

NSMA 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 General Assembly
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
Submit Nebraska entries to the AAMA Excel Awards
competition
Solicit names for special recognition certificates awarded at the annual
conference
Prepare year-end report

BOD NOTEBOOK CONTENTS:

NSMA operating budget and Financial Policies
Retain year-end report for 7 years
NSMA Bylaws and Standing Rules
Maintain a historical list of all CMA (AAMA) of the Year Award recipients
NSMA BOD roster replaced yearly
NSMA planning calendar
Awards Committee calendar updated as needed
Revise/replace forms and samples as needed

NSMA AWARDS COMMITTEE

The advancement of our profession depends not only on the daily competencies of practicing medical assistants, but also on the dedicated and resourceful professional leaders within NSMA. Certificates of special recognition are designed to acknowledge the achievements of top-notch medical assistants in both these areas.

The chair shall be responsible for timely entries from Nebraska to the **AAMA EXCEL Awards** competition.

The Awards Committee sponsors the **NSMA Conference Grant Award**. Applicants must meet established criteria and apply. The Awards Chair will promote, advertise and supervise this program. Chair should review program guidelines annually and revise as necessary with BOD approval.

No later than January of each year the Chair should solicit member names for **NSMA Special Recognition Certificates**. Names must be accompanied by a letter of support highlighting the individuals' achievements. All medical assistant of the year runners-up will automatically be given NSMA Special Recognition Certificates.

The Awards Chair shall solicit nominations and oversee the selection of the **Certified Medical Assistant of the Year Award**.

MEDICAL ASSISTANT OF THE YEAR AWARD GUIDELINES MEDICAL ASSISTANT OF THE YEAR AWARD APPLICATION

Many of our members have given much of their time and talent to making our organization what it is today. The **Medical Assistant of the Year Award** acknowledges their accomplishments. Each Chapter is asked to select nominees and submit a letter of endorsement with each nomination.

The nominee must meet the following requirements:

1. AAMA Member in good standing.
2. AAMA Member for at least three years.
3. Served as an active—officer and/or committee chair at the Local and State or on the AAMA National level.
4. Made specific outstanding contributions to NSMA over and above the usual duties associated with being an officer or committee chair.
5. Can only be nominated every 10 years.

Other guidelines

1. The current President is not an eligible candidate.
2. If nominated, the physician's employer must verify in writing the medical assistant's attributes.
3. The nominee must furnish a current curriculum vitae to the committee.

Final Selection

The final selection is made by an impartial panel of judges consisting of:

1. The three State Medical Advisors.
2. The Executive Secretary of the Nebraska Medical Association.
3. The Executive Secretary of a County Medical Society.

If an employee of a physician advisor is nominated, the physician will be disqualified as a judge. Another physician will be selected by the Awards Committee.

Announcement

The Medical Assistant of the Year will be announced each year at the NSMA State Conference.



APPLICATION FOR NSMA CMA (AAMA) OF THE YEAR AWARD

Name of nominee _____

Address of nominee _____

Employer _____

Employer's Address _____

AAMA membership ID# _____

Years nominee has been a member of AAMA: _____ Year Certified: _____

List of offices/committee's nominee has served on national and state level:

Outstanding nominee contributions to the field of medical assisting: _____

NSMA MEMBER ENDORSEMENT:

_____ DATE: _____

NSMA AWARDS COMMITTEE CHAIR ENDORSEMENT:

_____ DATE: _____

(updated 1/8/2022)

At the NSMA annual conference, the awards presentation ceremony is organized by the Awards Chair in consultation with the annual Conference Chair. During this ceremony individuals will be recognized for their outstanding efforts and the NSMA Special Recognition Certificates are distributed. The NSMA CMA of the Year Award recipient is also announced. Acknowledgement is given to the winner of the Membership Recruitment Contest, the Annual Conference Grant Award recipient and the NSMA Student Scholarship recipient.

The name(s) and photo(s) of NSMA Special Recognition Certificate recipients, the Certified Medical Assistant of the Year and the NSMA Student Scholarship winner may be posted on the NSMA Website or via social media.

Some states utilize a program of communicating with medical assisting program directors and solicit names of students' worthy of special NSMA recognition. This Chair could develop criteria and guidelines based on i.e. GPA, attendance, demonstration of professionalism, etc. Recipients could be sent a letter and a special certificate on behalf of NSMA with membership and meeting information. Formal presentation could be made a part of the NSMA annual conference awards ceremony.

Some states sponsor an award program for the Medical Assistant Educator of the Year Award like the AAMA "Apple Award". NSMA would need to develop the guidelines and allow students to submit their candidate of choice with supporting documentation. This award could be presented during the NSMA annual conference awards ceremony.

This chair may team up with the Membership Chair and brainstorm on how to provide incentives for active participation and member recruitment. Consider recognition awards for individual professional achievements or establish milestone certificates for years of service to NSMA.

NSMA STUDENT SCHOLARSHIP

The Awards Chair supervises the program for awarding scholarship money, the NSMA Student Scholarship award, to a medical assistant student. The Awards Chair reviews scholarship materials to verify student eligibility before forwarding application to the judges.

The committee of judges will be:

- NSMA Awards Committee Chair
- NSMA Immediate Past President
- NSMA Membership Committee Chair
- NSMA Vice President
- Annual Conference Chair or a BOD volunteer

The winner of the scholarship will be given a complimentary invitation to attend the NSMA

annual conference Awards Luncheon where they will be recognized.

January 1st will be the deadline for distributing the scholarship application packets to CAAHEP accredited medical assisting program directors and/or instructors. Applications can be sent electronically with a request to distribute to eligible students.



Maxine Williams Scholarship Fund

The Maxine Williams Scholarship Fund provides educational assistance to deserving medical assisting students.

Named after Maxine Williams, a founder of the American Association of Medical Assistants and its first president, the program was established in 1959. The fund is supported entirely by private contributions.

The AAMA Endowment assumes administrative costs of the fund as a service to the public and to the medical and medical assisting professions.

The American Association of Medical Assistants® Endowment Maxine Williams Scholarship Application

What is the Maxine Williams Scholarship Program? Named after Maxine Williams, a founder of the American Association of Medical Assistants® (AAMA) and its first president, the program was established in 1959 for the purpose of providing educational assistance to deserving medical assisting students. The scholarship fund is supported entirely by private contributions. The AAMA Endowment assumes administrative costs of the fund as a service to the public and to the medical and medical assisting professions.

Who is eligible to apply? Students enrolled in and having completed a minimum of one quarter or semester at a postsecondary medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and having a grade point average of 3.0 or higher.

How are scholarships awarded? Awards of \$1,000 and a one-year membership in the AAMA are granted based on academic ability and financial need.

Where are applications obtained? Applications are available *only* from CAAHEP-accredited medical assisting program directors. It is *not* available to applicants from the AAMA Executive Office or on the AAMA website.

Deadline for Receipt of Applications: April 15