

1 **Oregon Society of Medical Assistants**

2 2019 Annual Meeting

3 Report of the Secretary For the

4 period ending April 12, 2019

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6 **Duties of the Secretary**

7 The Secretary shall:

8 Record and present the proceedings of the OSMA Executive Board, OSMA Board and House of
9 Delegates Sessions.

10 Maintain the permanent records of all regular and special meetings of the OSMA Board, executive
11 Board and House of Delegates.

12 Provide a copy of the minutes of each meeting to the OSMA Executive Board within ten (10) days
13 of adjournment for review and corrections. (See back of Board Manual for Corrections Form)

14 Provide a copy of the corrected minutes to each member of the Board within thirty (30) days of
15 adjournment of the meeting for which the minutes were recorded, unless otherwise directed by the
16 President

17 Attach the Roll Sheet to the copy of the minutes

18 Attach the Credentials Report to the minutes of each session of the House of Delegates

19 Attach the Tellers' Report to the minutes of Session II of the House of Delegates

20 The HOD minutes of Session I and II shall be corrected and approved at Session I of the House of
21 Delegates the following year.

22 Download minutes onto the Thumb Drive provided and labeled. Keep this in a SAFE PLACE!!

23 Secretary attended and is in the process of typing up the minutes for the OSMA Winter Board
24 Meeting, January 26, 2018.

25 Secretary wants to thank each member of the Board for the help she received in the meetings this
26 year.

27 Respectfully submitted,

28 Larissa Krausz, CMA(AAMA)

29 OSMA Secretary

30 2018-2019