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**POLICY & PROCEDURAL MANUAL FOR**  
**THE NEW YORK STATE SOCIETY OF**  
**MEDICAL ASSISTANTS**



**REVISED OCTOBER 2018**

**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF**  
**MEDICAL ASSISTANTS**

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## PREFACE

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This manual has been prepared as a guide for the uniformity in conducting the administrative operations of the New York State Society of Medical Assistants, and is dedicated to the members for the efforts in furthering the purposes and aims of this association. The Bylaws of this Society shall, at all times, supersede this manual.

## POLICY STATEMENT

No member shall allow the name of, or affiliation with, this Society to be used in any manner to state or imply sponsorship or endorsement of any product, project, service or organization that would be detrimental or in conflict with the Bylaws of the New York State Society of Medical Assistants, or the American Association of Medical Assistants (AAMA).

Revised October 2016  
Committee Members:  
Susan Schilling, CMA  
Paula Guidozzoli, CMA  
Joann Fisher, CMA (AAMA)  
Lynn Augenstern, CMA (Ex Officio)

# OPERATIONAL POLICIES & PROTOCOLS FOR THE EXECUTIVE BOARD

## 1.1 Executive Board and Voting Privileges

**Purpose:** To ensure that the management of NYSSMA is ongoing, timely and cost effective, and to ensure that the policies set forth by the General Assembly and the Executive Board are observed.

**Composition:** The Executive Board shall consist of President, Vice President, Secretary, Treasurer, the Immediate Past President, and any NYSSMA member serving as an AAMA officer. The Parliamentary Advisor shall be an ex-Officio member but may be permitted voting privileges. The President shall be chair of the Executive Board, and may appoint special positions to the Board as voting members upon approval from the General Assembly. (e.g., Educator and Student representatives). All members of the Executive Board shall have equal voting privileges at any and all meetings of the Board, including regular, special, teleconference or email meetings. A majority of the members of the Executive Board shall constitute a quorum. If an issue arises that needs an email vote between meetings, the President will prepare the motion and send to all Board members by email requesting a second to the motion. Upon receiving the second, he or she will send out the call for the vote. The President will record the results in the next meeting agenda.

## 1.2 Calendar of Events

**Purpose:** To assist members in planning for scheduled meetings of the Executive Board and other society dates/events, a calendar and deadlines will be provided periodically by the President via email and website.

**Procedure:** The calendar will be generated by the President to the members of the Executive Board and Committee Chairs within 45 days following the close of the Annual Meeting. The Executive Board and Committee Chairs will be notified via email during the course of the year of any date changes.

## 1.3 Receipt of Committee Reports

**Purpose:** To ensure the timely receipt of reports prior to a meeting of the Executive Board and hence, placement on the meeting agenda. Additionally, to allow the chair of the Executive Board an opportunity to review the report for completeness prior to distribution.

**Procedure:** A call for committee reports will be sent to all chairs approximately 30 days prior to a scheduled meeting of the Executive Board. This will allow timely submission as well as enabling the emailing of packets to the Board at least two weeks prior to the meeting. A call for Annual Reports will be sent by the President and Parliamentary Advisor at least 90 days prior to the Annual Meeting of the General Assembly. It is recommended that each committee chair follow the report writing guidelines found elsewhere in this manual.

148 **1.4 Disposition of Reports**

149  
150 **Purpose:** To ensure reports are distributed to proper parties, and confidentially maintained  
151 until such time as the matters contained in the report are made available to the membership by  
152 direction of the Executive Board.

153  
154 **Procedure:** Interim Committee reports should be submitted to the President for emailing  
155 and/or copying to the Executive Board. All committee reports will be reviewed by the  
156 respective committee members prior to submission for action by the Executive Board and must  
157 have majority approval by all committee members. Feedback will be given to all reporters as  
158 directed by the Board.

159

160 **1.5 Correspondence/Communication - Internal**

161  
162 **Purpose:** To clarify the mechanism for internal written communication.

163  
164 **Procedure:** Correspondence will be sent by email or U.S. mail, copying the President, Vice  
165 President, Immediate Past President, and Secretary. This includes correspondence pertaining to  
166 committee work or general matters of opinion, concern or injury. Any official correspondence  
167 submitted to the President may be distributed among the Executive Board members should  
168 she/he choose. The President will respond to all correspondence within one week stating the  
169 status of any action that must be done. Upon action, the President will immediately  
170 communicate the action to the sender by email or phone. Responsible written and oral  
171 communication is key to avoiding misunderstandings.

172

173 **1.6 Correspondence/Communication - External**

174  
175 **Purpose:** To clarify the mechanism(s) for correspondence on official letterhead.

176  
177 **Procedure:** Executive Board members will research any matter of policy or procedure prior to  
178 communicating officially on NYSSMA letterhead stationery. Any written correspondence  
179 directed to large audiences must be submitted for Board approval before mailing. In matters  
180 with legal or policy implications, the correspondence should be cleared with the Board. Copies  
181 of all external correspondence are to be distributed to all members of the Board. If the  
182 correspondence pertains to a committee of NYSSMA, chairs and members of that committee  
183 should also receive copies. If invitations to NYSSMA functions are to be sent in hard copy, these  
184 must be printed on official letterhead. Email communication can be used under some  
185 circumstances.

186

187 **1.7 Minutes**

188  
189 **Purpose:** To ensure that minutes accurately reflect the meeting discussion, to minimize errors,  
190 to allow the Executive Board to participate in ensuring accuracy, to provide a permanent  
191 recording of each meeting, and to provide a legal history of the New York State Society of  
192 Medical Assistants.

193

194 **Procedure:** Minutes are to be recorded by the secretary at all Executive Board meetings.  
195 Minutes will be distributed to the Minutes Review Committee within three weeks of the  
196 meeting. The Minutes Review Committee will make corrections and/or additions and send to  
197 the secretary via email. The revised minutes will be emailed or mailed to the Executive Board,  
198 committee chairs and chapter presidents. Minutes must contain all decisions made by the  
199 Executive Board whether by consensus or vote. For legal purposes, all names of the Board  
200 members in attendance, excused or non-excused must be listed in the minutes.

201

## 202 **1.8 Committee Appointments**

203

204 **Purpose:** To ensure committee appointments are made in a timely manner, and to obtain  
205 necessary Board approval.

206

207 **Procedure:** The members of the Executive Board will seek out possible members of  
208 committees and suggest names to the President. The President will present recommendations  
209 for committee chairs and members at an emergency board meeting following the General  
210 Assembly. Upon confirmation of appointment at the post-convention Board meeting, the  
211 committee chairs and members will be notified by the President, and these committees will be  
212 made public in the next issue of the NYSSMA Today and on the website. The President will  
213 email a complete list of officers, committee chairs and members, including addresses, emails  
214 and phone numbers to each officer and committee chairs and members. In the event of a  
215 resignation of a committee chair or member, the President, subject to approval by the  
216 Executive Board, will appoint a replacement. The replacement should be filled expeditiously so  
217 as to not cause a delay in the workings of the respective committee. This may necessitate an  
218 email vote of the Board.

219

## 220 **1.9 General Assembly Committee Appointments**

221

222 **Purpose:** To ensure those persons assisting in the GA (pages, tellers, credentials, note takers,  
223 timekeepers, etc.) are appointed in a timely manner and know the details of their positions  
224 after due consideration of the President and Vice-President.

225

226 **Procedure:** The President, in agreement with the Vice President, will appoint the General  
227 Assembly committee from the list of voting members received from the Convention Committee.  
228 The President or Vice-President will call or email the voting member, and all appointments and  
229 responses will be completed 14 days prior to the opening of the General Assembly. A final  
230 report of the GA assignments will be made at the Pre-Convention Executive Board meeting.

231

## 232 **General Policies**

233

### 234 **2.1 Executive Board Considerations**

235

236 **Purpose:** To ensure that matters of policy and procedure are looked at in a fair and equitable  
237 way each time they are considered.

238

239 **Procedure:** The following criteria will be followed for each item considered by the Executive  
240 Board:  
241           Budgetary Impact  
242           Importance/Priority  
243           Time Frame  
244           Consistency with Existing Policies  
245           Member impact  
246           Relation to Strategic Plan

247 Decisions of the Executive Board may be made by vote or by consensus.

248

## 249 **2.2 Consistent Leadership Representation**

250

251 **Purpose:** To ensure that matters of policy, procedures and philosophy are consistent when  
252 reported by any member of the Executive Board.

253

254 **Procedure:** It is the responsibility of each member of the Executive Board to become  
255 thoroughly familiar with the policies, procedures and philosophy of the AAMA and the NYSSMA  
256 and to be accurate when quoting them. Members should call AAMA for national information  
257 and any Past President of NYSSMA, as well as fellow officers, for NYSSMA information. Any  
258 historical questions can be raised at the Executive Board meetings. The Board must respect the  
259 decisions adopted by the GA and abide by them.

260

## 261 **2.3 Provisions for Maintenance and Continuity of Strategic Plan**

262

263 **Purpose:** To ensure that NYSSMA consistently reviews the Strategic Plan and carries out its  
264 mission and activities.

265

266 **Procedure:** The Strategic Plan is crafted by the Executive Board every two years with the input  
267 from all Board members. Review of the previous years' plans, as well as any initiatives  
268 necessary to sustain the society, will be incorporated into the plan. This document serves as the  
269 blueprint for all of the necessary activities of NYSSMA. It is the responsibility of the Board to  
270 identify and uncover any fiscal or legal constraints which may impact the direction of the  
271 Strategic Plan. A review at each meeting will ensure that the Plan is current with AAMA,  
272 NYSSMA and public policies.

273

## 274 **2.4 Bylaws Maintenance (review and updates)**

275

276 **Purpose:** To ensure that the Society does not deviate from the policies and bylaws established  
277 by the General Assembly and the AAMA, and that NYSSMA Bylaws are reviewed periodically for  
278 updating.

279

280 **Procedure:** The Executive Board will ensure that all NYSSMA committees are function within  
281 the Bylaws of AAMA and the Society. The Board will ensure that deadlines are adhered to,  
282 committees are appointed in a timely fashion, and the overall operation is functioning. It is the  
283 responsibility of the President, Vice President, and Parliamentary Advisor to review the Bylaws  
284 prior to each Board meeting. If there are any changes to the AAMA Bylaws after their annual  
285 House of Delegates meeting, it is the responsibility of the President and Vice President to

286 inform the NYSSMA Bylaws Committee. This committee will also review NYSSMA bylaws prior  
287 to the winter meeting to make any recommendations for changes, and will notify all chapters of  
288 proposed changes. This committee will update the written Bylaws following any action of the  
289 AAMA House of Delegates and/or the NYSSMA General Assembly.

290

## 291 **2.5 Chapter Bylaws Review and Update**

292

293 **Purpose:** To ensure chapter bylaws are in compliance in required areas.

294

295 **Procedure:** The Bylaws Committee will review chapter bylaws. The review will be done on a  
296 rotation basis over a three-year period. Areas of required compliance are:

297 Chapter name and affiliation statement

298 Purpose or mission statement

299 Organizational policy

300 Membership requirements

301 Dues

302 Reciprocity of membership

303 Dissolution statement.

304

305 The Bylaws Committee chair will notify a constituent chapter of the date of the review,  
306 ascertain compliance, and report back to the Chapter and the NYSSMA Executive Board.

307

## 308 **2.6 Amendments to Policies and Procedures**

309

310 **Purpose:** To allow for a mechanism to add or delete from the adopted Policies and Procedures  
311 Manual.

312

313 **Procedure:** Policies and procedures may be amended at any meeting of the Executive Board  
314 providing a quorum is present and the decision is made by consensus.

315

## 316 **2.7 Executive Board Fiscal Responsibilities**

317

318 **Purpose:** To ensure that the financial management of the Society is sound and prudent.

319

320 **Procedure:** The Executive Board will review all financial statements, budgets and accounting  
321 reports of the Society. A Budget and Finance Committee, consisting of the President, Vice  
322 President, Immediate Past President, and Treasurer will meet annually, and will present a  
323 balanced budget to the Executive Board at its winter meeting. Upon approval from the Board,  
324 the budget will be included in the General Assembly packet for approval. The Budget and  
325 Finance Committee will determine the amount to be given (if any) for the representatives of  
326 NYSSMA to the AAMA House of Delegates. This committee also will set a budget for each  
327 committee appointed by the Board. Committee chairs will be informed of the budget allotted  
328 to their particular committee, upon approval by the General Assembly. The Board will refer to  
329 the budget when considering any program or event that may result in an expense. The Board  
330 will recommend dues increases as necessary.

331

332

333 **2.8 Rooming Policies for Executive Board Members and Invited Guests**

334

335 **Purpose:** To house Executive Board members while attending meetings with the least cost  
336 possible.

337

338 **Procedure:** Executive Board members are expected to share rooms when attending meetings.  
339 If a board member wishes to room by herself/himself, or with a friend or spouse, special  
340 accommodations may be requested. Special arrangements must be requested as far in advance  
341 as possible. NYSSMA will pay half of the double room rate for Executive Board members and  
342 other authorized volunteers (such as convention chairs). If a Board member chooses to stay in a  
343 single room, she/he will be responsible for the difference. If there is no one left to share a room  
344 with a Board member, NYSSMA will pay for the room in full. For the NYSSMA Annual Meeting,  
345 Executive Board members are allowed half of a double room rate for one night of their stay (for  
346 attendance at the pre-convention meeting). All Board members are strongly encouraged to  
347 share a room with another Board member.

348

349 **2.9 Travel and Miscellaneous Expenses**

350

351 **Purpose:** To clarify the procedure for reimbursement of money spent by Executive Board  
352 members, committee chairs, or other volunteers traveling and working for NYSSMA.

353

354 **Procedure:** Travel by car will be reimbursed at 40 cents per mile upon submitting a voucher for  
355 the President's approval and signature. Tolls should also be listed and will be reimbursed.  
356 Mileage will not be reimbursed for the NYSSMA Annual Preconvention Meeting. Train or air  
357 travel will be reimbursed upon receiving a signed voucher with receipts attached. There will be  
358 a \$25 meal allowance for each Executive Board meeting. For other expenses, such as postage or  
359 supplies, etc., receipts must be attached to the voucher for approval and reimbursement. Once  
360 the President has reviewed and approved the voucher, it will be forwarded to the Treasurer for  
361 reimbursement.

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## **PROTOCOLS FOR NYSSMA OFFICERS**

416 **PROTOCOLS FOR THE PRESIDENT**

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418 The President will:

419

420 1. Conduct all meetings of the NYSSMA Executive Board using Robert’s Rules of Order, Newly  
421 Revised, the NYSSMA Bylaws and the AAMA Bylaws.

422

423 2. Announce all important actions to the membership via NYSSMA Today, the NYSSMA website,  
424 and/or emails.

425

426 3. Serve as ex-officio on all committees except the Nominating Committee.

427

428 4. Maintain NYSSMA permanent files to include:

429 Incorporation papers

430 Certificates of amendment

431 Society seal

432 Gavel

433 Tax ID information

434 Copy of current audit report

435 Copy of current NYSSMA and AAMA Bylaws

436 Current hotel contracts

437 Past president pins, purchased in advance

438 Stationery master

439 Certificates of appreciation

440 Copy of current convention guidelines manual

441 Copy of retention list

442 Copy of NYSSMA Protocols and Operational Procedure documents

443

444 5. Chair the delegation for the AAMA Annual meeting.

445

446 6. Prepare report of AAMA House of Delegates for the NYSSMA annual meeting, NYSSMA  
447 Today, and the website.

448

449 7. Notify the NYSSMA Bylaws Chair of any mandated changes made at the AAMA meeting.

450

451 8. Appoint a member of the delegation to the AAMA meeting to be the conference coordinator.

452

453 9. Prepare a roster of newly elected NYSSMA officers and committee chairs with contact  
454 information, and mail/email this information to the members of the Executive Board,  
455 Committee Chairs and Chapter Presidents within 60 days of the annual NYSSMA meeting.

456

457 10. Prepare committee members roster with contact information and mail/email to committee  
458 chairs within 30 days of the annual NYSSMA meeting.

459

460 11. Prepare a list of delegates and alternates to the AAMA annual meeting on the reporting  
461 form provided by AAMA, and submit this information to AAMA by May 15 of each year.

462

- 463 12. Coordinate hotel arrangements for Executive Board meeting sites.  
464  
465 13. Receive all vouchers for Society expenses and inform treasurer for reimbursement.  
466  
467 14. Request reports as required from Officers and Committee Chairs at least 30 days in  
468 advance of meetings, giving a two-week deadline for submission.  
469  
470 15. Request an email vote (if required for an emergency decision) by emailing all members of  
471 the Executive Board, asking for a motion and a second, and then calling for the vote. When all  
472 votes have been received, the President will inform the Board of the outcome and include the  
473 information in the next meeting agenda packet.  
474  
475 16. Prepare agendas and packets for all meetings and mail/email to attendees two weeks prior  
476 to the meeting.  
477  
478 17. Work with the current convention Chair on requesting important people of the area to  
479 attend/address the NYSSMA annual meeting.  
480  
481 18. Send invitation letters to the local Medical Society president and the Alliance president to  
482 attend the NYSSMA annual meeting to say a few words.  
483  
484 19. Work with the Chairs of the membership/marketing and awards committees for  
485 presentations of awards at the NYSSMA annual meeting.  
486  
487 20. Be aware of and be prompt with all deadlines, including reminders to officers and  
488 committee Chairs.  
489  
490 21. Prepare and send email to all officers and committee chairs requesting a final report of all  
491 activities of the office or committee during the year, and these reports will be included in the  
492 General Assembly packets. The deadline date for submission should be 60 days prior to the GA.  
493  
494 22. Review, prepare and mail the General Assembly packet at least 30 days prior to the annual  
495 meeting. Attendees may request to have the packet mailed to them prior, or obtain them at  
496 the meeting.  
497  
498 23. In cooperation with the Vice President, prepare/update the scripts for the General  
499 Assembly and assist the VP with his/her understanding of the roles of running the GA.  
500  
501 24. Appoint a credentials chair, note takers, pages, tellers and any other helpers needed in the  
502 GA at least 40 days before the meeting, and assist the Vice President with the review of duties  
503 with these individuals.  
504  
505 25. Send a copy of the script to the Parliamentary Advisor at least two weeks prior to the  
506 General Assembly. Any changes to the script must occur prior to the start of the GA.  
507 26. Prepare a summary of the General Assembly for inclusion in the next issue of the NYSSMA  
508 Today. Make use of the notes from the Secretary, Vice President, Parliamentary Advisor, and  
509 note takers.

- 510
- 511 27. Compile a list/file of all pending matters to be turned over to the incoming president. List
- 512 suggestions and ideas for implementation to meet the Strategic Plan or improve the operation
- 513 of the Society.
- 514
- 515 28 Present the gavel and President's Pin to the incoming President at the installation ceremony.
- 516
- 517 29. Send thank you letters to speakers, Master of Ceremonies, and any other special guests
- 518 who attended the annual meeting.
- 519
- 520 30. Prepare reports for all activities for all meetings of the NYSSMA.
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557 **PROTOCOLS FOR THE VICE PRESIDENT**

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559 The Vice President will:

560

561 1. Be familiar with Robert’s Rules of Order, Newly Revised.

562

563 2. Attend all Executive Board meetings, as well as the NYSSMA annual meeting.

564

565 3. Assist the President when called upon.

566

567 4. Assume the duties of the President when called upon.

568

569 5. Serve as a member of the Minutes Review Committee and the Budget and Finance  
570 Committee.

571

572 6. Serve as second delegate to the AAMA House of Delegates at their annual meeting.

573

574 7. Work with the President in preparing/updating the script for the General Assembly.

575

576 8. Prepare the ballots for voting in the General Assembly. Ballots must be numbered  
577 sequentially. At least three sets of ballots should be prepared: one for the election of officers,  
578 one for the election of delegates to the AAMA House of Delegates, and one for the election of  
579 members of the Nominating Committee.

580

581 9. In cooperation with the President, prepare and conduct the orientation of the credentials  
582 chair, members, pages, tellers, note takers, and any other help that may be needed in the  
583 General Assembly, giving them instruction on the duties to be performed. This orientation may  
584 be split up in order to save time.

585

586 10. Be prepared to preside over the General Assembly at the request of the President.

587

588 11. Assist the President with preparing the summary of the General Assembly for inclusion in  
589 the next issue of NYSSMA Today.

590

591 12. Prepare to move into the office of President by asking members to serve on NYSSMA  
592 committees, preparing rosters of committee chairs/members to be presented to the Executive  
593 Board immediately following the close of the General Assembly.

594

595 13. Hold an orientation meeting for new committee chairs/members at the annual meeting, if  
596 possible, as you assume the presidency. Distribute information for each committee by  
597 reviewing the Policy and Procedures manual, and discuss tasks they are expected to accomplish  
598 during the coming year with deadlines for completion. Inform chairs how to write reports for  
599 the Executive Board meetings as well as the annual report for the General Assembly.

600

601 14. Assist the President in preparing for the NYSSMA annual meeting and installation.

602

603 15. Prepare an address to be presented at the installation.

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- 16. Keep a Vice President’s permanent file including copies of the current Bylaws, convention guidelines manual, and records retention list.
- 17. Serve as an observer on the following committees: Bylaws, Resolutions, Marketing, Membership & Retention, Policy & Procedures, Public Policy, and Education.
- 18. Prepare reports for all activities for all meetings of the NYSSMA.

651 **PROTOCOLS FOR THE SECRETARY**

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The Secretary will:

1. Record attendance and report of a quorum at all official meetings of the Society.
2. Accurately record and transcribe minutes of all official meetings of the Executive Board, and take notes during the General Assembly to assist the President and Vice President with a summary of the actions taken.
3. Bring copies of the following to all meetings: minutes of preceding meetings, current Bylaws and Policy & Procedures manual, agenda for the meetings, current roster of officers, committee chairs/members and chapter presidents.
4. Minutes should include:
  - Legal name of the society
  - Entity that is meeting (i.e., Executive Board)
  - Names of those in attendance, excused
  - Date, place, time of meeting
5. The minutes should follow the order of the meeting as stated in the agenda. All motions and seconds are recorded with the names of the presenters and actions taken (i.e., passed or defeated)
6. Transcribe minutes immediately following the Executive Board meeting and send the draft copy to members of the Minutes Review Committee within 2 weeks for review for any corrections or additions with a deadline of 10 days for their return.
7. Upon receipt of corrected minutes from the reviewers, prepare and send a corrected copy to the President no later than 30 days following the meeting. The President will then send minutes to the Executive Board, Committee Chairs and Chapter Presidents.
8. Maintain a permanent file to include copies of the following: current Bylaws, Secretary's correspondence and reports for the current year, copies of Treasurer's reports, minutes of all annual meetings of the NYSSMA.
9. Prepare reports of all activities for all meetings of the NYSSMA.

698 **PROTOCOLS FOR THE TREASURER**

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Note the following:

The fiscal year is January 1st to December 31st.

The present bookkeeping system can be changed only with the approval of the Executive Board.

The bonding insurance is payable every year. Be sure to change the name of the treasurer if there has been a new treasurer since the last payment.

The Treasurer will:

1. Prepare the change of officers and address form with signature cards for the bank.
2. Receive and promptly deposit all dues, seminar and convention receipts.
3. Verify all receipts and expenditures with financial chair of the convention and educational seminars.
4. Pay the NYSSMA Today printing and mailing costs as soon as bill is received.
5. Pay all other bills promptly upon authorization of the President.
6. Prepare and give itemized expense vouchers to all NYSSMA officers and committee chairs. Vouchers should be sent to the President for signature within 30 days. Review all vouchers that are over 60 days old.
7. Keep detailed accounts of deposits and disbursements.
8. Receive dues from AAMA.
9. Attend all official meetings of NYSSMA.
10. Prepare a financial report for all official meetings of NYSSMA or upon request of the President. The report should include the previous balances, itemization of all receipts and disbursements, and the balances on hand as of the date of the report.
11. In January, prepare the previous year's records and send to the accounting firm designated to audit records by the Executive Board.
12. Submit IRS form 990EZ by May 15th each year.
13. Respond to the IRS component (affiliate) chapters letter when requested by IRS (via U.S. mail).
14. Be bonded for an amount at least equal to one year's operating expenses.

- 745 15. Keep a permanent file to include:
- 746       All IRS documents
- 747       All accounts payable and receivable reports
- 748       All audit reports
- 749       Copy of letter of incorporation and amendments
- 750       Seven years of vouchers, canceled checks, deposits and bank statements

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- 752 16. Prepare reports of all activities for all meetings of the NYSSMA.

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792 **PROTOCOLS FOR THE IMMEDIATE PAST PRESIDENT**

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794 The Immediate Past President will:

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796 1. Attend all official meetings of the NYSSMA.

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798 2. Serve as chair of the Nominating Committee.

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800 3. Advise, counsel, and mentor all officers, committee chairs/members as requested.

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802 4. Prepare reports of all activities for all official NYSSMA meetings.

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804 5. Serve as a member of the Minutes Review Committee and the Budget and Finance  
805 Committee.

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839 **PROTOCOLS FOR THE PARLIAMENTARY ADVISOR**

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Note the following:

The Parliamentary Advisor does not vote on any issues while serving in the capacity unless deemed appropriate by the President and approved by the voting body.

The Parliamentary Advisor will preserve and protect the rights of the members of the NYSSMA.

The Parliamentary Advisor is not requested to submit reports for meetings of the NYSSMA; however, at the request of the President, he/she may make comments or suggestions during such meetings.

The Parliamentary Advisor will:

1. Attend all official meetings of the NYSSMA
2. Be familiar with Robert’s Rules of Order, Newly Revised and the AAMA and NYSSMA Bylaws, as well as the Operational Policies Manual of the Society.
3. Serve in an advisory capacity to the presiding officers at Executive Board meetings and General Assembly.
4. Review with the presiding officer the agenda for meetings, ensuring that all Unfinished Business is detailed and acted upon at the present meeting of that body.
5. Assist the presiding officer during all meetings, addressing any parliamentary issues that arise.
6. Serve as ex-officio member of the following committees:
  - Minutes Review
  - Resolutions
  - Bylaws
  - Operational Policies and Procedures
  - Judicial Board

# OPERATIONAL POLICIES FOR NYSSMA COMMITTEES

## GENERAL OPERATIONAL POLICIES OF ALL COMMITTEES

### PURPOSES:

- To ensure that the management of all committees is ongoing, timely, and cost effective.
- To ensure that a report of actions taken by all committees will be given to the Executive Board and to the **Annual General Assembly**.
- To ensure that matters of policy and procedure are looked at in a fair and equitable manner each time they are considered.

### PROCEDURES:

- **The Chair of each committee, upon starting the year, will send a letter of introduction by mail or email to all committee members and chapter Presidents, including his/her contact information, welcoming them and asking for their input.**
- **The Chair of each committee will prepare reports stating the purpose of the committee and any actions taken. These reports will be due according to the Frequency of Report Submission guidelines. As a minimum, an annual report is required of all committees.**
- The NYSSMA President will present a calendar with the dates the reports are due for the Executive Board meetings.
- The President will request an annual report to be included in the **General Assembly** packet at least 60 days before the Annual Meeting.
- All correspondence between committee members, if not by email, will be on NYSSMA stationery. Reports to the Executive Board and for the **NYSSMA Annual Meeting** are to follow the “Guidelines for Writing Reports” and will not be on NYSSMA stationery. Any recommendations for actions to be taken will be included in the committee report to the Executive Board or to the **General Assembly** for final decision. **Before mailing or emailing, any correspondence directed outside of the Society will be submitted to the President and the Executive Board for approval.** Committee chairs will provide copies of all external correspondence to members of the Executive Board and their own committee members.
- All committees will follow the same procedures that the Executive Board follows when considering actions to be taken. The following criteria will be used:
  - Budgetary Impact
  - Importance/Priority
  - Time Frame
  - Consistency with Existing Policies & Procedures
  - Member Impact
  - Relation to the Strategic Plan
- At the end of the year, the outgoing chair will document actions in progress and planned future actions with the incoming chair of the committee.

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**STANDING COMMITTEES POLICIES and PROCEDURES**

Budget & Finance

Bylaws

Convention

Education

Marketing, Membership & Retention

Nominating

Public Affairs

Resolutions

Ways & Means

## BUDGET & FINANCE COMMITTEE

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### PURPOSES:

- To update the current year budget and to prepare a proposed budget for the Society for the next year based on expected income and expenses.
- Expenses and Income must balance when preparing annual budgets as mandated by the Bylaws of NYSSMA.

### COMPOSITION:

- It is recommended that the Budget Committee include the Treasurer, the President, the Vice President, and the Immediate Past President.

### PROCEDURES:

- At the end of the fiscal year, and prior to the January Executive Board meeting, the Treasurer will prepare an updated budget of the past year and a preliminary proposed budget for the upcoming year.
- The committee members will meet before the January Executive Board meeting to go over the proposed budget to be presented to the Executive Board for its approval.
- The proposed budget may not depend on grants or donations to pay fixed operating expenses.
- After the Executive Board has approved the proposed budget for the upcoming year, the Chair of the Budget Committee will send a copy of the approved proposed budget to the NYSSMA President for inclusion in the **General Assembly** packet for the annual meeting.
- The NYSSMA voting members at the **General Assembly** will have the final approval of the proposed budget.

## BYLAWS COMMITTEE

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### PURPOSES:

- To review the Society Bylaws to ensure they are in compliance with the AAMA Bylaws and to make recommendations for changes if necessary. Any mandatory change to AAMA Bylaws that affect the state society Bylaws will be sent to the Bylaws Chair to change immediately. If the changes are not made within 90 days of notification of change, the state will not be seated in the AAMA House of Delegates.
- To review the recommendations referred by the **General Assembly**, the Executive Board, or those received from chapters and to prepare them in proper format for consideration at the next NYSSMA General Assembly.
- To review chapter Bylaws to ensure they are in compliance with the AAMA and the NYSSMA Bylaws.

### COMPOSITION:

- The Bylaws Committee will consist of a Chair appointed by the incoming NYSSMA President, with the approval of the Executive Board. There should be three additional members plus the Parliamentary Advisor as an Ex Officio member. The Vice President should be included on this committee as an observer in preparation for the presidency.

### PROCEDURES:

- The chair will send a letter to chapter Presidents requesting a copy of their Bylaws for review every two years. The schedule will be those chapters whose names start with A-N in odd numbered years and those with names starting with O-Z in even numbered years.
- The committee will review recommendations for Bylaws changes that are presented by the General Assembly, the Executive Board, Chapter, and other committees.
- Prepare updated Bylaws in their entirety after they have been amended and adopted at the **General Assembly** for publication on the NYSSMA website.
- Submit copies of the current Bylaws to the AAMA as soon as possible after the **General Assembly** when they have been changed, and at any time that the AAMA requests a copy.
- Work with new chapter to set up their Bylaws to ensure they are in compliance with the AAMA and NYSSMA Bylaws.

## CONVENTION COMMITTEE

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### PURPOSES:

- To prepare and coordinate all aspects of the annual NYSSMA convention.
- To provide information to the members about the convention by placing information in the NYSSMA publication and on the NYSSMA website.
- To work with and consult with the NYSSMA President in planning and making arrangements for the annual convention.

### COMPOSITION:

- The Convention Committee will consist of a Chair appointed by the incoming NYSSMA President, with the approval of the Executive Board. It is acceptable to have Co-Chairs for this committee. The rest of the committee should be composed of the subcommittee appointments, based on the individual needs of each convention. The following subcommittees are suggested. Some may be combined.
  - Education
  - Entertainment
  - Finance
  - Hospitality/Reception
  - Hotel/Mean Functions/Venues
  - Program Journal
  - Publicity
  - Registration
  - Sponsors

### PROCEDURES:

- The Chair should contact the members of the subcommittees as soon as possible after appointments for suggestions and formation of plans.
- As soon as possible after appointment, the Chair or the person responsible for hotel/venues/meal functions should obtain bids to submit to the Executive Board.
- After approval by the Executive Board, the contract for the hotel/venue should be given to the NYSSMA President for review and signing.
- Meal choices and other hotel details (rooms, meeting spaces, etc.) should be ready for presentation and approved by the Executive Board no later than the Fall Executive Board meeting.
- Education topics and speakers should be obtained and confirmed as soon as possible.
- The member who is responsible for Education must submit CEU approval requests and CEU attendance forms to AAMA in a timely manner so that attendees can obtain CEUs.
- Information about the convention should be sent to the editor of the NYSSMA publication and to the website liaison so that this can be made available to the membership.
- All official correspondence that is mailed should be sent on NYSSMA letterhead and should include the name and contact information of the individual who wrote the letter. Other correspondence that is emailed should also contain name and contact information.

- 1095 • Copies of correspondence should be sent to the convention Chair and to the NYSSMA  
1096 President.
- 1097 • All correspondence should be answered promptly.
- 1098 • Summaries and reports should be submitted to the convention Chair upon request so  
1099 that reports can be prepared for the Executive Board and annual meetings.
- 1100 • All committee members must get approval from the convention Chair for all  
1101 expenditures. Expenses should be itemized on the appropriate vouchers with receipts  
1102 attached.
- 1103 • A financial report should be prepared and provided to the Executive Board no later than  
1104 the Summer Executive Board meeting.
- 1105 • ***NOTE: Refer to the Convention Guidelines Manual for specific instructions and***  
1106 ***information about each aspect of the convention.***
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## EDUCATION COMMITTEE

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### **PURPOSES:**

- To provide educational programs for members of this Society.
- The committee will assist component chapters, upon their request, with workshops and seminars. They may hold NYSSMA-sponsored seminars where feasible.

### **COMPOSITION:**

- The Education Committee will consist of a Chair appointed by the incoming NYSSMA President, with the approval of the Executive Board. There should be two additional members.
- Ideally, the committee members should be from different parts of New York State in order to be able to represent and provide educational opportunities to different regions and chapters.

### **PROCEDURES:**

- The committee will plan and coordinate NYSSMA-sponsored educational programs with locations, topics, and fees approved by the Executive Board.
- The committee will encourage chapters to develop relationships with medical assisting schools and to participate in Career Days at high schools in their area.
- The committee will locate, contact, and obtain information (CVs and presentation outlines) for seminars.
- The committee will provide information about NYSSMA-sponsored seminars to the NYSSMA Today editor and to the website liaison. If feasible, information should also be sent to the general membership by email.
- The committee will be responsible for obtaining CEU approvals from AAMA for presentations at NYSSMA-sponsored education sessions.
- The committee will be responsible for sending CEU attendance records to AAMA in a timely manner so that members can obtain their CEUs.

## MARKETING, MEMBERSHIP & RETENTION COMMITTEE

### PURPOSES:

- To stimulate a feeling of fellowship within the NYSSMA.
- To promote the mission and vision of the society.
- To increase, maintain and retain the membership of the NYSSMA.
- To assist the Executive Board with the establishment of new chapters.
- Enhance the relations between medical assistants, the community, and other health care professionals.

### COMPOSITION:

- The Marketing, Membership & Retention Committee will consist of a Chair appointed by the incoming NYSSMA President, with the approval of the Executive Board. There should be three additional members.

### PROCEDURES:

- The committee will identify target audiences to send information regarding the medical assisting profession and its training and credentialing of medical assistants.
- The committee will obtain marketing information material from AAMA and/or write material pertinent to New York State, and with the approval of the Executive Board, mail this informational material to target audiences.
- Promote **Medical Assistants Recognition Week (MARW)** by sending material to chapter Presidents and other target audiences.
- Share promotional marketing and membership materials that is received or created with chapter Presidents for marketing and membership purposes.
- The committee will submit articles or information to **NYSSMA Today**, to the NYSSMA website liaison, and/or AAMA publication as necessary.
- The committee will answer all membership inquiries in a timely fashion.
- The committee will prepare and send letters of welcome to all new members, with the Membership/Marketing Chair's signature, upon approval of the Executive Board.
- The committee will prepare and send letters of recognition to all new CMAs (one letter for those who are members and one for those who are not members), with the Membership/Marketing Chair's signature, upon approval of the Executive Board.
- The committee will prepare membership awards for presentation to individual chapters at the **Annual Meeting**. The categories are:
  - Numerical Increase; Percentage Increase; Most New Members; Most New CMAs
- The Chair will verify with the AAMA Membership Department the accuracy of the membership count of all classes of membership (with the exception of Honorary Membership), as of December 31<sup>st</sup> of the previous year and calculate the numbers.
- The Chair will notify the NYSSMA President and prepare the certificates to be given at the **Annual Meeting**.

# NOMINATING COMMITTEE

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**PURPOSES:**

- To actively solicit candidates for the offices of NYSSMA and screen applications to ensure the qualifications for each office are in compliance with the NYSSMA Bylaws.
- To present a slate of officers to the **NYSSMA Annual Meeting** during the **General Assembly**.

**COMPOSITION:**

- The Chair will be the Immediate Past President. The Vice President will also be a member of this committee. There will be two members of the committee elected by the members of the **General Assembly** during the annual meeting.

**PROCEDURES:**

- The committee will send nominating forms and eligibility requirements to chapters by October 1<sup>st</sup>. The committee will consult with the Executive Board for potential candidates and contact eligible members to encourage and promote participation and commitment.
- The committee will advise candidates that a two-minute speech is required to be given at the annual meeting.
- The Chair will contact the AAMA Membership Department to ascertain that the dues of the candidates were paid by December 31<sup>st</sup> of the previous year.
- The Chair will send copies of candidate nomination forms to the committee members for their review and advice.
- The Chair will review all late nominations to be presented from the floor of the **General Assembly** and inform the President before the opening of the **General Assembly** if the credentials are in order.

## PUBLIC AFFAIRS COMMITTEE

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### PURPOSES:

- To keep the members of NYSSMA informed of proposed state and federal legislation that might affect the career of the medical assistant or the medical profession.
- Forward inquiries and concerns about the medical assistants' scope of practice to the Executive Director of the AAMA.

### COMPOSITION:

- The Public Affairs Committee will consist of a Chair appointed by the incoming NYSSMA President, with the approval of the Executive Board. There should be two additional members on this committee.

### PROCEDURES:

- The Chair will send a letter of introduction by mail or email to the Executive Director of the Medical Society of the State of New York (MSSNY) including contact information.
- The Chair will request from MSSNY their publication(s) on legislation affecting the medical professions and reiterating that we stand ready to support MSSNY.
- When there is legislation that may affect medical assistants and the medical assisting profession, the Chair should inform the chapter Presidents by mail and/or email. When possible, this information should be given to the editor of **NYSSMA Today** for inclusion in the next issue of the publication and to the website liaison for publication on the NYSSMA website.
- The Chair will keep an updated list of all state legislators and the committees they serve on, so that NYSSMA can contact them by letter, email, or phone.
- The Chair and/or members of the committee should contact Don Balasa, JD, Executive Director of AAMA questions or actions related to public affairs for his input and suggestions. A copy of this correspondence should be sent to the NYSSMA President.

## RESOLUTIONS COMMITTEE

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### PURPOSES:

- To receive and review resolutions from the Executive Board, Chapters, and Committees.
- To present the resolutions to the **NYSSMA General Assembly**.
- To prepare and send NYSSMA approved resolutions to the AAMA for discussion in their House of Delegates for possible approval by that body.

### COMPOSITION:

- The Chair of the Resolutions Committee will be appointed by the incoming President with the approval of the Executive Board. There should be two other committee members and the Parliamentary Advisor will be an Ex-Officio member.

### PROCEDURES:

- The Chair will send out a letter by mail or email to chapter Presidents, committee chairs, and the Executive Board by October 1<sup>st</sup>, requesting resolutions to be submitted by February 1<sup>st</sup> deadline, with an explanation that time is needed to review and correct before the committee can include them for submission to the **General Assembly**. This letter should include suggestions for resolutions and a sample resolution.
- The Chair will copy all resolutions received and send them to the committee members for review and input.
- Any resolutions that are not in compliance with the AAMA or NYSSMA Bylaws are to be returned to the sender with an explanation why it cannot be accepted. Resolutions that need other types of corrections (editing, formatting, etc.) must be returned to the sender with an explanation of corrections needed and a deadline of March 1<sup>st</sup> to have them back to the Resolutions Committee.
- All resolutions received in proper form and compliance are to be numbered and included with the Resolutions Committee annual report for inclusion in the **General Assembly** packet for the NYSSMA annual meeting.

## WAYS AND MEANS COMMITTEE

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### PURPOSES:

- To investigate ways for augmenting the funds of NYSSMA and to make recommendations to the Executive Board.
- To implement and supervise the fundraising activities which have been approved by the Executive Board.

### COMPOSITION:

- The Ways & Means Committee will consist of a Chair appointed by the incoming NYSSMA President, with the approval of the Executive Board. There should be three additional members. (This committee may be a chapter project).

### PROCEDURES:

- The committee will function at the *NYSSMA Annual Meeting* and other NYSSMA functions at the request of the Executive Board. They will staff the Ways and Means table at these meetings and supervise all sales and raffles.
- The committee Chair will provide Ways and Means articles for sale to chapter Presidents, at their requests, and keep accurate records of items given and sold and will receive any monies from the sale of these items.
- The committee will keep an accurate record of all expenditures and receipts of sales. All monies received will be given to the NYSSMA treasurer immediately following the events so that the money can be deposited in a timely manner.
- All written reports of this committee will include a current inventory and financial information.

**SPECIAL COMMITTEES POLICIES AND PROCEDURES**

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Awards

Dorothy Ross Scholarship

Historian

Minutes Review

NYSSMA Today (Publications)

Policy & Procedures Manual

Website Liaison/Monitor

## AWARDS COMMITTEE

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### PURPOSES:

- To provide information to the membership concerning the two NYSSMA Awards: ***The NYSSMA Professional Achievement Award*** and the ***NYSSMA Leadership Award***.
- To encourage NYSSMA members to enhance their professionalism and self-esteem by applying for the NYSSMA Professional Achievement Award.
- To encourage members and chapters to submit applications for the NYSSMA Leadership Award for a member who is deserving of that honor.

### COMPOSITION:

- This committee will consist of a Chair appointed by the incoming President with the approval of the Executive Board.

### PROCEDURES:

- The Chair will write an article for NYSSMA Today and the NYSSMA website informing the general membership about the awards and how to apply for them. The due date for submitted these applications is March 1<sup>st</sup>.
- The Chair will notify any unsuccessful candidates for the NYSSMA Professional Achievement Award of the additional requirements they need to qualify for the award. The Chair will notify those who nominated other members for the NYSSMA Leadership Award if additional information is needed.
- The Chair will notify the NYSSMA President of the awards to be given at least 30 days prior to the ***NYSSMA Annual Meeting***.
- The Chair will present the awards at the ***NYSSMA Annual meeting***.

The Chair should maintain a supply of application forms for both awards and awards certificates.

## DOROTHY ROSS SCHOLARSHIP COMMITTEE

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### PURPOSE:

- To promote the medical assisting profession by awarding scholarships to deserving medical assisting students.

### COMPOSITION:

- The committee will consist of a Chair and at least two members, including one educator, appointed by the incoming President with the approval of the Executive Board.

### PROCEDURES:

- The Chair will send letters or emails, including scholarship information forms to the CAAHEP accredited medical assisting educators by August 15<sup>th</sup>. The deadline for submission will be February 1<sup>st</sup>.
- Upon receipt of the applications from the candidates, the Chair will copy and send them to the committee members for review. They will be judged on GPA, commitment to medical assisting, the Characteristic Evaluation Forms (CEF), and need. The winner(s) will be announced at the NYSSMA Annual Meeting and published in NYSSMA Today and on the NYSSMA website.
- The winner(s) will be notified on March 1<sup>st</sup>. The President and Program Director of the winners' school will be notified before March 1<sup>st</sup>.
- The Chair will notify the NYSSMA President of the winner(s). The convention Chair (or registration Chair) should also be notified if the winner(s) are attending the Awards Luncheon with name and meal selection. The remaining applicants will also be notified on this same date.
- The Chapter President where the winner(s) have been assigned will be notified prior to convention.
- The winner(s) will be invited to attend the **NYSSMA Annual Meeting**. The registration or fee for the section of the meeting the recipient(s) attend will be charged to the **Dorothy Ross Scholarship Fund** expenses. The winner(s) will receive the **Dorothy Ross Scholarship** certificate during the session of the meeting in which the recipient(s) attends. If the recipient(s) cannot attend any session, the DRS Certificate of Award will be mailed.
- The Chair will notify the NYSSMA treasurer so that checks can be sent to the schools' bursars in the amount of the scholarship and to the AAMA membership department for the recipients' dues.
- The Chair will have follow-up communication with the recipient(s) approximately three months after the award.

## HISTORIAN

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### PURPOSE:

- The purpose of the historian is to preserve and maintain the history NYSSMA.

### COMPOSITION:

- One person to track the history of NYSSMA from its beginnings to the present.

### PROCEDURES:

- The historian will keep a chronological list of the following:
  - All Presidents of the society
  - Honorary members of the society
  - All life members of the society
  - All advisors to the society
  - Convention meeting sites and dates
- The historian will keep photograph albums of members attending NYSSMA and AAMA convention/conferences with identification of each person where possible.
- As appropriate, convert albums and files to electronic files.
- The historian will keep copies of the official publication of NYSSMA and copies of NYSSMA convention journals.
- The historian will make arrangements to have these items displayed at the **NYSSMA Annual Meeting.**

## MINUTES REVIEW COMMITTEE

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### **PURPOSES:**

- To review the minutes of all NYSSMA Executive Board and **General Assembly** minutes for corrections, deletions, and additions.
- To ensure that all Executive Board minutes convey all actions taken by the Executive Board and the **General Assembly**.
- The ensure the line of communications to the members of NYSSMA is maintained.

### **COMPOSITION:**

- The members of this committee will be the President, Vice President, Immediate Past President, and the Parliamentary Advisor. The Secretary will act as a resource.

### **PROCEDURES:**

- The NYSSMA Secretary will type the rough draft minutes immediately following all Executive Board meetings, copy them (if sending by regular mail) and send them to the committee members for review and input no later than 2 weeks following the meeting. They can be sent via email.
- The committee members will review and send corrections, deletions, or additions back to the Secretary within 10 days of receiving the rough draft.
- The Secretary will make the recommended corrections immediately and mail them to the NYSSMA President.
- The NYSSMA President will mail/email the final version within 2 weeks to the Executive Board, NYSSMA Committee Chairs, and Chapter Presidents. The minutes will be included in the Executive Board meeting packets.
- No written reports of this committee are necessary.

## NYSSMA TODAY (PUBLICATIONS) COMMITTEE

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### PURPOSES:

- To provide educational articles and organizational information to the members of this society and to communicate to the members the events and news of this society.
- To promote membership recruitment and promotional advertising of state and chapter educational programs.

### COMPOSITION:

- The committee will consist of a Chair/Editor and an editorial staff appointed by the incoming President and approved by the Executive Board.

### PROCEDURES:

- The publication, NYSSMA Today, will be published three times a year and mailed to members, medical assisting programs, and a VIP list.
- The deadlines to receive articles, chapter news, and other information will be set by the committee.
- The committee will request mailing labels from the AAMA Membership Department for each issue of the publication. These labels may be sent directly to the printing company for mailing.
- The Chair/Editor will submit to the AAMA Excel Publication Awards committee the required number of copies to be eligible for recognition.
- The Chair/Editor will keep one copy of each issue for the permanent file of this society and send one copy of each issue to the historian.
- The Chair/Editor will identify a printing company/printer for approval by the Executive Board.
- The Chair/Editor will request the printing company/printer to send a copy of the invoice directly to the NYSSMA treasurer for payment, and a copy to the publication Chair/Editor. The committee will adhere to the budget as approved by the **NYSSMA General Assembly**.
- The committee will actively solicit authors of articles from chapter, committee chairs, medical assisting students, medical assisting educators, and the NYSSMA Executive Board.
- The Chair/Editor must obtain permission for any reprints from outside sources.
- All articles, news, and any other material to be published will be at the discretion of the Chair/Editor and the editorial staff. The Chair/Editor may consult with the President and/or the Executive Board for any material deemed to be controversial.
- Recommended contents of the Pre-Convention issue are:
  - Any proposed Bylaws changes
  - Slate of nominees for NYSSMA office
  - Convention schedule, information, and registration form
  - Hotel information/registration form
  - Requests for journal ad submission
- The summary of the NYSSMA General Assembly will be published in the first issue following the **Annual Meeting**.

## POLICY AND PROCEDURES MANUAL COMMITTEE

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### PURPOSES:

- To review and update all policy and procedures manuals for the Executive Board and committees of NYSSMA.
- To ensure all policies and procedures are in compliance with the NYSSMA and AAMA Bylaws.

### COMPOSITION:

- The Chair will be appointed by the incoming President with the approval of the Executive Board. There will be at least three members of this committee with the Parliamentary Advisor serving as an Ex-Officio member.

### PROCEDURES:

- The committee will, upon the request of the Executive Board, make any changes to these documents.
- The Chair will send or email copies to each committee member for their review and input. The criteria will always be that the NYSSMA Bylaws take precedence.
- The committee members, after reviewing the documents and making changes they deem necessary, will notify the Chair.
- The Chair will make necessary changes and mail/email the corrected version to all Executive Board members for approval. Upon approval of the Executive Board, the Chair will copy the concerned parties the changes that affect their committee or office.

## WEBSITE LIAISON

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### PURPOSES:

- To maintain an efficient and cost effective website design company.
- To market NYSSMA to prospective members, students, educators, and the general public using an efficient and cost effective website.
- To provide members with timely updates on policy changes, educational programs, benefits, and other pertinent data affecting the medical assisting profession.

### COMPOSITION:

- One person appointed by the NYSSMA President and approved by the Executive Board, who has a computer with the most recent Word program, to act as a liaison between the society and the webmaster.

*Note: If qualified, the liaison may also be the webmaster. This would allow the individual to have access to the website and make necessary changes in a timely manner.*

### PROCEDURES:

- Obtain specific information approved by the Executive Board to be posted on the website.
- Provide the webmaster with the additions and changes as approved by the Executive Board.
- Review all written material and changes for typos, syntax, and correct formatting before publishing on the website.

## WEBSITE MONITOR

### PURPOSE:

- To review the website information and inform the President of any errors.

### COMPOSITION:

- One person appointed by the NYSSMA President and approved by the Executive Board.

### PROCEDURES:

- Review the website twice a month to determine that correct and current information is included on the website.
- Report errors and potential changes to the President and/or the website liaison twice a month.

*Note: The same person may serve as the website monitor and the website liaison.*

1748 **NYSSMA RECORDS RETENTION GUIDELINES (Rev. 2011)**

1749 *All records and reports should be kept for 3 years*

1750 *Exception-Financial records held by Treasurer and financial activity of Website Liaison, Ways &*  
1751 *Means Committee, and Publications Committee should be kept for 7 years.*

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1753 *All items on the checklist should be in the possession of the assigned officer or committee chair.*

1754 **A. Permanent Records**

1755 • All minutes of any official meetings

1756 • Annual reports of committees

1757 • Articles of Incorporation, including Certificate of Amendment

1758 • Bylaws

1759 • Charter

1760 • Publications (2 copies for historical purposes)

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1762 **B. Checklist for All Society Officers' and Committee Chair Books: General**

1763 • Annual Meeting Packet, including addendum reports-current and previous year

1764 • Bylaws-current year

1765 • Copies of quarterly and annual reports

1766 • Correspondence

1767 • Instructions, vouchers, calendar

1768 • Meetings minutes

1769 • NYSSMA Policy Manual-current revision

1770 • Records Retentions Guidelines

1771 • Roster-current year

1772 • Sample forms for correspondence and reports

1773 **C. Additional Checklist Items for Officers**

1774 **PRESIDENT**

1775 • Articles of Incorporation, including Certificate of Amendment

1776 • Certificates of Appreciation

1777 • Charter

1778 • Convention Guidelines

1779 • Copy of Professional Achievement and Leadership Awards Guidelines/Applications

1780 • Current Audit Report

1781 • Current convention hotel contract

1782 • Gavel

1783 • General Assembly script

1784 • Guidelines for surveying hotels for conventions

1785 • Minutes of General Assembly

1786 • Past President's Pins (purchased in advance)

1787 • President's Pin

- 1788 • Stationery master
- 1789 • General Assembly Supplies
  - 1790 ○ Ballot Box
  - 1791 ○ Officers, Guests, etc. cards and wooden holders for General Assembly
  - 1792 ○ Stopwatch
  - 1793 ○ Tellers' and Pages' Ribbons, etc.
  - 1794 ○ Voting Cards

1795 **VICE PRESIDENT**

- 1796 • Convention Guidelines
- 1797 • Copies of reports, correspondence as provided by President
- 1798 • Copy of current audit report
- 1799 • Copy of current convention hotel contract
- 1800 • Guidelines for surveying hotels for conventions

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1802 **SECRETARY**

- 1803 • All minutes of any official meetings, including annual meetings
- 1804 • Copies of NYSSMA and chapter charters
- 1805 • Copy of Articles of Incorporation, including Certificate of Amendments
- 1806 • Copy of current convention contract
- 1807 • Copy of Tax Exemption Letter
- 1808 • NYSSMA Seal
- 1809 • Records Retention Guidelines

1810 **TREASURER**

- 1811 • Bank Statements
- 1812 • Current Audit Report
- 1813 • Current Budget
- 1814 • Current Membership List
- 1815 • Invoices Received and Paid
- 1816 • Tax Exemption letter
- 1817 • Vouchers Received and Paid

1818 **PARLIAMENTARY ADVISOR**

- 1819 • Copy of current General Assembly script
- 1820 • *Robert's Rules of Order*

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1830 **How To Write A Report For The**  
1831 **NYSSMA Executive Board Meetings**

1832  
1833 New York State Society of Medical Assistants  
1834 Report of the  
1835 OFFICER  
1836 Or  
1837 Report of the  
1838 Xxxxxxxx Committee  
1839 Executive Board Meeting  
1840 [Location]  
1841 [Date]  
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- 1844 • Reports are written in the third party (The Chair, This Officer, The Committee)
- 1845
- 1846 • List actions that the committee has taken, accomplished or plans to do
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- 1848 • List meetings you attended or if you represented NYSSMA in some way
- 1849
- 1850 • Reports should include a synopsis (summary of what’s in the report. The secretary will
- 1851 generally use this information for the minutes)
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- 1853 • Reports should indicate if the Strategic Plan (Goals) is being met
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- 1855 • Financial Impact should be included (this includes expenses spent by the committee or
- 1856 officer)
- 1857
- 1858 • Please include line numbers on your report (For Word documents: Go to page set up:
- 1859 layout and line numbers appear at the lower portion of the screen. Click on line
- 1860 numbers, click on add line numbers and continuous. Click okay and you’re all set).
- 1861
- 1862 • Chapter Presidents, please share your chapter activities, plans etc

1863  
1864 Name of Chair  
1865 Name of Committee Members  
1866 (note: include credentials)  
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1869 **SYNOPSIS:** This should be short summary of the contents of the report  
1870 **FINANCIAL IMPACT:** Amount spent; if donated, amount should be noted for future financial  
1871 purposes  
1872 **STRATEGIC PLAN:** Indicate how the committee/office is following strategic plan  
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## How To Write A Report For The NYSSMA General Assembly (End of Year)

New York State Society of Medical Assistants

Report of the OFFICER  
Or  
Report of the  
XXXXXXXXXX Committee  
For The Year Ending  
[Date of General Assembly]  
[Location]

- The first paragraph should read: The Purpose of this office or committee is  
xxxxxxxxxxxxxx
  - (Note: This information is available from the Procedural Manual-if you need this,  
please contact the President)
- Reports are written in the third party (The Chair, This Officer, The Committee)
- List actions that the committee has taken, accomplished or planned to do
- List meetings you attended or if you represented NYSSMA in some way
- Please include line numbers on your report (For Word documents: Go to page set up:  
layout and line numbers appear at the lower portion of the screen. Click on line  
numbers, click on add line numbers and continuous. Click okay and you're all set).
- Annual Reports do not need a synopsis, financial impact or strategic plan goal as each  
report throughout the year for the Executive Board Meetings do.
- Chapter Presidents, please share your chapter activities, plans etc

Name of Chair  
Names of Committee Members  
(note: include credentials)