

AAMA (National) → OSMA (State) → CHAPTER (Local)

The AAMA is a Tri-level professional organization. The Oregon Society of Medical Assistants represents the entire state and is comprised of several local chapters. **River Cities Chapter of Medical Assistants (RCCMA)** encompasses the Northwest corner of Oregon and represents the Portland Metropolitan area, as well as The Dalles, Hood River, Tillamook, and Estacada. RCCMA provides its members with monthly continuing education opportunities as well as additional workshops. RCCMA also provides professional development support to member volunteers. All of the RCCMA board meetings are open to members and all members are encouraged to attend and participate. RCCMA provides professional support to working medical assistants, displaced medical assistants, students in medical assisting programs, as well as medical assisting educators. RCCMA is the largest chapter in the state of Oregon.

RCCMA | OSMA Highlights and Accomplishments**AAMA Leaders in your area:**

- AAMA **Immediate Past President** – Paula Purdy, CMA (AAMA)
- AAMA **CEB/Leap Task Force** – Virginia Chambers, CMA (AAMA)
- AAMA **CEB/CCTF Task Force** – Candy Miller, CMA (AAMA)
- AAMA **Membership Team** – Christy Oldenstadt, CMA (AAMA)
- AAMA **CEB/Conference Continuing Education** – Dawone Youngers, CMA (AAMA)

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- OSMA President – Christy Oldenstadt, CMA (AAMA)
 - OSMA President Elect – Dawone Youngers, CMA (AAMA)

The following board positions describe what each member performs as duties for each position:

RCCMA EXECUTIVE BOARD

The elected officers of the Chapter shall constitute an Executive Board. They can be called to come together by the President or by three members of the Board for consideration of special matters between regularly scheduled meetings of the Chapter and the Board of Trustees. The Parliamentarian shall be present.

PRESIDENT SHALL

- Preside at all Board and Chapter meetings. Attend State Society meetings
- Arranges for room rental and beverage ordered at Providence Medical Center
- Ensures that education is obtained for the scheduled meetings
- Develops a meeting agenda for the business meeting after the education
- Ensures each committee chair fulfills their duties
- Ensures a budget is developed at the beginning of term
- Sends out ballots for elections by later than 30 days from elections in February

- Performs all customary business in the best interest of the Chapter conducting themselves in a professional manner

PRESIDENT-ELECT SHALL

- Assume the duties of the President during absence.
- Assist the President as requested.
- Succeed to the office of President at the end of the current term.
- Succeed to the office of President in case of a vacancy.

SECRETARY SHALL

- Record and report all proceedings of the Chapter and Board.
- Prepare all minutes, retaining originals for permanent records. Provide copies of said minutes to President and Board members.
- Retain all records, documents and papers deemed vital to the Chapter.

TREASURER SHALL

- Maintain detailed records of all receipts and disbursements.
- Provide a written monthly accounting report to the President and Board members.

PARLIAMENTARIAN SHALL

- Be advisor to the Presiding Officer and the members on points of parliamentary procedure
- Clarify parliamentary matters when requested by the Presiding Officer or members
- Serve, without a vote, on the Board
- Monitor the voting area and tallying

The Teams of this Chapter are:

1. The **Membership and Marketing Team** is responsible for keeping current with new and renewing members, providing them with printed materials about the Chapter, OSMA, and AAMA. This team also promotes the chapter wherever and whenever possible.
2. The **Education Team** is responsible for providing a guest speaker on various topics for Chapter education sessions. The topics will be coordinated with the AAMA standards for continuing education, and shall be approved for CEUs by AAMA.

RCCMA 2016 – 2017 BOARD MEMBERS AND POSITIONS
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President	Gabriela Carrillo, CMA (AAMA) Gabycarrillo000@gmail.com
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President-Elect	Paula Purdy, CMA (AAMA) paula@msmp.org
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Immediate Past President	Sarah Parker, CMA (AAMA) sarahparker524@gmail.com
Parliamentarian	Johnny Adamson, CMA-AC (AAMA) jvacma@q.com
Treasurer	Johnny Adamson, CMA-AC (AAMA) jvacma@q.com
Secretary	Christy Oldenstadt, CMA (AAMA) christy0cma@outlook.com
Membership	Paula Purdy, CMA (AAMA) paula@msmp.org
By-laws	Molly Bilyeu, CMA (AAMA) Mbilyeu45@msn.com
Hostess	Bonnie Kallman, CMA (AAMA) bkallman@
Education	RCCMA Board

VOLUNTEER OPPORTUNITIES

Host

Time Commitment: Once a month, Second Saturday from 7:30am – 11:30am

Serves and assist: President Elect and Education

Qualifications: Preferably, attends a minimum of 2 CEU classes

Opportunities and expectations:

- Engage with student and medical assistants during Coffee, Q & A sessions
- Direct and guide inside education room
- Introduces guest speaker
- May help pass out material during the education

Benefits: Network with our guest speakers, board members and current MAs.

Greeter

Time Commitment: Once a month, Second Saturday 7:30am – 11:30am

Periodically throughout the year may physically distribute flyers at events.

Serves and assist: Marketing and Membership

Qualifications: Attended 1 CEU

Opportunities and expectations:

- Direct and guide with participants at entrance
- May help with the check in process
- Welcome new members by introduce them to board members

Benefits: Develop social skills. Network with our guest speakers, board member's and current MAs. Exposure to potential employer's.

MA Mentorship Program

Time Commitment: *At the discretion of MA and Student, at least one meeting a month with mentee*

- Serves and assist: President, President-Elect, and Education
- Opportunities and expectations: This position is paired with a Student MA or a medical assistant interested in building a foundation for career development.

Benefits: Leadership Development