

Required Agreement for WSSMA Members Serving as AAMA Delegates/Alternate Delegates
Approved August 2012/Updated Approved March 2023

1. The Delegate should be planning to continue being an involved member in a leadership role (as a chair or member of a committee) including serving on the Bylaws Committee as required. Once a member has served two terms as an elected AAMA Delegate, it is expected that member additionally will serve, (unless previously served), the organization as a WSSMA officer in order to run for the Delegate position again.
2. The Delegate is required to attend WSSMA Board of Trustee (BOT) meetings. Delegates learn valuable information at the AAMA Conference that needs to be shared with WSSMA members. Part of the responsibility is taking what you have learned to be involved at the state level.
3. Make sure your credentials are in order. Bring your current membership card to AAMA Conference. Allow enough time for your credentials to be checked before all required sessions.
4. Your term as Delegate is for one year. You can be “reconvened” by mail or e-mail during the course of the year.
5. When you receive the Delegates’ packet from AAMA follow the directions, you may need to print the packet and bring to the AAMA Conference. Read your Delegates’ packet. Review reports that are included and be prepared to discuss bylaws/resolutions or any issues you have with any report prior to the AAMA Conference.
6. Attend all sessions of the AAMA House of Delegates (HOD).
7. Attend Reference Committee meetings. Discussion will occur that will be critical to making decisions regarding bylaws and other issues. You will need to be attentive at these Reference Committee meetings in order to make appropriate decisions as a representative of WSSMA.
8. Attend candidate presentations so you can make informed choices.
9. Vote on time.
10. Attend sessions as requested by the WSSMA President; such as first timers, leadership presentations, orientations, etc. Networking is important.

11. Attend all official functions of AAMA to include, but not limited to banquet, and Excel awards presentation.
12. Attendance and active participation in CEU offerings is REQUIRED (see Delegates' notes #5).
13. Remember you are representing WSSMA. You should be spending most of your time with your state delegation as well as networking with other state societies.
14. Delegates shall submit a report, as assigned by the President at National Conference, to be read aloud or presented at the Fall Board of Trustees meeting and labeled as the report to the House of Delegates. The report should then be submitted to the Speaker of the House for inclusion in the WSSMA Delegates' Packet.

I understand that unless there is a valid reason, expenses will not be reimbursed if the obligations of the AAMA Delegate position (as detailed above) are not fulfilled and/or required documentation is not submitted to support expenses **within 21 days of the conclusion of the AAMA conference**. (Approved August 2012 BOT/Updated Approved March 2023).

Delegate Name/Signature

Date