

PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS (PSMA)

POLICY AND PROCEDURE MANUAL



PSMA Policy and Procedure Manual

Preface

The PSMA Policy and Procedure manual serves as a guide to enable the PSMA officers, committee chairs and their members to facilitate understanding of the roles and responsibilities that accompany these positions. Referencing and adhering to the PSMA Policy manual enhances the members' ability to work together, standardizes protocol for each position which ultimately maximizes the outcomes and benefits the Society's membership. The PSMA Policy and Procedure manual also serves as a guide to inform the members not currently serving in a PSMA officer or committee position of the responsibilities associated with the working board of PSMA.

The Past Presidents' Association of the Pennsylvania Society of Medical Assistants is responsible for maintaining and revising the PSMA Policy and Procedure manual. This is a "living" document subject to regular review and revision, as necessary.

PSMA Policy and Procedure Manual

PSMA Policy and Procedure Manual

TABLE OF CONTENTS

OFFICERS AND COMMITTEES	PAGE(s)
PRESIDENT	1-3
PRESIDENT ELECT	4
VICE PRESIDENT	5
COUNCILOR DISTRICT REPRESENTATIVE	6
IMMEDIATE PAST PRESIDENT	7
RECORDING SECRETARY	8-9
CORRESPONDING SECRETARY	10
TREASURER	11-12
SPEAKER OF THE HOUSE	13
VICE SPEAKER OF THE HOUSE	14
PARLIAMENTARIAN	15
HISTORIAN	15
JUDICIAL COUNCIL	16
AUDIT COMMITTEE.....	16
CREDENTIALS	17
LEGISLATION.....	17
BYLAWS / RESOLUTIONS COMMITTEE	18
CONVENTION GUIDELINES (skip)	18
BUDGET AND FINANCE COMMITTEE	19
MEMBERSHIP/ COMMITTEE	20
CERTIFICATION COMMITTEE	21
CONTINUING EDUCATION BOARD	21
WAYS AND MEANS COMMITTEE	22
NOMINATING COMMITTEE	22
SCHOLARSHIP COMMITTEE	23
WEBMASTER.....	25-26
PAST PRESIDENTS.....	27

PSMA Policy and Procedure Manual

Role of PSMA President

June

1. Prepare a final completed roster of the newly elected officers, committee chairs and the committee members.
2. Send a list of the newly elected PSMA officers, the names of the delegates and alternates to serve in the House of Delegates at the AAMA national conference and the names of the Chapter Presidents prior to July 1st to the AAMA Director of Membership.
3. Send the name and address of the newly elected PSMA President and President Elect to the Pennsylvania Medical Society (PMS).
4. Attend AAMA Board of Trustees' meeting as the PSMA representative, if possible. (If the PSMA President attends this meeting, she should report on the highlights of the meeting at the next PSMA Board meeting.

July

Prepare for and conduct a PSMA executive board meeting. Holding this meeting is at the discretion of the PSMA President. The decision to conduct this meeting should be based on specific benefits to the PSMA membership.

August

1. Send an announcement/notice regarding the PSMA Fall board meeting to the PSMA officers and committee chairs. Allow at least one month's notice to these individuals. Officers and committee chairs should be required to respond, in advance, as to their intentions to attend the meeting, to determine whether or not a quorum will be present.
2. When scheduling the PSMA fall board meeting, the President should take into consideration:
 - the dates of the AAMA national conference and allow at least two weeks between these event.
 - the dates of the PMS installation banquet to avoid scheduling the PSMA fall board meeting on consecutive weekends.

PSMA Policy and Procedure Manual

Role of President – cont.

3. Obtain the dates of the AAMA national conference and inform the state officers, Trustees, and Chapter Presidents of this date. This information can be obtained by logging onto the AAMA website at www.aama-ntl.org.

September

1. Attend the AAMA national conference as first delegate for PSMA. **Note:** The AAMA national conference is usually held in the month of September or October. This responsibility is to be conducted in the respective month the AAMA national conference is held.
2. Prepare an agenda for PSMA fall board meeting.
3. Maintain all correspondence received as President of PSMA. Be prepared to explain how correspondence was responded to at the fall board meeting.

October

1. Attend the AAMA national conference as first delegate for PSMA. See #1 under September.
2. Write a report outlining the events that occurred at the AAMA national conference. Send the report to the PSMA webmaster. This information will be posted on the PSMA website at www.pasociety-cma.org to keep PSMA officers, committee chairs and members informed of the association's current actions.
3. Report any changes adopted in the AAMA House of Delegates in this report. These changes must be forwarded to the Bylaws Committee Chair within 30 days of attending the national conference.
4. Attend the Pennsylvania Medical Society Convention as the representative from PSMA. The PSMA President is considered a guest at this event. The PSMA President will be recognized at the installation banquet, but she will not be asked to speak. The Pennsylvania Medical Society Auxiliary annual meeting is held concurrently at this event in which the PSMA President may be invited.
5. Send a thank you note to the PMS and Auxiliary for being invited to attend the PMS installation banquet and/or auxiliary.
6. Send a congratulatory note to each of the newly installed PMS and Auxiliary Presidents.

PSMA Policy and Procedure Manual

Role of President – cont.

November

1. Stay current with all PSMA correspondence.
2. Contact Chair of PSMA annual meeting to provide her with possible names of individuals appropriate to serve as master of ceremonies at the PSMA annual meeting.

February

1. Stay current with all PSMA correspondence.
2. Prepare the Executive Committee (Board of Trustees) report and the President's report which will be published in the PSMA *Delegate's Handbook* at the annual meeting. The Executive Committee report summarizes the highlights of actions that took place during the President's leadership. The President's report identifies activities that were performed as President related specifically to the PSMA.
3. Prepare for the PSMA March Board Meeting. This may include sending an announcement/notice of the upcoming meeting, preparing an agenda, coordinating with the Chair of the Continuing Education Board, possible continuing education sessions that may be held.

March

1. Facilitate and PSMA spring board meeting.
2. Follow up with PSMA Recording Secretary to review a copy of the spring board meeting minutes. The minutes should be posted on the PSMA website as unofficial until approved at the pre-annual meeting.

April

1. Write a farewell speech which will be presented during the PSMA installation banquet. If requested by the PSMA annual meeting chair, send a photograph of yourself, write and send a greeting to PSMA annual meeting's chairperson which will be published in the annual meeting's program.
2. Prepare for pre-annual board meeting by developing an agenda.

PSMA Policy and Procedure Manual

Role of President – cont.

May

1. For the opening session of the PSMA House of Delegates, express greetings to all in attendance. Introduce head table speakers at meal functions, when appropriate.
2. Give farewell address to those present at the installation banquet.
3. Present the President's pin to the incoming PSMA President. (It is recommended that the pin be engraved by April).

Ongoing Responsibilities

1. Consult Treasurer concerning President's expense account.
2. Consult Immediate Past President for protocol concerns, and other questions relevant to functions of the President's office.
3. Serve as mentor to all members and chapters.

PSMA Policy and Procedure Manual

Role of President Elect

May

1. The President Elect serves as a member of Executive Committee, Budget and Finance Committee, Bylaws Committee, and as ex-officio of the Continuing Education Board.
2. The President Elect serves as a mentor to PSMA officers and members, whenever necessary.

November

Select and invite an Installing Officer for your installation. Check with the Chair of the PSMA annual meeting concerning the dates that the invitations will be sent to the Installing Officer. This correspondence should include the Installing Officer's functions and responsibilities.

January

1. Send letters to all Chapter Presidents requesting them to provide you with names of persons interested in serving as a committee chair or as a committee member during your presidency.

February

1. Select the committee chairs and write to them to request their confirmation to serve in stated position. When committee chairs have been finalized, select committee members and proceed as above.
2. Keep in mind that the Parliamentarian and Corresponding Secretary you select to serve with you as President, are critical to the smooth operation of the PSMA board meetings. Utilize their services and those of your other officers when you need assistance.

April

1. Submit a written annual report of the activities related to the office of President Elect to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.
2. Send your photograph and greetings to the annual meeting Chair for publication in the official program.

PSMA Policy and Procedure Manual

President Elect – cont.

3. Write an acceptance speech to be delivered at the installation banquet. The speech should identify a theme for your year as President.
4. Select time and place for both the fall and spring board meetings and for an executive board meeting, (if one is planned). Reserve the sites for each meeting as soon as possible.

May

1. Prepare approximately 20 copies of the agenda for the post-annual board meeting.
2. Have a complete listing of all PSMA officer and committee positions available in order for appointments to be made at the post-annual board meeting. This will ensure that all individuals who need to be appointed can be easily identified.
3. At the post-annual board meeting, as the newly installed President, request the Chapter officers be submitted to you and verify that the demographic information for each PSMA officer, committee chair and members are accurate.

PSMA Policy and Procedure Manual

Role of Vice President

Ongoing Responsibilities

1. Assist the President in her responsibilities throughout the year as needed.
2. Automatically assume the responsibilities of the President in the event of her absence.
3. Serve as a member of the Executive Committee and the Bylaws Committee.
4. If appropriate, submit a written report for placing a PSMA business item on the fall and spring board meeting agenda. For the fall and spring board meetings, the report should be submitted at least two weeks prior to the scheduled meeting date.

February

1. Submit your name for the office of President Elect to the Chair of the Nominating Committee of your intent to serve in this position by the deadline issued by the Nominating Committee.

April

Submit a written annual report of the activities related to the office of Vice President to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

PSMA Policy and Procedure Manual

Role of the Councilor District Representative

Ongoing Responsibilities

1. Visit each chapter and/or communicate with Chapter Presidents in your district a minimum of twice during the calendar year. This will provide you with the opportunity to obtain information regarding the activities of the component Chapters. The reported activities should be included in your annual report for the House of Delegates.
2. Offer your assistance and comply with all requests for counsel from the chapters in your district. Keep your respective chapters informed of all decisions of the PSMA Board of Trustees.
3. Work with the PSMA Membership Chair in forming other County Chapters within your councilor district area or in a nearby area.
4. Attend at least one of the Board of Trustees' meetings per year.
5. Request a copy from each Chapter President within your district to provide you with a copy of their current bylaws. Each chapter's bylaws should be reviewed at minimum of every three years, to correlate with the term of the Councilor District Representative's office.
6. If appropriate, submit a written report for placing a PSMA business item on the fall and spring board meeting agenda. For the fall and spring board meetings, the report should be submitted at least two weeks prior to the scheduled meeting date.

April

Submit a written annual report of the activities related to the office of Councilor District Representative to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

PSMA Policy and Procedure Manual

Role of the Immediate Past President

May

1. Present President's purse to the outgoing President during the PSMA installation banquet at the annual meeting.
2. Serve as a member of the Board of Trustees for one year following end of term as President.
3. Serve as member of Judicial Council for three years.
4. Serve as Chair of the Nominating Committee.

January

Send a letter to Chapter Presidents requesting names of individuals for the nomination of officers, including trustees, to be elected in the coming year.

March

Send a letter to Chapter Presidents by April 1st requesting contributions from their respective chapters for the President's purse.

April

Submit a written annual report of the activities related to the office of Immediate Past President to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

PSMA Policy and Procedure Manual

Role of Recording Secretary

Board Meetings

1. Record minutes of Board of Trustees' meetings, fall and spring board meetings, pre-annual meeting as well as any other called meetings. Minutes should also be recorded for the post-annual (reorganizational meeting) following the annual meeting.
2. Obtain an attendance roster for each meeting and incorporate this information into the minutes.
3. Perform a roll call at the commencement of each board meeting.
4. Transcribe board meeting minutes within thirty (30) days following Board of Trustees meetings.
5. Send the draft of the board meeting minutes to the President for her review and comment. Upon her approval, send the unofficial minutes to the PSMA webmaster who will post the minutes on the PSMA website at www.pasociety-cma.org
6. Record minutes of executive board meetings, which may be held during the year, as deemed necessary by the President. Transcribe said minutes and forward to executive committee members within thirty (30) days for review and comment. These minutes are considered confidential and should not be distributed to anyone who is not a PSMA officer on the Executive Committee.
7. Obtain and retain all reports of officers, trustees and committee chair. The reports of these individuals are to be filed with the Recording Secretary's records.

April

Submit a written annual report of the activities related to the office of Recording Secretary to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

June

1. Obtain a list of names of the PSMA officers, committee chairs and committee members from the President. This information should be sent to the PSMA Webmaster who will post it on the PSMA website.

PSMA Policy and Procedure Manual

Role of Recording Secretary – cont.

Other Responsibilities

1. Sign all credential cards for individuals appointed to serve as delegates and alternate for the PSMA annual meeting.
2. Sign all credential cards for individuals elected to serve as delegates and as the first alternate for AAMA national conference.

Recommendations

1. Use tape recorder in addition to taking notes at Board meetings and at the PSMA annual meeting.
2. Require PSMA board members to provide to you their email/ mailing address at the post-annual meeting. If permission is granted by each individual, this information should be forwarded to the PSMA Webmaster for her to posted on the PSMA website as soon as possible. .
3. All records are considered to be maintained permanently and to be kept in a 3-ring binder for each year, utilizing format of preceding years. A copy of the Reference Committees' reports must be included in the Recording Secretary's records.
4. All receipts for expenses incurred by the Recording Secretary should be broken down into the appropriate categories (i.e., postage, printing, telephone). This information should be forwarded to the President on PSMA expense voucher as soon as feasible.
5. All pertinent information and records pertaining to the Office of Recording Secretary are to be given to the incoming Recording Secretary following the post-annual meeting.

PSMA Policy and Procedure Manual

Role of Corresponding Secretary

The Corresponding Secretary is appointed by the President for a one-year term of office.

Responsibilities

1. The Corresponding Secretary will assist the President with all correspondence pertaining to the PSMA.
2. Assist the Recording Secretary by assuming her responsibilities, if she is absent. Attend, unofficially, all meetings (both general and special) in order to be conversant with all matters relating to PSMA.
3. If directed by the President, send out the fall and spring board meeting notices.
4. Answer all PSMA correspondence at the direction of the President. Consult with President, prior to mailing correspondence to ensure message is accurately presented. Retain a copy of any mailed correspondence for the President and Recording Secretary.
5. Maintain sufficient copies of the seating arrangement charts for the PSMA board meetings.
6. If requested by President, distribute the board meeting agenda, reports by officers or committee chairs presenting a business item for discussion. The reports will be distributed prior to board meeting's commencement.
7. Read PSMA and AAMA correspondence to members at the board meetings.
8. An expense voucher and receipt (s) that were incurred as a result of performing duties of the Corresponding Secretary should be submitted to the President for her signature/approval and then forwarded to the Treasurer.

April

Submit a written annual report of the activities related to the office of Corresponding Secretary to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

Recommendations

If the President requests that you compose a letter regarding PSMA issues or events, the letter must be written in a format that is concise, clear, grammatically correct, and accurate. It must reflect the professional image of the PSMA.

PSMA Policy and Procedure Manual

Role of Corresponding Secretary – cont.

PSMA letterhead shall be used for all official correspondence. Unless otherwise specified, all correspondence will go out over the President's signature. The President may dictate or merely suggest the contents of the letter(s).

A copy of the correspondence intended for the local Chapters must be addressed to the Chapter Presidents. If submitting communication to the AAMA national office regarding PSMA issues, the communication should be directed to the AAMA Management Steering Committee (President, Vice President, Immediate Past President and Recording Secretary).

PSMA Policy and Procedure Manual

Role of Treasurer

Responsibilities include:

1. Have thorough knowledge of the AAMA national and PSMA Bylaws, including duties of the PSMA Treasurer and the Society's membership categories.
2. Obtain bank signature cards for the PSMA checking and savings accounts to be signed at the May post-annual board meeting. The name of the Immediate Past Treasurer and the current President's name will be required on the accounts. One signature will be required on the checks.
3. Prior to executive board meetings, calculate the mileage for board members to attend. This rate is calculated using the location of the board members' home address to the meeting site address. The mileage rate is calculated in accordance with the IRS Federal guidelines. (The current mileage reimbursement rate can be obtained by logging onto the IRS website.)
4. Set up financial records books – receipts and expenses. Keep a copy of the approved budget for the coming year, as you will need this for your annual report for the *Delegates' Handbook*.
5. Expenses submitted that are over the approved budget must have the PSMA board's approval prior to payment.
6. All expenses are to be paid only upon receipt of an expense voucher signed by the president and recipients documenting the expense.
7. Identify the expenses that are approved to reimburse Continuing Education Board members.
8. Items that can be paid without a voucher are budgeted items such as Treasurer's bond, Delegates' and Alternates stipend, and the President's pin.
9. Have figure totals ready for Credentials Committee and Speaker of the House prior to meeting with them at the Spring Board meeting.
10. Prepare adequate copies of the Treasurer's report for each of the Board meetings.

March

1. Prepare a proposed budget, in collaboration with the Budget and Finance Committee members, for the upcoming year. This budget will be presented to the House of Delegates at the PSMA annual meeting in May. The Treasurer and Budget and Finance Committee members should review past budgetary

PSMA Policy and Procedure Manual

Role of Treasurer – cont.

expenses and income, consider inflationary costs, and make any necessary changes to the budget prior to submitting it for approval in the PSMA House of Delegates.

April

Submit a written annual report of the activities related to the office of Treasurer to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

General Information

1. The Treasurer's books are audited prior to the pre-annual board meeting. The financial records must be continually updated and accurately reflect all financial activities that occurred throughout the year.
2. All financial records should be taken to the PSMA annual meeting in May.
3. Keep the phone number of the outgoing treasurer readily available. Utilize her expertise as Past Treasurer to assist you in correctly performing your duties.
4. The Treasurer's bond must be kept current. Complete any necessary tax forms. (Refer to existing records for this purpose). Stay current with regard to changes in tax laws affecting PSMA activities.

Federal Income Tax Number (EIN#) 23-1687917

Note: This number is for tax purposes only and it is NOT a tax-exempt number. PSMA is not exempt from any state taxes.

PSMA Policy and Procedure Manual

Role of Speaker of the House

January

The Speaker of the House should request in writing, an annual report from the PSMA officers and Committee Chairs. The submission date for these reports should be mid-March.

March

After receiving names of Chapter Delegates and Alternate Delegates from the PSMA Chapter Presidents, appoint an individual to chair each of the Reference Committees for the PSMA annual meeting. This should be done approximately mid- March.

April

1. Appoint members of the Reference Committees for the annual meeting and notify individuals of their appointment to the respective committees.
2. Prepare *Delegates' Handbook* after receiving the annual reports from Officers and Committee Chairs.
3. Contact the Pennsylvania Medical Society to determine whether or not they are agreeable to print the PSMA *Delegates' Handbook*. If an agreement is reached, ensure that an adequate amount of time is provided for the PMS liaison to have the PSMA *Delegates' Handbook* printed.
4. If an officer or committee chair has not submitted her annual report prior to the submission deadline for publication in the *Delegates' Handbook*, notify her that she must provide adequate copies to the Speaker and/or Vice Speaker of the House before the opening session of the annual meeting.
5. Write an annual report of the activities related to the office of Speaker of the House for publication in the *Delegates' Handbook*.

May

1. Distribute the *Delegates' Handbook* to the appropriate Chapter representatives.
2. Prepare materials for the reference committees for the annual meeting in May. Reference committees include:
3. Appoint the following committees for the House of Delegates:

PSMA Policy and Procedure Manual

Role of Speaker of the House – cont.

Credentials Committee is to verify the credentials of the PSMA Delegates and Alternate Delegates to be seated in the House of Delegates and to establish that a quorum is present in the House.

Reference Committees and their members as described above.

Pages are individuals appointed to collect written notes/communication from the Delegates, Alternates and officers and to exchange the information to the appropriate individuals during the House of Delegates.

Tellers are individuals who provide ballots to Delegates, ensure and oversee that the voting process runs smoothly and honestly, and assist in counting the ballots to determine elected officers, and Delegates and Alternates to the AAMA national conference.

4. Perform all other activities necessary to ensure the smooth transaction of the House of Delegates.
5. Be available to all committees at the annual meeting, and as required during the year.
6. Preside at the House of Delegates by following the protocol that has been established for the Speaker of the House.

PSMA Policy and Procedure Manual

Role of Vice Speaker of the House

April

1. Write an annual report of the activities related to the office of Vice Speaker of the House for publication in the *Delegates' Handbook*.
2. Assist the Speaker in appointment of Committees for the PSMA House of Delegates.
3. Assist the Speaker in preparing the *Delegates' Handbook* as needed.
4. Assist the Speaker and Treasurer in the confirmation of Delegates to the PSMA annual meeting. This should be completed at the PSMA spring board meeting.

May

1. Preside at meetings of the House of Delegates in the absence of, or at the request of the Speaker.
2. Succeed to the Office of Speaker in the event of a vacancy therein.
3. Ensure that the proceedings of the House of Delegates is taped and transcribed in order to maintain a permanent record.
4. Send a copy of the proceedings to the President (individual in office at the time of the annual meeting), the Speaker and Vice Speaker of the House. The original document is sent to the Recording Secretary and a copy is mailed to the Chair of Bylaws Committee.
5. Work with the annual meeting Chair and the Credentials Chair, as well as the Speaker of the House to ensure the smooth transaction of the business of the House of Delegates.
6. Ensure that the Delegates and Alternates have been verified prior to each session of the House.

PSMA Policy and Procedure Manual

Role of Parliamentarian

The Parliamentarian is appointed by the President to serve with her during her term of office.

The Parliamentarian must be familiar with parliamentary procedure to maintain order and protocol during board meetings.

Board Meetings

1. Advise the President and the PSMA board members regarding all points of parliamentary procedure when requested, or when deemed advisable.
2. Recognized as the final voice on any issue.
3. Ensure that adherence to the most recent edition of *Robert's Rules of Order, Newly Revised Edition*, is followed when it does not conflict with the Bylaws of PSMA.
4. Attend all PSMA board meetings. The Parliamentarian does not have a vote at the PSMA board meetings.
5. Serve as ex-officio member of the Judicial Council, Board of Trustees, Executive Committee and Bylaws Committee.

April

Submit a written annual report of the activities related to Parliamentarian to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

May

The Parliamentarian selected for the House of Delegates has no vote unless she is serving as an elected delegate.

PSMA Policy and Procedure Manual

Role of Historian

The Historian is appointed by the President and is an ex-officio member of the Executive Board without the right to vote.

Responsibilities

1. Keep the Historian's book up to date by saving and placing newspaper clippings, photographs, journal articles and other items of interest, pertaining to PSMA and/or its' members in the book. Newspaper articles can be traced by contacting the newspaper office, where the name, date and issue of publication can be confirmed.
2. The Chapter Historians (if appointed) should forward information to PSMA Historian that pertains to the State which will be included in the Historian's book.
3. A letter should be sent at least once a year to Chapter Presidents reminding them to submit any items of historical interest concerning the association or its' members to her.
4. Official correspondence should be prepared under the PSMA letterhead.

April

Submit a written annual report of the activities related to office of Historian to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

Please note:

Files and correspondence of the Historian are the property of the PSMA. All materials are to be turned over to incoming Historian or President.

PSMA Policy and Procedure Manual

Role of the Judicial Council

The judicial power of PSMA is vested in the Judicial Council. Decisions made by the Judicial Council are considered final with no ability to appeal.

The Judicial Council has jurisdiction in all questions involving:

- Membership as provided in the Bylaws
- All controversies arising under the Bylaws, including the interpretation of the Bylaws and the Code of Ethics of PSMA.

Delegates, PSMA Board of Trustee members and/or Chapter Presidents may request the Judicial Council to make a decision regarding an event/interpretation. This request must be in writing and be directed to the Chair of the Judicial Council.

Decisions made and actions determined by the Judicial Council will be reported to the referring body.

The Judicial Council is comprised of the three most recent Past Presidents, in chronological order. The members of the Judicial Council will elect their own Chair.

The Parliamentarian will serve as ex-officio of the Judicial Council.

Role of the Audit Committee

May

1. Conduct an audit of the Treasurer's records prior to the pre-annual board meeting.
2. Report the findings of the audit to the Board of Trustees at the pre-annual board meeting.

The committee is comprised of three active PSMA members appointed by the President. The committee appoints its' own Chair.

PSMA Policy and Procedure Manual

Role of the Credentials Committee

January

1. The Chair of the Committee sends a letter to Chapter Presidents requesting they submit names of individuals, addresses and telephone numbers who are interested in serving as a Delegate or Alternate to the PSMA annual meeting to her.
2. A copy of this correspondence must be sent to the Speaker and Vice Speaker of the House and Treasurer 60 days prior to the annual meeting. A copy is retained by the Chair of the Credentials Committee.

March

Confirm with the Speaker, Vice Speaker and Treasurer, prior to the annual meeting, the eligibility of those individuals whose names were submitted.

May

1. Verify the credentials of the PSMA Delegates and Alternates prior to each session of the House.
2. The Credentials Chair, in addition to the Vice Speaker of the House advises the Speaker of the House as to the status of a quorum prior to each session of the House of Delegates.
3. All information and records pertaining to the Chair of the Credentials Committee must be given to the next hosting Chapter at the conclusion of the annual meeting.

Role of Legislation

Information regarding public policy can be obtained through the website of the AAMA at www.aama-ntl.org

PSMA Policy and Procedure Manual

Role of the Bylaws/Resolutions Committee

Responsibilities

1. Review PSMA Bylaws to include any amendments approved by the previous years' House of Delegates. (A copy of the proceedings of the House is provided by the Vice Speaker of the House to the Bylaws Chair).
2. The President will provide to the Bylaws Chair, the bylaws approved in the House of Delegates at the AAMA national conference. AAMA amended Bylaws applicable to the State society (i.e. dues, membership, etc.) must be incorporated into the PSMA Bylaws.
3. Submit a copy of the PSMA Bylaws as requested to the AAMA Board of Trustees.
4. Maintain a permanent file of component county chapter bylaws.
5. Review component county chapter bylaws every three years and document the date of review for each Chapter.

December

Send a notice to the Board of Trustees, component Chapter Presidents and members of the Bylaws/Resolutions Committee, requesting any changes to the PSMA Bylaws/resolutions. These proposed changes must be submitted to the Speaker and Vice Speaker of the House at least sixty (60) days prior to the PSMA annual meeting. Proposed amendments will be posted on the PSMA website at www.pasociety-cma.org.

April

Submit a written annual report of the activities related to the Bylaws/Resolutions Committee to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

May

Provide copies of the current Bylaws for all members of the House of Delegates.

Note: The Vice-President and President Elect are members of the Bylaws and Resolutions Committee with the Parliamentarian serving as ex-officio.

PSMA Policy and Procedure Manual

Role of the Budget and Finance Committee

The Budget and Finance Committee is chaired by the Treasurer.

Responsibilities

Present a proposed budget for the coming fiscal year (June 1 to May 31) to the House of Delegates at the PSMA annual meeting.

February

1. The Treasurer must notify the Budget and Finance Committee members that a meeting will be held on Friday night or Saturday morning to develop a proposed budget before the spring board commences on Saturday.
2. The Treasurer should prepare a “rough” proposed budget for the upcoming year based on the aforementioned information and estimates. Copies of this should be sent to Budget and Finance Committee members approximately two weeks prior to the scheduled PSMA spring board meeting. This will provide them with adequate time to evaluate the proposed budget and ask relevant questions or suggest changes. Be realistic when anticipating income and allowing for expenditures. Remember, this is only a **PROPOSED BUDGET** and things can change in a year’s time.

March

1. In February or early March, the Treasurer should prepare a statement of all income and expenses to date, and estimate future expenses to be added to income and expenses already identified. This information can be used as a comparison of the proposed budget to the current budget to determine an estimate of current and future financial needs. Any anticipated increases in expenses, (i.e. postage, supplies, etc) should be included in the estimated expenditures.
2. The committee must meet sometime during the weekend of the spring board meeting in order to prepare the proposed budget for the upcoming year. Either a Friday night meeting or early Saturday meeting will allow sufficient time to finalize the proposed budget prior to the commencement of the board meeting.

April

After the PSMA spring board meeting, the Treasurer will send a final copy of the proposed budget to all Budget and Finance Committee members. Each member should retain a copy in her files.

PSMA Policy and Procedure Manual

Role of the Budget and Finance Committee – cont.

April

1. Submit a written annual report of the activities related to the Budget and Finance Committee to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.
2. If changes need to be made prior to the Annual meeting, the Treasurer will advise the committee members of any necessary additions or deletions that defer from the original agreed upon proposed budget.

May

The Treasurer must be prepared to explain the proposed budget at the Reference Committee meeting and have on hand any information which is relevant to decisions made by the Budget and Finance Committee.

PSMA Policy and Procedure Manual

Role of the Membership and Certification Committee

Responsibilities

1. Maintain files of updated listing of active CMA (AAMA) and year of certification or recertification. Updates on the status of new CMAs (AAMA) can be obtained by logging onto the AAMA website at www.aama-ntl.org
2. Maintain a current list of Chapter Certification Chairs and secure their names and with addresses in order to correspond with chapters.
3. File incoming and copies of outgoing correspondence.
4. Respond to correspondence from candidates who inquire about the requirements and deadlines to apply for the AAMA certification examination. Refer candidates to the AAMA Director of Certification if unable to accurately answer any inquiries.
5. Inform the Chapter Chairs of certification changes that have occurred at the national level.
6. Refer candidates to prepare for the AAMA Certification Exam by logging on the AAMA website and access practice exams for Anatomy and Physiology and Medical Terminology.

April

Submit a written annual report of the activities related to the Credentials Committee to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

PSMA Policy and Procedure Manual

Role of the Continuing Education (CE) Board

The CE Board will provide educational services to members of PSMA in order to increase their knowledge, skills and professionalism.

The CE Board shall be appointed by the President with approval of the Board of Trustees at the pre-annual board meeting.

Members of the CE Board shall serve a three-year term. When vacancies occur on the Board during a member's term of office, the President will appoint an individual(s) subject to approval of the Board of Trustees.

The CE Board will consist of nine (9) appointed members and the Board will elect its own chair.

The President Elect and Certification Chair will serve as ex-officio of this Board.

The actions of the CE Board will be subject to approval of the Board of Trustees.

October

The Chair of the CE Board will present a budget for its planned activities at the fall board meeting. The budget is subject to approval by the Board of Trustees.

April

Submit a written annual report of the activities related to the Continuing Education Board to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

May

The outgoing CE Board Chair will schedule the re-organization meeting.

PSMA Policy and Procedure Manual

Role of the Ways and Means Committee

Responsibilities

1. Review duties for the Ways and Means Committee as outlined in the PSMA Bylaws.
2. Submit proposed fund raising projects at the PSMA board meetings to the Board of Trustees for their approval.
3. Maintain communication with the Chapter Presidents to keep them informed of the PSMA Ways and Means projects. Seek support of county members.

April

Submit a written annual report of the activities related to the Continuing Education Board to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

May

Forward accurate records and all unsold goods and project plans to the incoming Ways and Means Chair.

Role of the Nominating Committee

January

1. Send a letter requesting nominees for the elective offices for PSMA and Delegates and Alternates for the AAMA national conference to Chapter Presidents, PSMA Officers with a copy of the letter to the Nominating Committee members.
2. Remind counties whose trustee term expires that they must nominate from the floor at the first session of the House of Delegates.

April

Submit a written annual report of the activities related to the Nominating Committee to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

PSMA Policy and Procedure Manual

Role of the Nominating Committee – cont.

May

1. Prepare voting ballots for the PSMA annual meeting.
2. Check with the Speaker of the House for final instructions in securing nominations presented during the House of Delegates.

Role of the Scholarship Committee

Responsibilities

1. The Committee will meet prior to the end of the PSMA annual meeting to elect a chair of the committee.
2. During the time period between August and October, the Chair should obtain a list of the Pennsylvania CAAHEP/ABHES accredited medical assisting programs. The medical assisting Program Director's name and address must be obtained in order for the Chair to send information to them regarding the PSMA student scholarship. The PA CAAHEP accredited medical assisting programs can be obtained by logging onto the CAAHEP website which is www.caahep.org
3. The Scholarship Committee should actively seek donations from PSMA members in the form of contributions, memorials or honorariums.
4. The Chair will send notice of receipt of the contribution to the honoree or to the family of the deceased for any memorial contributions.
5. A note of thanks and an acknowledgement of receipt for each contribution will also be sent to the contributor.
6. The scholarship fund should be maintained above \$1000.
7. All contributions received will be directed to the Chair of the Scholarship committee who will subsequently forward the monies to the PSMA Treasurer.

PSMA Policy and Procedure Manual

Role of the Scholarship Committee – cont.

November

1. A letter accompanied by the PSMA Scholarship application will be sent to the CAAHEP/ABHES accredited medical assisting program directors. The letter will provide information regarding the scholarship award to program directors. The program directors are expected to disseminate this information to currently enrolled medical assisting students.
2. The letter will explain the requirements for students to submit an application for consideration for the scholarship award. Any individual interested in applying for the PSMA scholarship must provide his/her consent to having the required documentation photocopied for dissemination to Scholarship Committee members. The selection of a scholarship award recipient is determined by the student's academic record, financial need, and a statement of professional goals as identified by the applicant.
3. Request reimbursement for expenses incurred as Chair of the Scholarship Committee. An expense voucher and receipt(s) that validate expenditures must be provided to the President, for her approval. The President will subsequently forward the approved request for reimbursement to the PSMA Treasurer. A copy of the documentation and request will be maintained for the Scholarship committee files.

February

1. The Chair will copy all applications received by the stated submission deadline and distribute them to the other Scholarship committee members.
2. The Chair and committee members will individually review the applications and make their recommendation as to the recipient of the award. The recommendations are to be submitted to the Chair via verbal (telephone) or written (email or memo) communication.

March

1. If possible, the Committee will meet to obtain a consensus as to who the recipient of the scholarship award should be. This meeting can take prior to the commencement of the PSMA spring board meeting.
2. The Chair will present the name of the agreed upon recipient to the Board of Trustees at the spring board meeting.

PSMA Policy and Procedure Manual

Role of the Scholarship Committee – cont.

April

1. The Chair will notify the recipient of the award and invite him/her to attend the PSMA annual meeting. If recipient agrees to attend the meeting, the award can be presented to him/her at the Awards luncheon, the installation of officers, or at the pre- or post-annual meeting.
2. The letter sent to the recipient must include the amount of the award and request that the recipient verify the educational institution's name and address. The Chair must receive this information by the stated deadline.
3. The Chair will request the Treasurer to write a check, made payable to the award recipient and the educational institution.
4. A cover letter will accompany the letter to the educational institution that explains the scholarship designation. A copy of this letter is also sent to the scholarship award recipient.
5. Submit a written annual report of the activities related to the Scholarship Committee to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

PSMA Policy and Procedure Manual

Role of the PSMA Webmaster

Responsibilities

1. Update the PSMA website throughout the year, ensuring the information is accurate and up-to-date.
2. Consult with the President the types of information to be posted on the website.

April

Submit a written annual report of the activities related to the office of PSMA Webmaster to the Speaker and Vice Speaker of the House for publication in the *Delegates' Handbook*.

May

1. Obtain a list of officers, committee chairs and committee members from the President at the post-annual board meeting.
2. Post the names and email addresses of officers and committee chairs on the PSMA website.

Convention Guidelines

The guidelines, records and Convention Planning Manual should be made available immediately following the PSMA annual meeting to the upcoming PSMA annual meeting Chair. This will allow the component chapters to assist the hosting Chapter in planning the PSMA annual meeting. The Convention guidelines (a separate document) will be updated on a periodic basis.

Role of the Past Presidents

PSMA Policy and Procedure Manual

Responsibilities

1. Meet at least once a year to discuss issues concerning the PSMA policies and procedures.
2. Update the PSMA Policy and Procedure manual at least every three years, or sooner if necessary.
3. Perform any duty delegated to the Past Presidents by the PSMA Board of Trustees or as directed in the House of Delegates.

May

1. Purchase and present the gavel guard to the outgoing President at the PSMA Installation banquet.
2. A representative(s) of the past PSMA Presidents will perform the memorial presentation at the First Session of the House of Delegates.