

New Chapter Resource Guide



We have provided this a resource for new chapters. We understand that you have lots of questions and are unsure who to ask or where to go. This guide will provide some answers and give you the resources you need to get your chapter started and keep it growing. It is not intended to be all inclusive, but the NCSMA President will be an excellent resource for any questions you may have.

Steps to becoming a New Chapter:

1. Recruit members and begin having regular meetings. Officers shall be elected. It is suggested that the chapter obtain a copy of the Chapter Management Guide available from the American Association of Medical Assistants (See Chapter Management section)
2. Request affiliation as a component chapter of NCSMA by submitting a request in writing to the President of NCSMA along with permission from the County Medical Society, where feasible, and a copy of the proposed chapter's bylaws. NCSMA bylaws are available at www.ncsma.org.
3. The Chapter Bylaws will be reviewed by the NCSMA Bylaws Committee and Parliamentarian. The bylaws may be referred back to the chapter for corrections. Once approved, the Bylaws Committee will inform the Board of Directors
4. The Component Chapter will be notified of its affiliation with the American Association of Medical Assistants, North Carolina Society by the Chairman of the Board of Directors once approval has been obtained. Once approved the chapter is entitled to representation on the NCSMA Board of Directors.
5. Component Chapters which have been approved by the Board of Directors seventy-five (75) days prior to the annual meeting shall be entitled to representation in the House of Delegates. Chapters not eligible for representation are encouraged to attend the House of Delegates, which is the main governing body of NCSMA, so they will be familiar with the functioning of NCSMA.

Chapter Management

AAMA Chapter Management Guide is full of helpful tips and things you need to know about managing your chapter and can be found at: <http://www.aama-ntl.org/docs/default-source/state-and-chapter-documents/membership-manual.pdf?sfvrsn=6>

Many local chapters traditionally use a service to formally recognize the changeover from one year's officers to the next. A sample chapter office installation service is available upon request.

Chapter Program Planners

As a new chapter one of the services you can provide to your chapter members is AAMA approved continuing educational programs. The best resource for program planners is available at: <https://www.aama-ntl.org/docs/default-source/program-planners/program-planners-guide.pdf> The friendly staff at AAMA are only a phone call or email away if you have questions.

Chapter Webpage

Did you know that each chapter has their own webpage? The NCSMA website at www.ncsma.org has a page devoted to your chapter. It is a blank slate for you to list any information you may feel is helpful to your chapter members such as:

- Chapter officers with contact info (no addresses please, just telephone and email)
- Meeting information (where do you meet, when do you meet, what time do you meet)
- Any special events your chapter may be planning
- Whatever information you want members or potential members to know (try and keep the information as generic as possible, because unless you update it the information will not change, so it is better to provide information like: We meet on the first Thursday of the month in Education Room 134 of the Anytown Hospital Annex, located at 123 N Main Street at 6:30 pm, rather than giving a particular date, unless you want to change it every month.)

Chapter Representation on the State Level

As an official chapter you have representation on the NCSMA Board of Directors and the House of Delegates. The Board of Directors meets four times a year and the House of Delegates meets during the annual convention and is subject to a called meeting, if necessary.

- Board of Directors Meetings – each chapter is entitled to one representative to vote on behalf of the chapter in matters pertaining to the state. This representative is usually the chapter president, but if they are unable to attend another chapter member may be designated:
 - Preconvention – on Thursday evening just prior to the beginning of the annual convention (held in the Spring and includes at least two full days of AAMA approved continuing educational offerings)
 - Post convention – on Sunday morning just after the close of the annual convention
 - Summer Seminar – on Saturday evening or Sunday morning after the AAMA approved continuing educational meetings on a Saturday (usually scheduled in July or August, but can be in other months)
 - Winter Seminar- on Saturday evening or Sunday morning after the educational meetings on a Saturday (usually scheduled in January)

- House of Delegates Meeting – chapter representation is based on chapter membership, but each chapter is allowed at least three representatives. Chapter and state bylaws state the requirements for these representatives. The HOD is:
 - Scheduled on Friday during the annual convention
 - Delegates packet is sent to each delegate, which includes orientation materials

NCSMA Website- www.ncsma.org

The NCSMA website is a great source for information about the state society. Included on the website are:

- State sponsored educational events, so you will be able to find dates, registration forms, and other event information
- Current state officer listing along with contact information. If you have a question start with the President who can either provide the answer or find it for you!
- *TEMPO*, the awarding winning NCSMA newsletter, is emailed monthly to all members. If you are not currently receiving the newsletter you can register on the website to begin receiving *TEMPO*. Past editions are also available on-line, so you can catch up on the news of our society. A year in review publication is mailed and gives a pictorial overview of our society beginning with the summer seminar and ending with the annual convention.
- Documents used by our state society, including the state bylaws (a must read for all new chapters)
- Job postings for CMA (AAMA) positions around the state
- And even more! Updates are made regularly, so bookmark the page and check it often!