

### MSMA COMMITTEE VOLUNTEER FORM (2017-2018)

Please include your name, address, phone numbers, and any chapter and state positions you have held. Let us know if you would like to chair a committee by circling the (C) or be a member of that team by circling (M).

COMMITTEE	(C) OR (M)	DESCRIPTION
<b>Awards</b>	C or M	Coordinate and present awards at state convention. Ranging from membership, certifications, bulletins, newsletters, MVP, and special awards.
<b>Budget and Finance</b>	C or M	If you like working with numbers; need understanding of accounts payable and receivable. Help with preparing the MSMA budget.
<b>Bylaws</b>	C or M	Need or learn knowledge of Robert's Rules; study local, state and national bylaws to make proper recommendations for compliance or change.
<b>Conference Liaison</b>	C or M	Requires experience with all aspects of putting together a conference/convention, including venue contracting, obtaining exhibitors and speakers.
<b>Education</b>	C or M	Review suggested topics for state functions and MSMA Journal. Keep records of topics used and suggest new ones. Monitor the balance of administrative, general, and clinical CEUs.
<b>Educators</b>	C or M	Be the board liaison with students and schools. Familiarity with which schools' medical assisting programs are accredited.
<b>Insurance Advisory</b>	C or M	Keep members up to date on new changes in the medical insurance industry. Insurance billers, this is for you.
<b>Journal</b>	C or M	Collect articles and information from national, state, and local chapters to publish in the MSMA Journal.
<b>Membership</b>	C or M	Work with current and potential members to encourage retention and commitment to our profession and organization.
<b>Minutes Review</b>	C or M	This committee reviews the Secretary's minutes from board meetings. They review for accuracy and correct the minutes before the minutes are submitted.
<b>Past President</b>	C or M	Must be MSMA Past President; duties include mentoring the MSMA President and preparing Resolutions for the House of Delegates.
<b>Public Affairs</b>	C or M	This committee protects our right to practice by monitoring current legislation that pertains to medical assistants.
<b>Public Relations</b>	C or M	Committee maintains our website, msmaonline.org, and the MSMA Facebook page. The chair must have computer technology knowledge. Members should have interest in being mentored to obtain this knowledge.
<b>Strategic Plan</b>	C or M	Monitor growth of MSMA and conceptualize plans to achieve growth.
<b>Ways and Means</b>	C or M	Organize and implement fundraising for our organization. Currently runs the Ways and Means table at state functions by maintaining items to sell to attendees.

Name: \_\_\_\_\_ Credential: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Email address: \_\_\_\_\_ Chapter: \_\_\_\_\_

Positions held: \_\_\_\_\_

Return completed form to :  
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