

# **North Carolina Society of Medical Assistants**



## **Committee And Officer Guidelines**

**March 2018**

# Committee Guidelines

## AWARDS COMMITTEE

The **Awards Committee** shall:

1. Consist of seven (7) members. The chair shall be appointed by the President from past active committee members. The Vice-President shall be an automatic member. Three (3) members shall be elected by the House of Delegates. Two (2) members shall be elected at the post-convention Board of Directors meeting.
2. Be responsible for notifying each component chapter of the Awards deadline and providing guidelines for submitting awards yearly.
3. Determine the publication, program, and Mary S. Grubb Award (if applicable) awards based on criteria as outlined in the Awards Committee Standing Rules at a committee meeting held at the Winter Seminar. Other meetings shall be at the discretion of the Chair.
4. Consult with the Treasurer regarding the membership awards.
5. The Awards Committee chair shall present the awards at the Awards Luncheon at the annual convention.
6. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

## BUDGET AND FINANCE COMMITTEE

The **Budget and Finance Committee** shall:

1. Consist of members appointed by the President and shall include the Treasurer as an ex-officio member.
2. Work with the Treasurer and the Executive Council in the preparation of the annual financial statement and the annual budget which shall be presented to each component chapter president and delegates forty-five (45) days prior to the annual meeting.
3. Review the Guidelines for Reimbursement of Expenses and make any recommendations for changes to the Board of Directors.
4. Review the submitted expense vouchers and propose any suggestions for cost containment to the NCSMA Board of Directors or House of Delegates.
5. Meetings are to be called at the discretion of the chair.
6. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

## BYLAWS COMMITTEE

The **Bylaws Committee** shall:

1. Consist of members appointed by the President and include the Parliamentarian as an ex-officio member.
2. Make a study of the bylaws and make recommendations for amendments annually.
3. Study the State Bylaws for conformity to National Bylaws.
4. Submit proposed amendments in writing to elected delegates of all component chapters forty-five (45) days prior to the annual meeting, at which time, the proposed amendments shall be voted upon. An affirmative vote of at least two-thirds (2/3) of those present and voting shall be required for adoption of any amendment(s).
5. Shall notify and review chapter bylaws for compliance when changes are made to the mandatory sections of the bylaws.
6. Permanently keep one copy of the NCSMA Bylaws for each year. Keep a current

- copy of each component chapter's Bylaws.
- 7. Review and approve all Bylaws from new chapters and help chapters amend and revise Bylaws when necessary.
- 8. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **CONVENTION COMMITTEE**

The **Convention Committee** shall:

- 1. Consist of a Chair and Co-Chair from the host component chapter.
- 2. Work with the NCSMA President in planning for the annual meeting.
- 3. Appoint sub-committees, as deemed necessary, by the Convention Chair with the approval of the NCSMA President.
- 4. Utilize the Convention Guidelines as a tool for planning the convention.
- 5. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **CONVENTION ANALYSIS COMMITTEE**

The **Convention Analysis Committee** shall:

- 1. Consist of three (3) members. Members shall be a former NCSMA Treasurer or Past President. No member shall be from the chapter hosting the annual convention. Members shall be appointed by the President
- 2. Be responsible for reviewing the convention financial statement, bank statements, cancelled checks and check register. The Convention Chair shall submit these items to the Convention Analysis Chair, as soon as possible, but no later than ninety (90) days after the end of the convention. Copies shall be forwarded to each committee member by the Convention Analysis Chair. (Financial statement should include the number of registrants in each category, i.e. member, student, non-member, etc. and the total number of exhibitors. If any exhibitor was granted a complimentary space due to a significant contribution to NCSMA or the convention, a written explanation of the contribution must accompany the financial statement.)
- 4. Members should request clarification of any item listed on the financial statement by contacting the Convention Analysis Chair. It shall then be the Chair's responsibility to contact the Convention Chair and obtain the necessary documentation and/or explanation.
- 5. Submit written results of each member's review to the Convention Analysis Chair within thirty (30) days of receiving the material.
- 6. Once the review is complete and the convention financial statement is determined to be in order, the Chair shall submit written clearance to the Convention Chair with a copy to the chair of the NCSMA Board of Directors so the final disposition of the funds may be made.
- 7. Prepare a report for the Board of Directors meeting and the annual delegates packet.

### **CONVENTION SITE COMMITTEE**

The **Convention Site Committee** shall:

- 1. Consist of members appointed by the President.
- 2. Secure convention site bids three (3) years in advance by encouraging component chapters to host upcoming convention and suggest alternative methods of hosting annual convention.
- 3. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

## EDUCATION COMMITTEE

The **Education** committee shall:

1. Consist of members appointed by the President and include the Executive Council.
2. Approve all state sponsored seminar sites and all seminar and convention programs. Programs should be submitted on a registration form with an attached abstract of each topic. Approval from this committee shall be obtained prior to CEU approval from AAMA and before the program content is announced to the general membership.
4. Review all program submissions for diversity of topics and CEU categories so the needs of all members can be met.
5. Provide assistance and encouragement to all component chapters, when needed, regarding programs.
6. Insure a Leadership Workshop is included in each Winter Seminar.
7. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

## EDUCATORS COMMITTEE

The **Educators Committee** shall:

1. Consist of members appointed by the President. The Chair shall be an educator.
2. Report to the Society the activities of North Carolina Association of Medical Assisting Educators.
3. Promote student membership on the state level.
4. Coordinate activities for student members.
5. Serve as liaison between students and members.
6. Provide information regarding CAAHEP approved medical assisting programs.
7. Plan and implement a student session(s), including a Student Quiz Bowl, if needed, to be held during the annual convention.
8. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

## EXECUTIVE COUNCIL

The **Executive Council** shall:

1. Consist of seven (7) members of the Board of Directors: the President, Vice-President, President-Elect, Recording Secretary and three (3) members elected by majority vote of the Board of Directors at its first post convention meeting. The President shall be the Chair of the Executive Council.
2. By a majority vote of its members have full authority to act for and in behalf of the Board of Directors whenever the business of the Society demands prompt action between meetings of the Board of Directors.
3. Study budget proposals and submit recommendations to the Board of Directors and the House of Delegates.
4. Report its action to the Board of Directors within seven (7) days from the date of action.
5. The Chair and any three (3) members of the Executive Council may call a meeting. Notice of the meeting shall be given seven (7) days previously thereto by notices delivered personally or sent by mail to each member at her/his address as shown on the records of the Society or by telephone, provided that notice of any meeting may be waived at any time in writing and attendance at any meeting shall constitute a waiver of notice of such meeting. Any member of the Board of Directors may attend meetings and participate in discussion.
6. Two thirds (2/3) of the members of the Executive Council constitute a quorum.
7. Approve all bids for seminars and programs for convention and seminars.
8. Prepare a report for each issue of **TEMPO** and an annual report for the delegates packet.

## HISTORY AND RESOLUTIONS COMMITTEE

The **History and Resolutions** Committee shall:

1. Consist of members appointed by the President
2. Be responsible for compiling the annual historical record from the Society's activities and review resolutions presented by component chapters and assist them in proper preparation for presentation to the House of Delegates.
3. Keep a historian's book for NCSMA by placing any newspaper articles, photos or articles pertaining to the association or any of its members.
4. Communicate with the component chapters regarding the items needed to be forwarded to the committee.
5. Prepare a report for each Board of Directors meeting, each online *TEMPO* and the annual delegate's packet. Have a display at each state meeting of the society.

## JUDICIAL COUNCIL

The **Judicial Council** shall:

1. Consist of three past presidents and include the Parliamentarian as an ex-officio member. One member shall be appointed each year for a term of three (3) years, with the approval of the Board of Directors. No member shall serve more than two terms, but a member elected to serve an unexpired term shall not be regarded as having served a term unless serving two or more years.
2. The Judicial Council shall meet during the annual meeting to elect a chair and consider other business.
3. The Judicial Council shall have jurisdiction in all questions involving:
  - A. Membership as provided in Article V of the Bylaws.
  - B. All controversies arising under these Bylaws in its interpretation and the code of ethics of the NCSMA.
4. Request for Judicial action shall be directed to the Chair of the Judicial Council by the NCSMA House of Delegates, Board of Directors, Component Chapter Presidents and/or a majority vote of the Board of Directors of a component chapter.
5. The Judicial Council shall meet or consult upon call of the Chair.
6. Prepare a report for each Board of Directors meeting, each online *TEMPO* and the annual delegate's packet.

## LEGISLATION COMMITTEE

The **Legislation Committee** shall:

1. Consist of members appointed by the President.
2. Keep the members informed on proposed legislation and court decisions pertaining to medicine and its allied professions.
3. Keep in contact with the following for pertinent legislation:
  - a. Medical Society - state and county
  - b. AAMA Executive Office
4. Offer the committee's assistance to the Medical Society (state and county) and the AAMA Executive Office either to help in educating the public on given issues or to indicate the Society's wishes on proposed legislation to the proper congressmen.
5. Prepare a report for each Board of Directors meeting, each online *TEMPO* and the annual delegate's packet.

## LONG RANGE PLANNING COMMITTEE

The **Long Range Planning Committee** shall:

1. Consist of four (4) members appointed by the President. Each member shall serve a four (4) year rotation and shall be Chair of the committee on the last year of their rotation.
2. Determine the needs of the members and ambitions for the future of the Society through surveys and suggestions from the general membership.
3. Define the committee goals and outline plans to achieve them and present plans to the Board of

Directors as needed.

4. Make recommendations for improvement, if needed, in all aspects of the Society (including education, certification and membership.)
5. Enable the smooth transition from one administration to the next.
6. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **MEMBERSHIP COMMITTEE**

The **Membership Committee** shall:

1. Consist of members appointed by the President and have the Vice-President as Chair.
2. Have the responsibility of maintaining and increasing the membership of the society, by encouraging former members to rejoin and recruiting potential new chapters.
3. Write letters of welcome from NCSMA to new members.
4. Work with the Public Relations and Publicity Committee on recruitment and leads.
5. Consider recruitment contest and special membership awards.
6. Meet at the discretion of the Chair.
7. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **NOMINATING COMMITTEE**

The **Nominating Committee** shall:

1. Consist of seven (7) members. Three (3) members shall be nominated from the floor of the House of Delegates at its annual meeting, three (3) shall be elected by and from the Board of Directors at the post-convention meeting, and the Immediate Past President shall serve as Chair. No two members of this committee shall be from the same component chapter.
2. Be responsible for soliciting, screening, and presenting a slate of nominees for the offices in accordance with Article X, Section 2 of the Bylaws.
3. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **PAST PRESIDENTS COMMITTEE**

The **Past Presidents Committee** shall:

1. Be composed of all Past Presidents of the Society. A chair shall be appointed by the President.
2. Assist the membership in an advisory capacity when needed.
3. Be responsible for hosting the First Timers Break at the annual convention.
4. Coordinate a leadership session at the NCSMA Winter Seminar and informal informational sessions at the Summer Seminar that focus on the functioning of NCSMA and orientation of new chapter officers.
5. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **PUBLIC INFORMATION AND STATIONERY COMMITTEE**

The **Public Information and Stationery Committee** shall:

1. Consist of members appointed by the President.
2. Formulate new brochures, hand-outs, web sites, etc. for the purpose of promoting and communicating information regarding the profession of medical assisting and NCSMA and AAMA.
3. Print and make available, for reproduction or purchase, brochures to all component chapters for distribution within their medical community. Brochures will also be available to individual members or

- any person requesting information regarding NCSMA.
4. Work with the Public Relations Committee and the Membership Committee so that the information contained in the brochures will meet the needs of these committees.
  5. Make stationery available for distribution as needed to the members.
  6. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **PUBLIC RELATIONS AND PUBLICITY COMMITTEE**

The **Public Relations and Publicity Committee** shall:

1. Consist of members appointed by the President.
2. Be responsible for interpreting through every available channel of communication the programs and objectives of NCSMA and assisting the component chapters to do so.
3. Devise ways and means to build prestige of the Society.
4. Provide a presence at the annual North Carolina Medical Society meeting and other meetings approved by the Board of Directors.
5. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **PUBLICATION COMMITTEE**

The **Publication Committee** shall:

1. Consist of members appointed by the President for the online TEMPO and the annual review edition.
2. Set deadline date(s) for **TEMPO**.
3. Email online **TEMPO** to each member. The annual publication will be mailed to each member.
4. If the society desires **TEMPO** be sent to National for judging, chair shall be responsible for submission.
5. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **SCHOLARSHIP COMMITTEE**

The **Scholarship Committee** shall:

1. Consist of members appointed by the President.
2. Distribute applications for the NCSMA Scholarship, along with any information pertinent to the applications, to eligible medical assisting programs throughout the state.
3. Review the Scholarship guidelines and make any recommendations for changes to the Board of Directors.
4. The Chair, appointed by the President, will award the scholarship to the designated recipient at the annual meeting. The recipient's Program Director will be notified of the award by the chair and will assist in the recipient's attendance at the annual meeting, so he/she may be introduced to the membership.
5. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

### **WAYS AND MEANS COMMITTEE**

The **Ways and Means Committee** shall:

1. Consist of members appointed by the President.
2. Coordinate and be responsible for fund raising projects with the approval of the Board of Directors.
3. Review annual budgeted amount needed and propose projects to meet this expectation.
4. Involve component chapters and members whenever possible.
5. Prepare a report for each Board of Directors meeting, each online **TEMPO** and the annual delegate's packet.

## WEBSITE COMMITTEE

The **Website Committee** shall:

1. Consist of members appointed by the President.
2. Have the responsibility of reviewing requests for updates to the website from local chapters, members, officers and committees.
3. Review the website regularly to insure updates have been made and suggest changes and improvements to the website.
5. Serve as liaison between NCSMA and the company retained to manage the website.
6. Prepare a report for each Board of Directors meeting, each online *TEMPO* and the annual delegate's packet.

## Officer Guidelines

### PRESIDENT

The **President** shall:

1. Preside over all meetings of the Society except meetings of the House of Delegates.
2. Serve as chair of the Board of Directors and the Executive Council.
3. Address the opening session of the House of Delegates and all general meetings of the Society.
4. Name the appointed officers and all standing and special committee chairs and committee members; where applicable (see individual committee guidelines.)
5. Be empowered to remove from office any committee chair or committee member, or appointed officer who fails in the performance of the duties of the respective office.
6. Fill vacancies occurring in committee chairs, members and appointed officers during the year.
7. Approve all expenditures with the cooperation of the President Elect.
8. Serve as an automatic delegate to AAMA convention.
9. Know the state and national bylaws.
10. Be conversant with Robert's Rules of Order and parliamentary procedure.
11. Serve as an ex-officio member of all committees except the Awards and Nominating Committees.
12. Retain custody of the officer name plates and the gavel.
13. Give a farewell speech at the banquet after serving as President.
14. Prepare a written agenda for each Board of Directors meeting.
15. Contact the North Carolina Medical Society for appointment of a representative to the NCSMA Physician Advisors Board.
16. Notify AAMA of newly elected officers, delegates, alternates and dues using the forms provided by National.
17. Maintain a copy of the minutes of NCSMA provided by the secretary on a CD.
18. Prepare a report for each issue of *TEMPO*.
19. Prepare an annual report for the delegates packet from the Board of Directors, Executive Council and as President.

### PRESIDENT ELECT

The **President Elect** shall:

1. Assist the President and Vice-President in their duties throughout the year.
2. Assume the duties of the President in the absence of the President and Vice-President.
3. Appoint next year's standing committees and the appointed officers by the time of the annual meeting, first having secured the individual's consent to serve. Provide a list of these committee chair and committee members to the officers, chapter presidents, and committee chairs at the post convention Board meeting.



4. Approve with the President the expenditures throughout the year.
5. Have the privilege of selecting the installing officer and planning the installation service.
6. Succeed to the office of President at the end of her/his term of President-Elect.
7. Serve as automatic delegate to AAMA convention.
8. Give an acceptance speech at the banquet after being installed as President.
9. Prepare a report for each issue of **TEMPO** and an annual report for the delegates packet.

## **VICE PRESIDENT**

The **Vice-President** shall:

1. Discharge the duties of the President in the absence or temporary disability of the President.
2. Serve as chair of the Membership Committee.
3. Sign checks in the event the treasurer should be incapacitated or unavailable.
4. Serve as a member of the Awards Committee.
5. Be responsible for securing the gavel pin and gift of the Society for the retiring President.
6. Prepare a report for each issue of **TEMPO** and annual report for the delegates packet.

## **SECRETARY**

The **Secretary** shall:

1. Keep accurate and permanent minutes of the Board of Directors, Executive Council and the House of Delegates meetings. Minutes, once approved, will be scanned and loaded on a compact disk (CD). As the CDs are filled a copy will be provided to the President, Secretary and Treasurer. The President will maintain the CDs for informational purposes. The Secretary will keep the CDs as a permanent copy. The Treasurer will place the CDs in a safety deposit box in the financial institution used by NCSMA. A master copy will be retained by the firm retained by NCSMA to scan the minutes. The secretary will retain an electronic back up copy of the minutes until the CD has been received.
2. Be responsible for sending the notices, at the direction of the President, of all meetings of the Board of Directors and Executive Council. Notices, when necessary, will be sent to all members of the Board of Directors for board meetings and to Executive Council members for council meetings.
3. Send copies of minutes of the Board of Directors, and Executive Council to all members of the respective bodies and others (i.e. Committee Chairs) no later than two weeks following the meeting as designated by the Board. Minutes of the House of Delegates meeting shall be sent to the Speaker of the House of Delegates to be included in the House of Delegates packet.
4. Keep the official seal of the Society.
5. Be adept at recording and transcribing minutes.
6. Retain custody and records (i.e. warranties, receipt) of the audio equipment owned by the Society.
7. Maintain a current copy of the roster of all members in good standing. (The roster will be compiled and supplied by the Treasurer.)
8. Maintain one copy of each component chapter's bylaws. This copy is to be provided to the secretary by each component chapter. If no copy is provided by the component chapter a copy may be obtained from the Chair of the Bylaws Committee.
9. Prepare a report for each issue of **TEMPO** and an annual report for the delegates packet.

## **TREASURER**

The **Treasurer** shall:

1. Keep a detailed account of the Society's finances, collect all monies, pay all bills, in a timely manner and submit a written and verbal report to all meetings.
2. On the approval of the President and President-Elect, pay all bills. Any items not budgeted or over the budgeted amount must be submitted to the Board of Directors for approval.
3. Itemize all expenditures and designate them to the proper office and/or committee.

4. Furnish the President with a monthly report of income and disbursements.
5. Deposit all funds of the Society in a banking institution approved by the Board of Directors.
6. Be bonded for an amount set by the Board of Directors.
7. Collaborate with the Executive Council and the Budget and Finance Committee in regards to general analysis, proposed budget and financial statement.
8. Be an Ex-Officio member of the Budget and Finance committee.
9. Make available a current membership roster to all members of the Society.
10. Be adept at accurate bookkeeping procedures.
11. Secure and assist an accountant to perform a general analysis of the Society's books and to prepare the annual tax returns.
12. Update the State of North Carolina as to our current Corporate Officer on a yearly basis. Our Corporate Officer shall be the President.
13. Store the CDs containing the minutes of NCSMA provided by the secretary in a safety deposit box in the financial institution utilized by the society.
14. Prepare a financial report for each Board of Directors meeting and the annual delegates packet.
15. Prepare a report for the online *TEMPO* and an annual report for the delegates packet.

### **SPEAKER OF THE HOUSE OF DELEGATES**

The **Speaker of the House of Delegates** shall:

1. Preside at all meetings of the House of Delegates.
2. Appoint all committees (i.e. Credentials, Tellers, and Pages) necessary to conduct the House of Delegates.
3. Provide the Chair of the Nominating Committee with a list of delegates seated at each meeting of the House of Delegates.
4. Prepare the delegates packet. The packet must be received by each delegate forty-five (45) days prior to the annual meeting.
5. Prepare a report, when appropriate, for *TEMPO* and an annual report for the delegates packet

### **VICE-SPEAKER OF THE HOUSE OF DELEGATES**

The **Vice-Speaker of the House of Delegates** shall:

1. Assist the Speaker of the House of Delegates in preparing for the House of Delegates.
2. Preside for the Speaker in his/her absence or at her/his request.
3. Succeed to the Office of Speaker in case of vacancy therein.
4. Prepare a report, when appropriate, for *TEMPO* and prepare an annual report for the delegates packet.

### **IMMEDIATE PAST PRESIDENT**

The **Immediate Past President** shall:

1. Be a member of the Board of Directors.
2. Serve as Chair of the Nominating Committee.
3. Be a member of the Past Presidents Committee.
4. Serve as an advisor to the President and other elected officers of NCSMA.
5. Prepare a report for each issue of *TEMPO* and an annual report for the delegates packet.

# Appointed Officers

## PARLIAMENTARIAN

The **Parliamentarian** shall:

1. Be appointed by the President.
2. Act in an advisory capacity on all questions regarding parliamentary procedures, according to Robert's Rule of Order, newly revised, most current edition unless otherwise specified in these Bylaws.
3. Be an Ex-officio member of the Board of Directors and Executive Council.
4. Serve in an advisory capacity to the Committee on Bylaws.
5. Prepare a report/article, when appropriate, for **TEMPO** and prepare an annual report for the delegates packet.

## CHAPLAIN

The **Chaplain** shall:

1. Be appointed by the President.
2. Perform such duties as directed by the President and shall attend all meetings including the House of Delegates.
3. Open each meeting of the Society with an invocation. (i.e. Board Meetings, House of Delegates, Convention Awards Luncheon, Convention President's Banquet, and Convention Sunday Breakfast).
4. Remember members with cards (i.e. sympathy, get well, etc.)
5. Prepare a report for each issue of **TEMPO** and an annual report for the delegates packet

## PHYSICIAN ADVISORY BOARD

1. The Advisory Board shall consist of at least two (2) physicians. One will be elected by the Board of Directors at the post-convention meeting. All elected advisors shall serve a two (2) year term with the term of one member expiring each year. The North Carolina Medical Society will be invited to appoint an additional physician to serve as an advisor for a one-year term. The Board of Directors may elect additional physicians to the advisory board, if the need arises.
2. Advisors shall be contacted whenever their advice or guidance is needed by the President or the society.
3. Input from the physician advisors, especially regarding legislative matters, is welcomed and encouraged by NCSMA.