

DELEGATE AND ALTERNATE DELEGATE JOB DESCRIPTION AND EXPECTATIONS

JOB DESCRIPTION:

Delegates of the Minnesota Society of Medical Assistants (MSMA) are the voice of ALL MSMA society members. They are voting members at the American Association of Medical Assistants (AAMA) House of Delegates (HOD) and shall serve a one (1) year term.

DELEGATES AND ALTERNATE DELEGATES SHOULD:

1. Review the reference manual for delegate and alternate delegates that is available at <https://www.aama-ntl.org/docs/default-source/state-and-chapter-documents/del-alt-ref.pdf>
2. Review the American Association of Medical Assistants (AAMA) bylaws available at <https://www.aama-ntl.org/docs/default-source/members-only/aama-bylaws.pdf>
3. Review the Minnesota Society of Medical Assistants (MSMA) bylaws that can be found at www.mnsma.org under Forms & Documents.
4. Review the Roberts Rules of Order Newly Revised and parliamentary procedure.
5. Review the delegate packet sent to you prior to the national conference.
 - o Delegate/alternate should contact the President or President Elect if he/she has questions regarding any of the content in the delegate packet, or any questions regarding attending the national conference.

EXPENSES:

1. Each delegate and alternate delegate will be reimbursed a predetermined amount for travel expenses. This amount is set by the voting state society members at the spring conference each year. The delegate/alternate will be reimbursed for the following expenses:
 - Airfare (leave Friday and return Monday)
 - One-day National conference registration fee (Monday)
 - o Four (4) CEUS are available on Monday
 - Hotel accommodations (Friday – Sunday)
 - Transportation to and from the hotel only if there is no free hotel shuttle
 - Meals **NOT** included with the registration fee and gratuity of up to 15 % of the food bill. Alcohol will **NOT** be reimbursed
2. If the delegate/alternate wishes to attend the other conference days (Friday and Saturday) to obtain continuing education units (CEU), the delegate/alternate will need to pay the expenses incurred by attending the additional day(s). These additional days will **NOT** be paid by the MSMA. The delegate/alternate should talk with the President or Treasurer if he/she plans on attending the additional days.

3. If the delegate or alternate is unable to fulfill his/her responsibilities, all monies must be returned to the Treasurer within 30 days of the national conference.
4. The delegate/alternate is required to submit ALL itemized receipts with the completed reimbursement request form within 30 days of returning from the national conference. If the reimbursement request form isn't completed correctly, or the receipts aren't itemized, the delegate/alternate will not receive reimbursement. The State Treasurer will reimburse the delegate/alternate within 30 days of request.
5. Should the Treasurer have any questions regarding appropriation of funds, the MSMA Executive Board Members will review the receipts. Judgment by the MSMA Executive Board is FINAL.

ATTENDANCE IS REQUIRED AT THE FOLLOWING:

1. House of Delegates (HOD) pre-meeting. The pre-meeting will be held Friday night at the national conference. The President will e-mail each delegate and alternate delegate attending nationals, meeting information two (2) weeks before leaving for the national conference.
2. Welcome/Awards ceremony.
3. The HOD orientation on Saturday.
4. ALL HOD activities on Sunday:
 - o Morning HOD session
 - o Meet the Candidates
 - o Bylaws and Resolutions
 - o Evening HOD session.
5. President's Luncheon.
6. Post HOD meeting upon returning home. The location and date of this meeting will be determined by the President/President Elect while at the national conference.
7. Any other meetings that may be scheduled during the national conference or over the one-year term. **NOTE:** A delegate and/or alternate will be required to forego any other activities during the national conference if called upon by the President.

PROFESSIONALISM OF A DELEGATE AND ALTERNATE DELEGATE:

Delegates and alternate delegates are always expected to behave in a professional manner. You are representing the medical assisting profession and the MSMA. The following are some of the components of professionalism:

1. Projects a positive team member attitude.
2. Displays a positive image with business casual attire.
3. Demonstrates honesty, integrity and initiative.
4. Exhibits responsibility and dependability.
5. Promotes the Medical Assistant profession.
6. Makes decisions using his/her best judgment when voting.
7. Understands the importance of being informed before submitting his/her vote.
8. Models punctuality and preparedness to all meetings, showing up 10-15 minutes early.

OTHER ITEMS:

1. A delegate or alternate delegate must notify the President as soon as possible if he/she is unable to fulfill his/her duties. State President will then contact the Speaker of the House and Credentials Committee immediately.
2. If the delegate or alternate delegate have any questions or concerns regarding the duties, these policies or contract, he/she should contact the President or President Elect.
3. If a delegate or alternate delegate attend Nationals and fail to adhere to these standards listed above could result in ineligibility to serve in a delegate/alternate capacity.

I have read and understand all the delegate/alternate expectations. I fully understand the responsibilities and requirements associated with the duties of a delegate/alternate.

Signature of Delegate/Alternate

Date Signed

Signature of State President

Date Signed