Florida Society of Medical Assistants, Inc.

TO: FSMA Executive Board Members
Chapter Representatives
Committee Chairs
Physician Liaison

FROM: Marsha L. Benedict, MSA, CMA-A (AAMA), CPC
FSMA President Elect

Date: January 22, 2011

RE: President Elect Report

This officer has been available via email or by phone as needed and attended and upheld all duties as outlined.

All emails received have been answered in a timely manner.

This officer is working with other members with regard to restructuring the annual conference. Submitted information for Annual conference leadership speaker,

Corresponded with members of the Southwest Chapter regarding new chapter development and providing CEU's in their area. MTI would like to start a new chapter and provide CEU's for their graduates and new CMA's. The current Southwest Chapter meetings are too far for them to attend, therefore, several Southwest Chapter members have been assisting them with development of a new chapter and CEU's.

It is never too early to start encouraging all members to run for an elected position next year. Please complete the appropriate forms and email them or mail them if you are interested.

This officer will continue to complete all tasks in preparation for the office of President.