Virginia Society of Medical Assistants

Job Description for Secretary Position

Duties per bylaws: The secretary shall keep a record of all proceedings of the Society and the Executive Board. Copies of the minutes should be emailed to the Executive Board at least 30 days in advance of the next scheduled meeting. When the Executive Board approves the minutes, the secretary will email them to the webmaster to post on the VSMA website. There are 4 Executive Board meetings that are held online. The Annual Meeting is a face-to-face meeting in the spring. Once those minutes are approved by the Executive Board, they will be sent to be posted online also.

The term of office for the secretary is one year, from Annual Meeting when elected until the next Annual meeting.

Eligibility for Office:

1. Must be an Active, Life, Sustaining, or Associate member.
2. Have served on a committee at least two years.
3. Dues must be paid by December 31st, 2024.

If interested and eligible please contact the VSMA at vasmainfo@gmail.com

Thank you.

Deb Benson, CMA (AAMA), CPC, CPMA

VSMA President 2024-2025