

Oregon Society of Medical Assistants
Communications Chair
2025 – 2026 Year End Report
Submitted March 6, 2026

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 2025 – 2026 OSMA Board meetings.

Participated in the OSMA website revision and update. The OSMA website was launched in early 2026 and has received positive reviews and feedback.

As Social Media Administrator, I updated and contributed informational posts and events to the OSMA Facebook page. There has been a steady increase in followers with a goal reached of 1000 followers as of March 2026. I also created the OSMA LinkedIn page and Instagram page with the goal of improving communication to attract more OSMA members and increase our social and professional networking.

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

Attended the 2025 Annual AAMA Conference in Arlington VA as OSMA National Delegate.

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

Shawn Molnar, CMA(AAMA)
OSMA Communications Chair
2025 - 2026