

1 **Leadership: Board Manual Addendum Report**  
2 **OSMA General Assembly**  
3 **April 10, 2020**  
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6 During 2020-2021, the OSMA Board Manual has been updated. This includes:  
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- 8 1. Changing the name to **OSMA Reference Manual**.
  - 9 2. Adding the **new OSMA Logo** to specific pages.
  - 10 3. Changing the verbiage of “Teams” **to Committee’s**.
  - 11 4. Removing redundant and awkward wording.
  - 12 5. Updating forms and other important information.
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14 The **OSMA Reference Manual** is for use within the business side of OSMA. It is a fluid  
15 document, meaning that it can and will be updated with new Committees, and updated  
16 information, as we go forward.  
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18 This update has taken many woman hours and many dedicated members to make it happen. As  
19 the facilitator of this project, I want to thank all of those who helped on this for their insight and  
20 guidance.  
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22 The **OSMA Reference Manual** will be ready to be distributed to the 2021-2022 OSMA Board  
23 members at the Post Conference Board Meeting. It will be an online document. Once the  
24 member downloads it, it is their responsibility to keep it updated when new information is  
25 available.  
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27 Thank you for this opportunity to improve the OSMA administrative process.  
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29 Jocelyn Willis  
30 Past OSMA President, 1994, 2013  
31 OSMA Secretary 2020-2021  
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