

Position Descriptions *for the*



Maryland Academy of Physician Assistants

The model officer job descriptions were developed to aid and serve as a guideline for AAPA constituent organizations in the creation/revision of their officer job descriptions. They were modified to meet the specific needs of the MAPA in fall of 1999. They are consistent with MAPA bylaws, policies and procedures.

These model job descriptions were reviewed and approved by AAPA's Constituent Relations Committee. In addition, they were reviewed and approved by the MAPA Board of Directors

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Maryland Academy of Physician Assistants
P.O. Box 20277 Baltimore, MD 21284
800-357-3360

Section 1: The President

General Responsibilities:

He or she shall:

- Coordinate agendas for all Board of Directors meetings.
- Preside over all business meetings of the MAPA and its Board of Directors.

- Submit a written quarterly report two weeks prior to each Board of Directors meeting.
- Provide a written summary report of the year's activities two weeks prior to the annual meeting of the organization with an account of the activities of the Board for the past year.
- Submit in writing any resolution recommendations for the AAPA House of Delegates, to the Board of Directors at the meeting closest to the AAPA's Annual Conference.
- Mentor the President Elect.
- Keep membership informed of programs and of information pertinent to them through various means of communication.
- Keep abreast of changes within the constituent organization.
- Define and monitor the goals and objectives of the MAPA.
- Write a "President's Message" article for each edition of MAPA's newsletter.
- Submit, in a timely fashion, all requested AAPA paperwork (update and delegate forms, annual survey)
- Uphold the MAPA policies and procedures.

Committee Responsibilities

He or she shall:

- Appoint all standing committees and designate their chairs, in consultation with the Board of Directors.
- Serve in an advisory capacity to the Board of Directors' committees.
- Serve on the ad hoc Financial Advisory Committee (working on the planning of the annual budget).
- In support of strategic directions, assign charges to Board of Directors committees.

Attendance Responsibilities

He or she shall:

- Represent the MAPA with outside organizations and the media.
- Attend the Leadership Retreat/Strategic Planning Session.
- Attend applicable AAPA Regional meetings.
- Miss no more than one Board of Directors meeting annually.

Abstract: One of the prime responsibilities of the President is to have knowledge of organizational interests and monitor the progress of goals and objectives for the constituent organization. Another is to keep current with all new information and policies within the organization and coordinate the dissemination of this information to pertinent members. The President and Immediate Past President should serve as the primary spokespersons (points of contact for the media) for the organization so that a consistent message is provided. During meetings, the President should initiate discussion about constituent organizational improvements and encourage other leaders to share ideas that have been successfully implemented. This officer should have the ability to conduct meetings, formulate ideas, consummate plans, and delegate responsibility. He or she should be able to communicate effectively, on all levels, and seize any opportunity to positively represent the organization at meetings or social functions that would benefit the organization. The President is also responsible for upholding the organization's policies and procedures and for

handling problems among organization members. In order to keep the lines of communication open, the President should be available by phone and at meetings to other officers and members, and should return organization-related phone calls in a timely manner. The President should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position requires approximately 10-20 hours per month. Skills/experience needed to successfully serve in this position are:

- | | |
|---|---|
| <input type="checkbox"/> Previous Board of Directors experience (recommended) | |
| <input type="checkbox"/> Knowledge of how to run a Board of Directors meeting | |
| <input type="checkbox"/> Dedication | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Organizational skills | <input type="checkbox"/> Delegation skills |
| <input type="checkbox"/> Facilitation skills | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Multi-tasking skills | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Timeliness in completing projects | <input type="checkbox"/> Diplomacy skills |

Section 2: The President Elect

General Responsibilities

He or she shall:

- Succeed to the office of President at the expiration of the President's term, or earlier if the office becomes vacant for any reason. (This needs to be consistent with your organizations bylaws.)
- Write at least one article for an edition of the MAPA newsletter.
- Seek new potential leaders.

Committee Responsibilities

He or she shall:

- Serve as chair of the ad hoc Leadership Development Committee/Task Force (planning the Annual Leadership Retreat/Strategic Planning Session).
- Serve as chair of the ad hoc Financial Advisory Committee (planning the annual budget).
- In the absence of both the President and Vice President, the President Elect shall assume the duties of the President.
- Serve as the Board of Directors' advisor to assigned committees.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend at least one meeting each of the CME, Membership and Legislative committees.
- Attend Leadership Retreat/Strategic Planning Session.
- Attend AAPA's Capitol Constituent Organization Workshop (CCOW).
- Attend applicable AAPA regional meeting.

Abstract: The President Elect is a full voting member of the Board and advises various committees, as assigned. He or she also chairs the ad hoc committee on Leadership Development and the Financial Advisory Committee. This office was designed to facilitate a smooth transition of leadership for the organization. The President Elect should work closely with the current President on every endeavor to learn all duties of the Presidency. Therefore, this office is primarily a learning experience. However, the President Elect will assume the duties of the President in the event of an absence or vacancy. A qualified candidate for this office will need to possess the same skills requested of the President. The President Elect may also be asked to perform additional duties at the request of the President and/or the Board of Directors. The President Elect should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position requires approximately 10-12 hours per month. Skills/experience needed to successfully serve in this position are:

- | | |
|---|---|
| <input type="checkbox"/> Previous Board of Directors experience (recommended) | |
| <input type="checkbox"/> Knowledge of how to run a Board of Directors meeting | |
| <input type="checkbox"/> Dedication | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Organizational skills | <input type="checkbox"/> Delegation skills |
| <input type="checkbox"/> Facilitation skills | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Multi-tasking skills | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Timeliness in completing projects | <input type="checkbox"/> Diplomacy skills |

Section 3: The Vice President

General Responsibilities

He or she shall:

- Insure compliance with parliamentary procedures and act as Sergeant at Arms.
- Organize and conduct, with the assistance of the Secretary, all annual elections.
- Write at least one article for an edition of the MAPA newsletter.
- Coordinate the submission of the AAPA Constituent Organization Award of Excellence, when appropriate.
- Coordinate the Board of Directors' activities/interactions with applicable PA Programs.
- Anticipate and inform the President of any changes affecting the Board of Directors and/or MAPA and suggest ways of dealing with these changes.
- Identify, recruit, and cultivate new volunteer leadership for MAPA.

Committee Responsibilities

He or she shall:

- Serve as the Board of Directors advisor to assigned committees.
- Serve as chair/advisor of the ad hoc Recognition Committee (formally recognizing/commending contributions made by members and volunteers).
- Serve as chair of the ad hoc Elections Committee or as the Board of Directors advisor to this committee.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

Abstract: Since the Vice President's primary purpose is to assist the President in every endeavor, he/she should become knowledgeable of the duties and responsibilities of the President. This serves two purposes. The first purpose is to better assist the President in fulfilling his or her duties. The second purpose is to take over duties and responsibilities in case of an absence or incapacity by the President. This officer may be asked to assume additional responsibilities, as assigned, per the President and/or the Board of Directors. The Vice President should also seek out and cultivate new leadership for the organization. Like the President, this officer should seek opportunities to represent the organization at professional and social functions in a positive manner. The Vice President should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position will require approximately 2-5 hours per month. Skills/experience needed to successfully serve in this position:

- | | |
|---|---|
| <input type="checkbox"/> Previous Board of Directors experience (recommended) | |
| <input type="checkbox"/> Knowledge of how to run a Board of Directors meeting | |
| <input type="checkbox"/> Dedication | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Organizational skills | <input type="checkbox"/> Delegation skills |
| <input type="checkbox"/> Facilitation skills | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Multi-tasking skills | <input type="checkbox"/> Innovative |
| <input type="checkbox"/> Timeliness in completing projects | <input type="checkbox"/> Diplomacy skills |

Section 4: The Immediate Past President

General Responsibilities

He or she shall:

- Identify, recruit, and cultivate new volunteer leadership for the MAPA.
- Submit a written quarterly report two weeks prior to each Board of Directors meeting.
- Run for Chief Delegate position to represent the MAPA at the AAPA House of Delegates.
- Serve as the liaison with medical counterparts and market/promote the MAPA.
- Help mentor the President and President Elect.

Committee Responsibilities

He or she shall:

- Serve as chair of the Corporate Sponsor Committee (this should be a standing committee) or as the Board of Directors advisor to this committee.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Represent the MAPA with outside organizations and the media.
- Attend Leadership Retreat/Strategic Planning Session.

Abstract: The Immediate Past President will serve as a voting member of the Board of Directors. He or she will also serve in an advisory capacity on various other committees and perform such duties as may be delegated by the President and/or the Board of Directors. One of the most valuable traits that the Immediate Past President can bring to an organization is a depth of experience that newer members can draw upon for strength, stability, and knowledge. He or she should always seek ways to mentor other Board members, especially the President and President Elect. This officer should also be committed to the identification, recruitment, and cultivation of new leadership for the organization. Any opportunity to represent the organization at functions should be carried out. The Immediate Past President should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position will require approximately 3-8 hours per month to this office. Skills/experience needed to successfully serve in this position are:

- Prior service as President of the Board of Directors
- Communications skills
- Presentation skills
- Diplomacy skills

Section 5: The Treasurer

General Responsibilities

He or she shall:

- Maintain accurate records of the financial status of the MAPA.
- Deposit all money received by the organization in the organization's account.
- Pay all bills approved by the MAPA Board of Directors, and record all receipts of those payments.
- Review the financial status of previous years, before assisting in the drafting of the annual budget.
- Have the records reviewed annually and upon departure from the office. The method of review will be determined by the Board of Directors.
- Provide a detailed report of fiscal accounts and contacts to be forwarded to the next Treasurer.
- Work with the corporate sponsorship committee to identify non-dues sources of revenue.
- Submit a monthly, quarterly, and annual written financial report to the Board of Directors. The quarterly report should be submitted two weeks prior to the Board of Directors meeting. The annual report should be submitted two weeks prior to the annual meeting.
- Prepare annual budget
- Coordinate the collection of yearly dues from all members (perhaps through a management firm) and make sure that delinquent membership dues and special assessments are collected.
- Write a column for each edition of MAPA's newsletter providing a summary of the organization's financial status.

Committee Responsibilities

He or she shall:

- Serve on (not chair) the ad hoc Financial Advisory Committee (planning the annual budget).
- Provide financial advice and investment strategies to the ad hoc Financial Advisory Committee.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

Abstract: The main responsibility of the Treasurer is directing the organization's fiscal policy and money. A budget proposal should be provided to the Board of Directors to serve as a guide for making decisions for the organization. Monitoring the disbursement of funds related to specific budgeted uses throughout the year is a useful and necessary tool for maintaining a balanced budget. A financial report should be presented to the Board of Directors for the preceding quarter of each Board meeting. In addition, an annual fiscal report should be presented to both the Board and membership at annual meetings. The Treasurer should recognize the need for nondues sources of income and propose specific projects to the Board of Directors as a means to generate and obtain new sources of income. This officer must be a detail-oriented person and possess exceptional organizational skills. He or she may have other additional duties, as assigned, by the President and/or the Board of Directors. The Treasurer should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position will require approximately 5-10 hours per month. More hours may be required during times of membership renewal. Skills/experience needed to successfully serve in this position are:

- Prior Board or committee chair experience recommended
- Organizational skills
- Is comfortable doing accounting and balancing checkbooks
- Detail-oriented

Bonus Skills/Experience

- Budget development skills

Section 6: The Secretary

General Responsibilities

He or she shall:

- Keep minutes of the MAPA meetings.
- Responsible for all MAPA communications including:
 - . notification of MAPA's delegates for the House of Delegate's to the AAPA
 - . notification of MAPA's attendees to the CCOW conference
 - . general letters to the state board (BPQA) or the state medical society (MedChi)
- Notify all MAPA members of all meetings.
- Assist the Vice President with elections.
- Mail each Board member a copy of the minutes from each previous meeting within two weeks of each Board of Directors meeting.
- Attest the signature of the officers of the Academy.
- Affix the corporate seal on all documents that require one.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

Abstract: The main responsibility of the Secretary is to make sure all organizational records are accurately kept and regularly maintained. Superb record-keeping, an eye for detailed information, and organizational skills are necessary traits for the holder of this office. Other additional duties may be assigned by the President and/or the Board of Directors. The Secretary should also prepare a final report of the year's activities of the office and include recommendations for the following year.

This position will require approximately 2-5 hours per month. Skills/experience needed to successfully serve in this position are:

- Prior Board of Directors or committee chair experience recommended
- Diplomacy
- Timeliness in completing projects
- Communication skills
- Minute-taking skills
- Administrative skills

Bonus Skills/Experience

- Knowledgeable and comfortable with Computers (word processing)
- Knowledgeable of corporate minute writing as per Sturgis.

Section 7: The Student Representative

General Responsibilities

He or she shall:

- Serve as a liaison between the Board of Directors and all student members of MAPA.
- Represent student views on the Board of Directors.
- Assist the Vice President in coordinating the Board of Directors' activities/interactions with PA Programs.
- Promote membership in the MAPA to students at the PA programs.
- Submit an article for each edition of MAPA newsletters, highlighting student views or highlighting student activities.

Committee Responsibilities

He or she shall:

- Facilitate student participation and involvement on all MAPA committees, teams and/or projects.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

Abstract: The Student Representative will serve as a voting member of the Board of Directors. The Student Representative's chief responsibility is to act as a point of contact between fellow students/colleagues and the Board of Directors. During Board meetings, this officer will be expected to be the strong voice who lobbies on behalf of all the contemporaries he or she serves. This means that whoever holds this position must be a natural mediator who is in touch with the wishes and needs of the constituency. Sensitivity to delicate issues and a diplomatic personality are highly desired.

This position will require approximately 5-8 hours per month. Skills/experience needed to successfully serve in this position are:

- | | |
|--|---|
| <input type="checkbox"/> Timeliness in completing projects | <input type="checkbox"/> Dedication |
| <input type="checkbox"/> Willingness to learn | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Delegation skills | |

Section 8: The Director at Large

General Responsibilities

He or she shall:

- Serve as the Director of a group of sub-committee(s).
- Submit an annual written report two weeks prior to the November general meeting.
- Assist fellow officers as needed.
- Serve as a liaison between the Board of Directors and the committees they represent.
- Submit an article for each edition of the MAPA's newsletter, highlighting their committee(s) or activities.

Committee Responsibilities

He or she shall:

- Serve on ad hoc committees, as assigned.
- Chair committees, as assigned.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

Abstract: The Director at Large plays a very unique and important role in the organization. This is due to the fact that this officer wears many hats within the organization and assists fellow officers, as needed, when their workload becomes overbearing. One of the advantages of this position is that the experience gained can prove to be very useful in obtaining more prominent roles within the organization. The Director at Large is also one of the most serviceable officers in the area of being a liaison between the Board of Directors and the committees. He or she should know the "ins and outs" of the organization and be an enthusiastic team player.

This position requires approximately 2-5 hours per month. Skills/experience needed to successfully serve in this position are:

- Team player
- Communication skills
- Multi-tasking skills
- Leadership skills

Duties of the Standing Committee Chair(s)

This is a general description for all committee chairs.

The most important responsibility of the chair is to act on the charges assigned to the committee by the President/Board of Directors. Each committee chair is responsible for developing, recommending, and implementing organizational plans and a budget for their respective committee. Another part of the chair's responsibility is determining the committee's meeting schedule for the year. The chair of each committee should always be well-informed of all committee activities. This will aid in the preparation of a final report of the year's activities, which will include final budget estimates and recommendations for the following year. Committee chairs should coordinate with the Board of Directors and other committee chairs, as needed.

Section 1: Chair of the Continuing Medical Education Committee (CME)

General Responsibilities

He or she shall:

- Coordinate all CME conferences for the MAPA.
- Work closely with the corporate sponsor committee on the logistics of the exhibit hall, exhibitor appreciation events, and with companies that wish to sponsor speakers or other events (e.g., meal functions, breaks) at the MAPA's CME conference.
- In consultation with the Board of Directors, determine the location of future conferences.
- Sign contracts related to the conference, with the Board of Directors' approval.
- Make policy recommendations to the Board of Directors, when appropriate.
- Develop/coordinate speakers list.
- Develop, or approve the development of, conference brochure/flyer.
- Manage conference registration, possibly with the committee, or oversee a contractor.
- Submit CME approval to AAPA prior to the conference.
- Work with the succeeding CME Chair to help prepare for the following year's conference.
- Submit promotional articles/ads before as well as reports and summaries following conferences for the MAPA newsletter.
- Serve on the Corporate Sponsor Committee.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Provide leadership to the committee.
- Report back to the committee the decisions of the BOD that may affect the committee's work or activities.
- Appoint committee members.
- Provide oversight of committee functions.
- Solicit new volunteers to serve on the committee.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings.
- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

This position requires approximately 5-10 hours per month, with an increase in the weeks prior to/during/ following conferences. Skills/experience needed to successfully serve in this position are:

- | | |
|--|--|
| <input type="checkbox"/> Prior committee member experience | |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Administrative skills | <input type="checkbox"/> Administrative |
| <input type="checkbox"/> Delegation skills | <input type="checkbox"/> Interest in CME |

Section 2: Chair of the Membership Committee

General Responsibilities

He or she shall:

- Hold an annual membership drive to increase the MAPA's membership.
- Recruit and retain new members for the MAPA.
- Develop plans to increase MAPA membership.
- Act as ombudsman for members.
- Provide leadership to the committee.
- Provide oversight of committee functions.
- Submit quarterly written membership reports at least two weeks prior to each Board of Directors meeting.
- Keep an accurate roster of membership. This record should include the contact name, company name, address, telephone number, fax number, and an e-mail address.
- Coordinate the maintenance of the MAPA membership database.
- Make policy recommendations to the Board of Directors, when appropriate.
- Update the membership brochure, with Board approval, or create one if it does not already exist.
- Submit at least two articles (e.g., promoting membership benefits and volunteer opportunities, or a summary of committee activities) for the MAPA's newsletter.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Appoint committee members.
- Solicit new volunteers to serve on the committee.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings.
- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

This position requires approximately 6-10 hours per month, with an increase during times of dues renewal and membership drives. Skills/experience needed to successfully serve in this position are:

- Prior committee member experience
- Communication skills
- Administrative skills
- Interest in membership
- Leadership skills
- Delegation skills

Section 3: Chair of the Newsletter Committee (Newsletter Editor)

General Responsibilities

He or she shall:

- Coordinate the production of the MAPA's newsletter.
- Keep a time-line of the newsletter publication schedule.
- Collect assigned articles from appropriate Board of Directors members.
- Recruit articles and photos from members and committee chairs.
- Write articles.
- Take photos of MAPA activities for publication in the newsletter.
- Edit newsletter articles.
- Oversee the layout of the newsletter.
- Provide leadership to the committee.
- Submit quarterly written reports at least two weeks prior to each Board of Directors meeting.
- Make policy recommendations to the Board of Directors, when appropriate.
- Provide oversight of committee functions.

Committee Responsibilities

He or she shall:

- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings.
- Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 10-15 hours per month during the month that the newsletter is published and 2-5 hours per month in between writing and editing newsletters. Skills/experience needed to successfully serve in this position:

- | | |
|--|--|
| <input type="checkbox"/> Communication skills (writing, editing) | <input type="checkbox"/> Administrative skills |
| <input type="checkbox"/> Leadership skills | <input type="checkbox"/> Delegation skills |
| <input type="checkbox"/> Prior committee member experience
newsletter | <input type="checkbox"/> Interest in the |

Bonus Experience

- An eye for layout and graphic design
- Editing skills

Section 4: Chair of the Legislative and Regulatory Affairs Committee

General Responsibilities

He or she shall:

- Act as a liaison between state and federal legislature and the State Board of Medicine and the constituency.
- Mentor membership concerning legislative issues and craft new PA legislation in concert with the Board of Directors.
- Work with lobbyist and legal counsel.
- Provide leadership to the committee.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting.
- Write a minimum of two articles for the MAPA newsletter to regularly update the PA constituency.
- Write letters to membership during times of important legislation to inform the constituency and gain support for PA issues.
- Make policy recommendations to the Board of Directors, when appropriate.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Solicit new volunteers to serve on the committee.
- Appoint the committee members.
- Provide oversight of committee functions.
- Provide leadership to the committee.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings.
- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

This position requires approximately 5-8 hours per month with an increase in hours while state/federal legislatures are in session, especially if they are voting on specific PA legislation. Skills/experience needed to successfully serve in this position:

- | | |
|--|--|
| <input type="checkbox"/> Interest in the legislative process | <input type="checkbox"/> Prior committee member experience |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Delegation skills |
| <input type="checkbox"/> Leadership skills | <input type="checkbox"/> Diplomacy skills |
| <input type="checkbox"/> Administrative skills | |

Section 5: Chair of the Reimbursement Committee

General Responsibilities

He or she shall:

- Become aware of current reimbursement legislation/policies concerning Medicare/Medicaid issues, and other third-party payers.
- Write a minimum of two articles/letters for the MAPA's newsletter, on reimbursement issues or a summary of committee activities.
- Serve as a contact for organization members concerning third-party payment issues.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting.
- Make policy recommendations to the Board of Directors, when appropriate.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Provide oversight of committee functions.
- Provide leadership for the committee.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Solicit new volunteers to serve on the committee.
- Appoint the committee members.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings.
- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 1-3 hours per month. Depending on current issues, this position could require 3-7 hours per month. Skills/experience needed to successfully serve in this position are:

- | | |
|--|--|
| <input type="checkbox"/> Prior committee member experience | <input type="checkbox"/> Interest in reimbursement |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Delegation skills |
| <input type="checkbox"/> Leadership skills | <input type="checkbox"/> Administrative skills |

Section 6: Chair of the Public Affairs Committee

General Responsibilities

He or she shall:

- Develop programs to advance the PA profession within the state.
- Act as liaison between the Board of Directors and the media.
- Send out public service announcements and/or press releases wherever appropriate.
- Submit notebook for the AAPA Public Education Award when appropriate.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting.
- Coordinate and supervise PA Day activities happening within the state.
- Make policy recommendations to the Board of Directors, wherever appropriate.
- Write a minimum of two articles on Public Education topics or a summary of the Public Education Committee activities, for the MAPA's newsletter.
- Take charge of the MAPA conference display board and insure its setup at designated conference

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Provide leadership to the committee.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Solicit new volunteers to serve on the committee.
- Appoint the committee members.
- Provide oversight of committee functions.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend and facilitate all committee meetings.
- Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 5-10 hours per month. Skills/experience needed to successfully serve in this position are:

- Prior committee member experience
- Interest in educating the public about the PA profession
- Communication skills
- Delegation skills
- Leadership skills
- Administrative skills

Section 7: Chair of the Corporate Sponsor Committee

General Responsibilities

He or she shall:

- Raise non-dues revenue for
- Work closely with the continuing education committee on the logistics of the exhibit hall, exhibitor appreciation events, and with companies that wish to sponsor speakers or other events (e.g., meal functions, breaks) at the MAPA CME conference.
- Serve as a liaison with pharmaceutical companies for sponsorship in support of the MAPA's activities (e.g., corporate membership, newsletter and membership directory sponsorship).
- Develop/maintain a MAPA corporate associate program (CAP), and supporting documentation (brochure, membership packet) as a way to recognize the unique partnership between the MAPA, the MAPA Foundation, and the health care industry.
- Write letters inviting/encouraging companies to join the MAPA's CAP, thank you letters after they join, reminder letters at the end of the year, and requests for special funding such as newsletter sponsorship.
- Encourage companies to give unrestricted grants to the MAPA.
- See that the corporate sponsor database is kept current.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Provide leadership to the committee.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Solicit new volunteers to serve on the committee.
- Appoint the committee members.
- Provide oversight of committee functions.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend and facilitate all committee meetings.
- Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 2-10 hours per month. Skills/experience needed to successfully serve in this position are:

- | | |
|---|---|
| <input type="checkbox"/> Prior committee member experience | <input type="checkbox"/> Interest in fund-raising |
| <input type="checkbox"/> Comfortable soliciting contributions | <input type="checkbox"/> Diplomacy skills |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Administrative skills |
| <input type="checkbox"/> Leadership skills | |

Section 8: Chair of the Diversity Committee

General Responsibilities

He or she shall:

- Develop a yearly project to increase minority awareness within the PA community and patient base.
- Serve as a contact and resource to members who have minority issues relating to their workplace.
- Make policy recommendations to the Board of Directors, when appropriate.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting.
- Write at least two articles for the MAPA's newsletter providing an overview of the Diversity Committee activities or on Diversity topics.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Provide leadership to the committee.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Appoint committee members.
- Solicit new volunteers to serve on the committee.
- Provide oversight of committee functions.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting.
- Attend and facilitate all committee meetings.
- Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 4-6 hours per month. Skills/experience needed to successfully serve in this position are:

- Prior committee member experience
- Communication skills
- Interest in minority affair issues
- Leadership skills

Section 9: Chair of the Professional Wellness (Impairment) Committee

General Responsibilities

He or she shall:

- Serve as an unbiased contact for PAs who are having drug or alcohol problems on the job.
- Develop programs to assist impaired PAs.
- Keep a listing of local and statewide rehabilitation centers, toll-free hotlines, and other centers for addictive problems.
- Approve reports of committee meetings before their distribution.
- Make policy recommendations to the Board of Directors, when appropriate.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting.
- Write at least one article on impairment issues or a summary of committee activities for the MAPA newsletter.
- Keep necessary confidentiality.
- Establish liaisons with state physician professional wellness committee.

Committee Responsibilities

He or she shall:

- Implement Board of Directors charges to the committee.
- After reviewing charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Appoint committee members.
- Solicit new volunteers to serve on the committee.
- Provide leadership to the committee.
- Provide oversight of committee functions.

Attendance Responsibilities

- He or she shall:
- Attend and facilitate all committee meetings.
- Miss no more than one Board of Directors meeting.
- Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 1-3 hours per month. Skills/experience needed to successfully serve in this position:

- Prior committee member experience
- Communication skills
- Confidentiality skills
- Interest in professional wellness (impairment)
- Leadership skills