California Society of Medical Assistants

Committee Volunteer Needs

CSMA always appreciates the time and commitment given by its volunteer members to get our work done. We have always had a handful of members who “answer the call” when needed but we also want to invite other members to join and help us. We limit the benefits that we can provide when we do not have members willing to participate. It is difficult to ask our members to join a committee since all of us have personal and family issues that must come first. Your current leaders have stretched their time but adding to our volunteers will help all. We are here for YOU and YOU are hopefully here for us.

The Standing Committees are the committees where our members can help the most. Let me go over some of the qualifications we all need to help.

Committees are groups of at least 3 members to fulfill goals for the committee plus a Chair. Committees become operational if the members of the committee work with the Committee Chair and the Chair works with the committee.. The Chair is responsible to coordinate the activities of the committee. Everyone has equal voice on the committees. Members of one committee can send suggestions to the Chair/members of another committee if they have a suggestion or idea. As with any group, there might be dissension where it is felt that the committee is not going anywhere because there are no goals and communications set. If this occurs, every member should feel open to go to the Chair or President to find out why little is occurring. There is a chain of command as well as a hierarchy of responsibilities. Goals of committees will come together to achieve goals set for CSMA as a whole with your help.

The Standing Committees are the working committees of CSMA. Some of these committees are used every year while other can lay dormant until needed. The Standing Committee for CSMA are: CSMA Annual Meeting, Bylaws Committee, CSMA Certification Committee, Minutes Committee, Audit Committee, Marketing, Public Policy, Membership, Budget and Finance, Nominating Committee, Judicial Committee, Ways and Means and two liaisons for Public Policy and Bank Reconciliation.

CSMA ANNUAL MEETING: This committee plans and negotiates the contracts for meeting rooms, sleeping room rates, service charge for set up and meal functions, menus for social events, audio visual equipment and connectivity, microphones and any special audio visual equipment and is available at the meeting for any issues our attendees might have with the hotel. Contracts are negotiated and signed by both parties explaining penalties if cancelled and deadline dates for such cancellations. In today’s world, one needs to determine social distancing for the meeting room based on the anticipated attendance which means more rooms and a higher cost.

BYLAWS COMMITTEE: The bylaws is a document that sets the protocols of the association. Bylaws are filed with the State of California and the Nonprofit division which gives CSMA tax-exempt status. CSMA is filed as primarily a continuing education organization for medical assistants and provides some level of donations to medical charitable organizations when funds are available. Each year, a bylaws committee made up of assigned members and newly appointed members go over the bylaws to determine if changes need to be made. The CSMA Bylaws must comply with the AAMA Bylaws and if there is a conflict, CSMA must make the change, Bylaws with substantive changes, I believe, must be refiled with the nonprofit division of California. These substantive changes may change the tax-exempt status of the organization. Bylaws may be changed only once a year at the Annual Meeting with notification of no less than 15 days prior to the meeting. Bylaws propoals are posted to the website for all members to review.

CSMA CERTIFICATION COMMITTEE: The CSMA Certification Committee is charged to send congratulatory letters to all newly certified medical assistants for the fiscal year. The Committee has a Chair and as many members needed to make these contact at least every quarter. Additionally, the members serve as contacts if the newly certified medical assistants have questions regarding certification. Letters to the newly certified medical assistants need to be approved by the Chair or Executive Committee because it represents the organization and must e accurate with its statements.

MINUTES COMMITTEE: The Minutes Committee has the outgoing Secretary as the Chair of this committee. Members are selected prior to the meeting so they may jot down notes so motions and other information are not left out of the minutes. Members are selected and appointments are made prior to the meeting. The Chair writes the initial draft of the minutes, sends it to all committee members who add to the minutes. This goes back to the Chair who rewrites the minutes and sends it out again. This process continues until it is satisfactory with all members. The final copy corrects any grammatical or spelling errors.

AUIDIT COMMITTEE: The Audit Committee reviews the finances of the association and assures that the bookkeeping activities and tax filings are accurate and complete. The Audit Committee checks that all deposits were made, all checks were written correctly and charged to the proper account, check all bank reconciliation and coordinates the assets of the association including both checking and savings accounts. A report is made, signed by every member attesting to the accuracy of the financial documents. If someone does not agree with the Audit, that person does not need to sign but indicate disapproval of the report. Chair files the report with the president and treasurer.

MARKETING COMMITTEE: The marketing committee develops projects to get the name and branding logo into the public sector and with all medical assistants. This committee tries to inform the public about the organization and its purpose.

MEMBERSHIP: The membership committee develops projects to increase the membership to meet or go beyond the dues rebate numbers, tries to determine why members did not renew and encouragement to renew. This information can help set goals for CSMA.

BUDGET AND FINANCE: The Budget and Finance Committee is Chaired by the Treasurer/Assistant Secretary. Members include the Executive Committee. The goal of this committee is to propose a new budget for the new fiscal year. This budget needs the approval of the general assembly in attendance and voting.

PUBLIC POLICY LIAISON: Public Policy Liaison monitors any potential legislative action for medical assistants in California. Any changes by the Medical Board of California on medical assisting practice must be monitored. The Public Policy Liaison keeps the association abreast of any such proposed changes.

NOMINATING COMMITTEE: The Nominating Committee is elected by the general assembly with one member from different areas of California. The Chair is currently the Immediate Past President. The Nominating Committee seeks potential qualified candidates for the various officer positions including delegates/alternates and nominating committee members. The qualifications are listed in the CSMA Bylaws. The Nominating Committee may also attempt to develop a “pool” of potential future leaders.

JUDICIAL COUNCIL: The Judicial Council reviews any complaints submitted to it by a member. The Judicial Council is comprised of past president and selects its own Chair. Issues of parliamentary procedure or bylaws are referred to it for resolution.

WAYS AND MEANS COMMITTEE: Ways and Means is charged with developing ways to increase the revenues of the Society. They may sell items at the meeting or find ways to earn funds for the Society. They might consider offering 50/50 raffles or drawings for merchandise or selling logo merchandise. Chairs and Members are appointed by the Executive Committee.

BANK RECONCILIATION LIAISON: The bank reconciliator liaison performs the bank reconciliation monthly on the financial books of the Society. Once the bank reconciliation balances, the report is sent to all members of the Executive Committee for final review. Final bank reconciliation is filed by the treasurer for the audit committee.

These are the Standing Committees. There may be more formed or fewer used depending on the needs of the Society.