

GENERAL INFORMATION

WSSMA: **Washington State Society of Medical Assistants**

BOT: **Board of Trustees** - consists of the Officers of the WSSMA, the Chapter Presidents and Vice Presidents, 6 Trustees elected at the HOD, and 2 Executive Trustees elected at the Post-Conference BOT meeting. The BOT conducts the business of the WSSMA between annual meetings.

The BOT meets 5 times a year: May Conference - pre-conference (first day of conference), post-conference (day after conference), summer (usually in August), fall (usually in early November) and winter (Leadership Retreat weekend)

HOD: **House of Delegates** - consists of Delegates elected from each chapter and 2 Members at Large approved for seating at the HOD. The HOD is where the main business of the WSSMA is conducted (eg. election of officers and the budget approved).

The HOD meets only at the Annual Conference in May - Session I on Friday morning and Session II on Saturday morning.

MAL: **Members at Large** - members who have no local chapter in their area

Member in good standing: Members whose AAMA dues are paid by December 31. To serve as an officer or delegate you must be a member in good standing. To make sure dues are registered in time, if paying dues after December 10, it is best to pay by phone or online.

Ad hoc Committee: A committee set up for a specific purpose which is disbanded when purpose is served.

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