAs (AAMA)
Manage the NSMA Membership Recruitment Contest
Manage the annual NSMA Member-At-Large Delegate Drawing
Prepare a written yearend report

AUTOMATIC COMMITTEE MEMBERS: The membership chair from each component Chapter

PROCEDURE NOTEBOOK CONTENTS:

Current AAMA Membership Manual
Nebraska map reflecting Chapter zip code boundaries and assignments
Membership Recruitment Contest forms and rules
Member-At-Large Delegate Drawing forms and rules
Samples of membership letters
Retain membership list for 2 years
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Current NSMA Bylaws and Standing Rules
Replace NSMA BOD roster yearly
Updated NSMA Planning Calendar
Update Membership Committee calendar as needed
Revise/replace forms, letters and samples as needed

MENTOR COMMITTEE

FACT SHEET

TERM: One year.

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Effective communication skills (written & verbal)
Knowledgeable of the current structure for AAMA, NSMA and all component Chapters
Committed to the goals of NSMA/AAMA
Experienced in NSMA activities

RESPONSIBILITIES: Attend all NSMA BOD meetings and the NSMA annual HOD
Develop and monitor programs that encourage new members to interact with veteran members
Help train members to take on leadership roles within NSMA/AAMA
Develop a welcome/orientation packet for mentees
Produce a written yearend report

PROCEDURE NOTEBOOK CONTENTS:

Current NSMA operating budget and NSMA financial policies
Retain yearend report for 5 years
Copies of the AAMA “State Management Guide” and “Chapter Management Guide”
Maintain roster of available NSMA mentors
Current NSMA Bylaws and Standing Rules
Current AAMA Bylaws
Replace NSMA BOD roster yearly
Updated NSMA Planning Calendar
Update the Mentor Committee calendar as needed
Revise/replace forms and samples as needed

NOMINATING COMMITTEE

FACT SHEET

TERM: One year

Chair shall be the Vice Speaker of the House

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Structured, orderly, able to meet deadlines
Knowledgeable of BOD position duties and qualifications
Willing to actively recruit nominees

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA HOD
Solicit, screen and present a slate of nominees for NSMA
officer positions and delegates to the AAMA HOD
Examine the qualifications of each candidate
Conduct the elections for NSMA officers and delegates
Educate members regarding officer duties and delegate
responsibilities
Prepare a written yearend report

COMMITTEE MEMBERS: Chair selects one member from each component Chapter

PROCEDURE NOTEBOOK CONTENTS:

- Sample of ballot & voting tally sheet
- Sample of nomination consent form
- Current NSMA operating budget and NSMA Financial Policies
- Retain yearend report for 5 years
- Current NSMA Bylaws and Standing Rules
- Current NSMA Delegate Reference Guide and HOD General Reference Guide
- Replace NSMA BOD roster yearly
- Update NSMA Planning Calendar
- Update the Nominating Committee calendar as needed
- Revise/replace forms and samples as needed

PUBLIC AFFAIRS COMMITTEE

FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures
Familiar with legislative processes
Strong communication skills, verbal & written
Logical, diligent, legal aptitude

RESPONSIBILITIES: Attend all NSMA BOD meetings
Keep the membership informed regarding legislation pertaining to medical assisting
Monitor and respond to CMA (AAMA) right to practice challenges
Prepare a written yearend report

COMMITTEE MEMBERS: One member from each component chapter

PROCEDURE NOTEBOOK CONTENTS:

“Office Nurse” Article
Current NSMA operating budget and NSMA Financial Policies
Retain yearend report for 5 years
Retain correspondence for one year or longer if pertinent
Current NSMA Bylaws and Standing Rules
Replace NSMA BOD roster yearly
Update NSMA Planning Calendar
Update Public Affairs Committee calendar as needed
Revise/replace forms and samples as needed