

1 OREGON SOCIETY OF MEDICAL ASSISTANTS

2 2019 Annual Meeting

3 Report of Leadership and Mentoring

4 For the period ending April 12, 2019

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6 **Duties of Leadership and Mentoring**

- 7 1. Maintain and update items for the Leadership Manual (or Book).
8 2. Have a working knowledge of OSMA and AAMA Bylaws and OSMA Board Manual
9 3. Assist the President Elect in setting up the annual Leadership Event for OSMA.
10 4. Provide educational leadership presentation at the beginning of each quarterly Board
11 meeting and the Leadership Retreat
12 5. Be a resource to members interested in being part of the OSMA leadership
13 6. Communicate with area Chapters to offer assistance as requested

14 Attended the AAMA National Conference in September 2019.

15 The Leadership and Mentoring Team has attended each OSMA Board Meeting and
16 presented a short presentation on either Leadership or Mentoring during each meeting. These
17 presentations were also posted on the OSMA Website by the OSMA President.

18 Has attended and participated, as a member, of two Advisory Board meetings representing
19 Medical Assistants at Concorde Career College.

20 Attended the Annual Leadership Retreat in Lincoln City. Brought copies of the Leadership
21 Manual for those needing them. Presented an education on mentoring. Leadership presentation
22 given by team member.

23 Attended the Annual Conference at Oregon Gardens. Participated in the Pre-conference and
24 General Assembly meeting.

25 Thank you for this opportunity to assist the OSMA Board in 2018-19 with Leadership and
26 Mentoring.

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28 Respectfully Submitted,

29 Leadership and Mentoring Team

30 Molly Bilyeu, CMA(AAMA) Chair

31 Johnny Adamson, CMA-AC (AAMA)

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