

# Mentoring Guidelines



## National

There is an updated list of mentors, which includes current or recent (within five years of serving) members of the AAMA Board of Trustees (BOT). The resumés of the mentors include a list of all offices, committees, strategy teams, task forces, and education boards served on the national level.

The list of mentors is available to members on the AAMA website.

Notify members about the list and encourage them to contact any of the mentors listed to get more information regarding volunteer teams of interest.

Members may choose a one-time contact with many mentors or a continued mentoring relationship with one, depending on their needs.

Mentors are encouraged to initiate the mentoring of potential candidates for national leadership positions.

## State society or local chapter

Stress to members the necessity of having people willing to step forward and assume office or chair a committee in order to have an active state society or local chapter.

Impress on members the many benefits of having an active organization. Use AAMA membership materials to illustrate your point.

Re-enforce the necessity of recertification. Tell others how convenient it is to recertify by phone if all their CEUs are AAMA approved (such as CEUs obtained at state and chapter meetings).

Mentor newer attendees to become active by appointing them to a committee and perhaps even chairing a project.

Mentor members through service projects, such as blood pressure screenings for the community. Have active members contact inactive members and ask for help in fulfilling a project goal.

Publicize not only meetings, but also service projects. Letting the public and inactive members know about such events creates a sense of pride in the state or chapter and builds recognition for the profession.

Make every effort to avoid having the same people hold offices over and over. As long as current or recent officers are willing to assume a leadership role, many members will hesitate to step forward. Encourage these members to run for office. Having the same officers in place can also create the appearance of cliques within the organization.

Current officers should offer help and support to potential candidates to assist them with the office. AAMA Guidelines for State or Chapter Officers is a valuable document but your personal touch can be reassuring.

Medical assisting students represent the future of the AAMA. Encourage them to become student members. Urge students to sit for the CMA (AAMA) Certification Examination following graduation. Though they might not be able to hold office, students can serve on committees and service projects. Help them get involved. Once they enjoy the experience of participation, they might get hooked and become active members after graduation.

Start a member-to-student telephone or e-mail mentoring program. Members can help students with questions; encourage them in their classroom work; lend support in the state or chapter; and offer advice regarding everyday questions about the “real” world.