Oregon Society of Medical Assistants
Communications Chair
2024 – 2025 Year End Report
Submitted February 28, 2025

The responsibility of this committee is to handle all communication submitted for posting on the OSMA website. The following is the job description:

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

The Communications Chair has attended all 2024 – 2025 OSMA Board meetings.

Submitted list of recommended updates to OSMA website in September 2024 to President Oldenstadt and President-Elect Purdy for review.

Per the direction of President Oldenstadt, I corresponded via email with Marie Cole at *Spinnest* in December of 2024, to discuss needed updates and purging of past documents on the OSMA website. Also discussed was the possibility of redesigning and improving the OSMA website to better promote OSMA and meet the needs of the OSMA membership. Marie requested a follow-up meeting in early 2025 to discuss revisions and pricing. Currently, the OSMA Board continues to discuss and gather ideas for improving the OSMA website.

The Communications Chair is currently hosting the Zoom webinars for all OSMA education sessions.

Attended the 2024 Annual AAMA Conference in Grand Rapids, MI as OSMA National Delegate.

Thank you for the opportunity to serve as Communications Committee Chair.

Shawn Molnar, CMA(AAMA)
OSMA Communications Chair
2024 - 2025