

The MN State Society of Medical Assistants is seeking individuals to run for Delegates and Treasurer.

All candidates must be an active member of the American Association of Medical Assistants (AAMA). An active member is an individual holding current credential status and along with the CMA (AAMA) credential has not been revoked.

All Candidates should familiarize themselves with the AAMA website MN State Society website. Candidates should also be familiar with *Roberts Rules of Order Newly Revised Edition*.

DELEGATE POSITION:

The number of Delegates is dependent upon the constituent's society's total active and associate memberships of the membership prior to the National Conference. 2022 AAMA Annual Conference is being held at Marriott Myrtle Beach Resort & Spa at Grande Dunes in Myrtle Beach, SC, October 21-24, 2022.

The MN State Society, President and President Elect is seeking four (4) additional Delegates for the 2022-2023 term. Candidates do not need to have held a previous position as an officer.

Accepting the nomination, candidates will be required to fulfill their delegate duty by:

- Reviewing and becoming familiar with the delegate material prior to the pre-national conference meeting. This will be mailed to each delegate by the AAMA later this summer.
- Attending the pre-national conference meeting, Date and Location TBD.
- Attend the reference committee meetings, House of Delegates orientation and represent the House of Delegates at the AAMA National Conference.

Candidates will need to be prepared to forgo any other activities during the conference if needed to fulfill your role as a delegate and represent the MN State Society of Medical Assistants.

TRAVEL EXPENSES TO NATIONAL CONFERENCE:

The MN State Society of Medical Assistants has a total amount that is budgeted and voted in by the MN State Society of Medical Assistants members at the annual meeting for the Delegates going to national conference.

MN State Society of Medical Assistants will reimburse delegates up to a set amount for travel expenses to and from the conference, hotel accommodations, registration fee and meals. The MN State Society of Medical Assistants will not pay over the allowed amount. Delegates will need to share a hotel room. If a delegate would choose to not room with other members, the delegate would need to pay for their hotel room out of their own pocket. This information will be discussed at the pre-national conference meeting.

TREASURER:

The Treasurer shall be a two (2) year term.

DUTIES INCLUDE:

- A. Be custodian of all monies, securities, and valuable papers of the Society.
- B. Keep detailed account of the receipts and disbursements of the Society and make periodic reports to the Society.
- C. Pay monies out of the treasury only upon receipt of bills, vouchers, and signed expense forms of the Society.
- D. Perform such other duties as are required by the Treasurer by law, custom and parliamentary usage.
- E. Have the accounts of the Treasurer complete for audit no later than thirty (30) days prior to the annual meeting.
- F. Chair the Budget and Finance Committee.
- G. Audit the component chapter accounts at the annual MSMA meeting.

APPLYING FOR OPEN POSITIONS:

Please submit letter of support from your chapter officer identifying the office you are running and (if applicable) delegate documentation to Cherie Miller at cherie.miller@ridgewater.edu no later than, Friday, April 22, 2022.