

1 **OREGON SOCIETY OF MEDICAL ASSISTANTS**
2 **Report of the Communications Committee**
3 **Annual Report**

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5 **Period ending, April 2021**
6 **Zoom Meeting**
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8 The responsibility of this committee is to field all communication presented to be posted on the
9 OSMA website. The following is the job description:

- 10 1. Be present at all OSMA Board meetings
11 2. Communicate with the Executive Board between OSMA Board meetings to review
12 information to be posted on the OSMA website. JW: Work directly with the
13 WEBMASTER to get items posted in a timely manner.
14 3. Encourage participation of Officers, Team Leaders and Members on the State and
15 Chapter level
16 4. Filter all information to be posted on the OSMA website through the OSMA
17 President and President Elect for approval
18 5. Seek updated ways for OSMA members to communicate by social media.
19 6. Submit a Year-End Report of the Team's activities to the Vice Speaker for inclusion
20 with the General Assembly Reports.

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22 Chair assumed these duties in the middle of the year and has attempted to keep up to date.
23 President and President-Elect has reviewed the website and has ensured information posted is
24 current.

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26 These duties will be handed to another member when the next board resumes.
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28 Chair would like to thank President Miller and the board for their patience as this chair
29 completes the tasks required.

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31 Paula Purdy, CMA (AAMA)
32 Chair, 2020-2021
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