

OREGON SOCIETY OF MEDICAL ASSISTANTS

Annual Report

President-Elect

Period Ending April 2025

Role and Responsibilities

The President-Elect supports the President in executing her duties and help as needed. During this term, President-Elect Paula Purdy has remained actively engaged in supporting President Oldenstadt in various initiatives and responsibilities.

Activities and Accomplishments

The President-Elect has made significant contributions in several key areas:

- **Membership Leadership:** Assisted President Oldenstadt in identifying and appointing a new Membership Chair.
- **AAMA Annual Conference Participation:** Attended the AAMA Annual Conference in Grand Rapids, Michigan, participated in all required sessions, and recorded minutes as assigned.
- **Conference Contract Finalization:** Completed contract arrangements for the upcoming Annual Conference.
- **Education Support:** Aided the Education Chair in securing a speaker for the Fall Quarterly session.
- **Leadership Development:** Contributed to selecting a leadership speaker for the Annual Conference.
- **Officer Information Submission:** Submitted officer information to AAMA and resubmitted with updated chairs as of June 30, 2024.
- **2025 Annual Conference Planning:**
 - Secured the conference location contract for review.
 - Served as Co-Chair for the 2025 Annual Conference.
 - Integrated the Leadership Event into the conference program, featuring the keynote speaker and Thursday evening education session.
- **Quarterly Meeting Preparation:**
 - Assisted in planning the Summer Quarterly Meeting in Bend, OR.

- 31 ○ Helped develop the agenda for the Summer Quarterly Meeting.
- 32 ○ Speaker at the Summer Quarterly – Scope of Practice of Medical Assistants in
- 33 Oregon.
- 34 • **AAMA Conference Arrangements:** Assisted President Oldenstadt in securing lodging
- 35 for the AAMA Conference.
- 36 • **Leadership Event Planning:** A discussion on this initiative is scheduled for the Fall
- 37 Quarterly Meeting.
- 38 • **Campaign Support:** Provided assistance to AAMA Trustee Miller’s campaign.

39 **Conference 2026:** Until arranged otherwise, President and President-Elect have secured the
40 same site for the 2026 Annual Conference.

41 **Acknowledgments**

42 President-Elect Paula Purdy extends her gratitude to President Oldenstadt and the Board for their
43 guidance and ongoing support.

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45 **Submitted by:**

46 **Paula Purdy, CMA (AAMA)**

47 President-Elect, Oregon Society of Medical Assistants (2024-2025)

48