Meharry Medical College
Association of Office Personnel

Membership Brochure

2012-2014
In the late 1960's recognizing the need for improved work conditions, increased salaries, and effective communication between supervisors and the administration, a group of concerned secretaries at Meharry Medical College and George W. Hubbard Hospital, organized a Steering Committee to address these issues. The members of the steering committee successfully crafted a constitution and by-laws for the establishment of a professional secretaries association; and founded the Meharry Secretaries Association (MSA) under the authority of Meharry Medical College and George W. Hubbard Hospital on October 7, 1969.

The founding members of MSA were Mrs. Jewell Bennett (deceased); Mrs. Virginia Brooks; Mrs. Dorothea Dotson (deceased); Mrs. Betty Jennings, Mrs. Audrey Hall and Mrs. Annie Price.

On October 21, 1969, the purpose and objectives for the Meharry Secretaries Association (MSA) were defined to promote efficiency, professionalism in the pursuit of the establishment of continuing education/training programs; and adequate salaries and benefits for the secretaries and other support staff of Meharry Medical College and George W. Hubbard Hospital.

The late Dr. Matthew Walker, an esteemed 1934 honors graduate of Meharry was the Association’s founding advisor. Internationally recognized as a pioneer in medicine and surgery, Dr. Walker served as chairman of the Department of Surgery, Assistant Dean of the School of Medicine; and Provost for External Affairs. He also served as advisor to the Meharry Secretaries Association from 1969 until his death in 1978.

During the 1970’s the Meharry Secretaries Association experienced unprecedented growth. A career development program focusing on continuing education was initiated and monthly seminars were held; and an invitation was received from the National Secretaries Association for MSA’s participation in their national meetings and conferences.

The president of Meharry Medical College at the time, Dr. Lloyd C. Elam, acknowledged and supported the establishment of an internal committee to address the concerns of secretaries, and other support staff, appointed MSA president, Mrs. Dorothy Hamilton as chairman of the Meharry Secretary Association’s Salary Scales Committee. Mrs. Hamilton was employed at Meharry for over fifty years when she retired in 2009.
The MSA Salary Scales Committee worked in conjunction with the department of personnel on updating policies and procedures aimed at upgrading employee healthcare benefits, retirement plans, and the base salaries of secretarial and other support staff. In the early 1970’s the successful collaboration between the MSA Salary Scales Committee and the College’s administration resulted in the approval and implementation of new Job Classifications, Salary Levels, healthcare benefits, and an amended retirement plan by Dr. Elam and the Board of Trustees of Meharry Medical College and George W. Hubbard Hospital.

In addition to serving as the sixth president of Meharry Medical College, (1968-81); Dr. Elam also founded and was chairman of the Department of Psychiatry. In 1991 the Community Mental Health Center at Meharry was renamed the Dr. Lloyd C. Elam Mental Health Center in his honor. He also served as an advisor to the Meharry Secretaries Association for several years until his retirement.

Another advisor who played a pivotal role in the success of the Meharry Secretaries Association (MSA) during the early years, was the late Mrs. Dorothy Webster, who was the director of the Department of Personnel for Meharry Medical College and George W. Hubbard Hospital for twenty-eight years. The first recipient of MSA’s newly established “Boss” of the Year Award in 1972, she served as an advisor to MSA for more than twenty years until her retirement in 1989.

To reflect the diverse membership, vision and direction of the Association, the name of the Meharry Secretaries Association was changed to the Meharry Association of Office Personnel (MAOP) in 1981, and it’s mission was expanded to be inclusive of all professional staff of Meharry Medical College and George W. Hubbard Hospital.

In the 1990’s the Meharry Association of Office Personnel (MAOP) continued its efforts and maintained its commitment to developing and collaborating with various professional organizations to offer continuing education opportunities. MAOP also established the Meharry Association of Office Personnel Scholarship for deserving Meharry students, and increased it’s outreach efforts, within the surrounding community.

MAOP’s contributions to Meharry Medical College were recognized in the book entitled “The Spirit of a Place Called Meharry” a non-fiction novel by Meharry historian, alumnus and administrator, the late Dr. Charles W. Johnson.

The Meharry Association of Office Personnel is an organization that is rooted in the history and legacy of Meharry Medical College. For forty-four years, MAOP has demonstrated the Meharry mission of “Serving the Underserved” through its community outreach efforts, scholarship support and professional development/continuing education endeavors.
Over the years, MAOP’s membership has evolved into a diverse group of Meharry staff who serve in various positions at all levels of the College. Proud to be recognized as a valued component of the Meharry culture of caring and competence, MAOP will celebrate its 44th Anniversary Week of Activities April 22-26, 2013. The theme is “A Time of Change - Reinventing the Way Forward.”

Activities planned for the week include the Founding and Emeritus Fellowship Luncheon; the Professional Career Development Seminar and Annual Vendors/Exhibitors Day.

The week of celebratory activities will culminate with the 44th Annual Awards Luncheon on Friday, April 26, 2013, at 12 o’clock noon, in the New Alumni Hall. The highlight of the luncheon is the presentation of the Employee of the Year; Supervisor of the Year; Trailblazer and Professional Image awards. Dr. Bernard Turner, Assistant Professor and Director, Center for Social Entrepreneurship and Service-Learning at Belmont University will give the keynote address.

As MAOP moves into another chapter of its existence, the current members are committed and dedicated to continuing the legacy handed down by the founding and emeritus members of attaining and sustaining a mark of excellence. The Motto of MAOP is, “A Class Performance is our GOAL!”

For nearly 40 years, MAOP has profoundly enriched the environment in which the College’s dentists, physicians, and biomedical scientists have trained.” — Wayne J. Riley, M.D., MPH, MBA, MACP, President & CEO, Meharry Medical College—Presentation of Resolution of Appreciation at the MAOP 38th Annual Awards Luncheon—April 27, 2007.
**OUR MISSION STATEMENT**

The Meharry Association of Office Personnel pledges to the institution to provide the highest standards of the organization by promoting and encouraging efficiency, proficiency, productivity, motivation, human relations, and time management for its members. The efforts of the Association are to present a more professional and profound image to the campus and to develop a strong involvement between support staff, faculty, and administration. In order to acquire recognition for the professionalism of office personnel, MAOP's main objective is to encourage participation in continuing education, seminars and workshops.

**OUR CODE OF PROFESSIONAL ETHICS**

I pledge to support and hold in strict confidence all the business communications/activities of my employer, profession and association. To maintain loyal and dedicated, proving to be a trustworthy employee and association member as it relates to moral and ethical obligations. To conduct all my employer’s and association’s transactions in a professional manner, for which I am responsible under the authority delegated. To recruit, guide and develop new entrants into the office arena and pursue advantages for continuous educational enhancement for professional and personal growth. IN SO BELIEVING, I pledge to uphold and to practice with respect and dignity these principals set forth under the Code of Professional Standards of the Meharry Association of Office Personnel (MAOP).

**OUR MOTTO**  "A" Class Performance is Our GOAL!

**OUR FLOWER**  The Yellow Rose of Friendship
MEMBERSHIP REQUIREMENTS

- Membership is available without regard to sex, race, creed or national origin.
- Must be a Full-time Employee of Meharry Medical College
- Completion of 90-day probationary period.
- Completion of MAOP membership application.
- Completed MAOP membership application form; along with two (2) letters of recommendation from active MAOP members.

MEMBERSHIP DUES

- Annual Membership Dues are $100.00, and includes the cost for lunch during the monthly General Session Meetings. Being that MAOP is an official Meharry organization; your annual dues may be approved for payment through your departmental budget or by the individual seeking membership. Dues Include $70.00 membership fee; and a $30.00 yearly activity fee.
- Annual membership dues are due by September 1st—deadline for payment is December 1st of each year.

MEETINGS

- There are ten (10) General Session meetings during the year.
- General Sessions are held every third Tuesday of each month at 12:00 Noon.
- Members MUST attend at least two sessions and participate in activities sponsored by MAOP to retain an active membership status.

ARTICLES OF ORGANIZATION

The Meharry Association of Office Personnel is based on the following:

- Freedom of speech
- Respect for the dignity of humankind
- Equality and justice for all
- The principles of the majority rule
- The right of the minority to be heard
- The duty to abide by the will of the majority

For more information about becoming a member of the Meharry Association of Office Personnel (MAOP) please contact Helen Settles MAOP Membership Coordinator at 327-6736 or hsettles@mmc.edu
MEHARRY ASSOCIATION OF OFFICE PERSONNEL
2012-2014
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Dr. Henry Moses
Professor Emeritus & Executive Director
Meharry National Alumni Association

Mrs. Linda Witt
Senior Associate Vice President
Division of Institutional Advancement
That MAOP’s founding advisor, Dr. Matthew Walker was a 1934 honors graduate of Meharry Medical College; and that he was chairman of the Department of Surgery and Assistant Dean of the School of Medicine; and that he was internationally recognized as a pioneer in medicine and surgery; and that he was professor and chair of the Surgery Department, where he established the surgical residency program in 1948; and that he served as President of the National Medical Association (NMA); and that The Matthew Walker Community Health Center, the Matthew Walker Surgical Society; and the Drew – Walker Lectures at the NMA are all named in his honor?

That Dr. Lloyd Elam who served as a loyal advisor to MAOP for several years was the 5th President of Meharry Medical College; and that Dr. Elam founded and was chairman of the Psychiatry Department; and that in 1991, the Meharry Community Mental Health Center was renamed the Lloyd C. Elam Mental Health Center in his honor?

That Nashville native, Oprah Winfrey was the Keynote Speaker at MAOP’s 6th Annual Awards Luncheon in 1976 when she was the co-anchor for Week Night News, WTVF Television Baltimore, Maryland; and that she was the speaker at Meharry’s 113th Commencement in 1988, and received an honorary doctorate from Meharry?

That in the mid 1990’s MAOP provided financial support to assist with the transportation of Liberian children who were refugees of the Civil War from the Ivory Cost to the United States?