

1 **OSMA Leadership Manual Update Project**
2 **Year End Report**
3 **Submitted: Feb 27, 2020**
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5 The OSMA Leadership Manual contains three sections:

- 6 1. OSMA Leadership Manual Facilitator: Johnny Adamson, CMA-AC(AAMA)
 - 7 2. OSMA Board Manual Facilitator: Joce Willis
 - 8 3. OSMA Conference Protocol Facilitator: Joce Willis
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10 **OSMA Board Manual:** The OSMA Board Manual was originally created for the use of the
11 OSMA Board members as a guideline for the volunteer positions that they may hold. The
12 document was adopted in April 1998. It was updated in February 2012, and April 2017. Many
13 changes have happened within the administration of OSMA. Along with the current challenges
14 of COVID-19 and changing modalities of electronic communication, the Manual needed to be
15 updated once more.

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17 Major changes include the reduction of extraneous information in the manual that is otherwise
18 present in other OSMA documents. As we have evolved in our board knowledge, we have
19 changed how duties are distributed within committees, and major changes associated with the
20 Annual General Assembly.

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22 Several Past Presidents of OSMA have volunteered to help on this project. There will be a
23 meeting on March 6th to complete the corrections within the document. The goal of the facilitator
24 is to complete the update by March 20th. The incoming OSMA President will then be able to
25 distribute the completed manuals to the Board Members for 2021.

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27 **OSMA Conference Protocol:** The Conference Protocol document has always been a how-to
28 document for the various events that are scheduled during the OSMA Annual Conference. The
29 2020 Conference was canceled due to the COVID crisis. In 2021, we will have a virtual General
30 Assembly in April, prior to a one-day Co-Hosted Education program via Zoom on May 15th. We
31 are co-hosting with Washington State Society.

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33 Recently the Oregon Conference Committee met with the Washington Society Conference
34 Committee and it was decided to proceed with a Co-Hosted Northwest Regional Conference for
35 May 2022. Currently those plans are moving along, as they anticipate a face-to-face Conference.
36 The location will be in Portland at the Jantzen Beach Red Lion. Contracts are being completed.

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38 The Conference Protocol document is quite lengthy and outdated. It will require a series of
39 meetings with interested members to update the events and procedures involved. Please consider
40 joining the conversations to get us back on track with our conferences, Post COVID!!!

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42 Submitted by,

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44 Jocelyn Willis
45 OSMA Past President '94, '13
46 OSMA Board Manual