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SCAPA Officer/Committee/ Management Position Job Descriptions

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SCAPA Mission Statement

Adopted by the SCAPA Board of Directors, October 28, 2001

The Mission of the South Carolina Academy of Physician Assistants is to promote quality, cost effective, and accessible healthcare through the professional and clinical development of physician assistants in the state of South Carolina.

Job Descriptions for SCAPA

These job descriptions were initially reviewed and approved by the AAPA Constituent Relations Committee and have been revised over the years to address the needs of SCAPA as an AAPA officially recognized constituent organizations.

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Organization Support Services Division
of the Member Programs Department
American Academy of Physician Assistants
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Duties of Officers

This document contains officer job descriptions for SCAPA, providing duties and responsibilities expected of each officer who takes part in the management and operation of the organization. The descriptions have been developed to:

- Provide expectations for potential officers
- Assist in the selection of candidates for office
- Evaluate performance of officers

Having detailed job descriptions will help maximize every officer's effectiveness to the organization and will ensure the preservation of established standards and benefits. Use of the job descriptions will allow each individual the opportunity to determine if they are interested in becoming a part of the leadership of the organization.

Section 1: The President

General Responsibilities

He or she shall:

- Coordinate agendas for all Board of Directors meetings
- Preside over all business meetings of SCAPA 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 last meeting prior to the end of the term of office of the organization with an account of the activities of the board for the past year.
- Submit an annual report of the activities for the year to the Historian and the AAPA.
- 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 the Vice President abreast of the activities of the President
- Keep membership informed of programs and information pertinent to them through various means of communication
- Keep abreast of changes within the profession and the AAPA.
- Define and monitor the goals and objectives of SCAPA
- Write a "President's Message" article for each edition of the SCAPA newsletter
- Submit, in a timely fashion, all requested AAPA paperwork (update and delegate forms, annual survey)
- Uphold the SCAPA policies and procedures.
- Review and evaluate the Strategic plan and timeline to assure progress toward the goals of the organization.

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 committees that have been appointed.
- Serve on the Finance Committee .
- In support of strategic directions, assign charges to the committees
- Serve on the Executive Committee.
- Appoint Ad Hoc Committees as needed to meet the goals of the strategic plan.

Attendance Responsibilities

He or she shall:

- Represent SCAPA to outside organizations and the media, acting as the spokesperson for the organization.
- Attend the Leadership retreat and strategic planning session
- Attend applicable AAPA regional and leadership meetings
- Attend or assign a designee to attend the SCMA, BME and PA Advisory Committee meetings
- Attend and conduct all Board of Directors meetings or conference calls.
- Conduct an annual general membership meeting during the Fall CME conference.

Abstract:

One of the prime responsibilities of the President is to have knowledge of organizational interests and its constituency 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 to other officers and members by phone, electronic communication, and at meetings and should return organization-related phone calls or emails in a timely manner. The President will communicate, or designate such communication, with the AAPA to assure that the organizational documents are submitted in a timely fashion. The President should also prepare a final report of the year's activities of the office, which includes recommendations for the following year.

This position requires approximately 10-20 hours a month. Skills or experience needed to successfully serve in this position include the following:

- Previous Board of Directors experience
- Knowledge of how to run a Board of Directors meeting
- Dedication
- Organizational skills
- Facilitation skills
- Multi-tasking skills
- Timeliness in completing projects
- Communication skills
- Delegation skills
- Leadership skills
- Innovative
- Diplomacy skills
- Knowledge of parliamentary procedure

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.
- Submit a written quarterly report two weeks prior to each Board of Directors meeting
- Provide a written summary report two weeks prior to the end of the term of office on the activities and accomplishments of the office and recommendations for the next year
- Submit newsletter articles as appropriate to highlight projects and responsibilities of this position.
- Seek new potential leaders.
- Evaluate the strategic plan and conduct a planning meeting to revise and develop a plan for the coming year and term of office.
- Appoint committee chairs and members prior to the planning meeting.

Committee Responsibilities

He or she shall:

- Serve as chair of the annual leadership retreat and strategic planning session)
- Serve on the Finance Committee in annual review of the accounting and 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 committees as assigned by the President.
- Serve as a member of the Executive Committee.

Attendance Responsibilities

He or she shall:

- Attend all Board of Directors meetings and conference calls.
- Attend as chair of the leadership retreat and strategic planning session within 2 months of the end of the term of office.
- Attend AAPA's Leadership Summit.
- Attend applicable AAPA regional meeting or conference calls.
- Respond to all electronic, mailed and telephone communications in a timely fashion.

Abstract:

The President Elect is a full voting member of the board and advises various committees, as assigned. He or she will spend the year observing and planning for the coming year. 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. 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, which includes recommendations for the coming year. He or she may elect to conduct a planning or PPAP meeting in April or May prior to the beginning of the presidential term.

This position requires approximately 10-12 hours a month. Skills or experience needed to successfully serve in this position including the following:

- Previous Board of Directors experience recommended
- Diplomacy skills
- Knowledge of how to run a Board of Directors meeting
- Multi-tasking skills
- Dedication
- Communication skills
- Organizational skills
- Delegation skills
- Facilitation skills
- Leadership skills
- Timeliness in completing projects
- Planning
- Knowledge of parliamentary procedure
- Organizational skills

Section 3: The Vice President

General Responsibilities

He or she shall:

- Assume the duties of the President in the absence or vacancy of the President.
- Submit a written quarterly report two weeks prior to each Board of Directors meeting
- Organize and conduct, with the assistance of the Secretary and Area Representatives, all annual election nominations and development of the ballots.
- Submit newsletter articles as appropriate to highlight projects and responsibilities of this position no later than October for the upcoming nominations and elections.
- Participate in the submission of the AAPA Constituent Organization Awards, when appropriate
- Provide a written summary report, prior to the end of the term of office, on the year's activities of the office and recommendations for the next year
- 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 SCAPA and suggest ways of dealing with these changes
- Identify, recruit, and cultivate new volunteer leadership for SCAPA

Committee Responsibilities

He or she shall:

- Serve as the Board of Directors advisor to assigned committees
- Serve as advisor to the Awards Committee.
- Serve as chair of the Nomination/Election Committee.
- Serve as a member of the Executive Committee.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting or conference call
- Attend the leadership retreat and strategic planning session.
- Respond to all electronic, mailed and telephone communications in a timely fashion.
- Attend all Executive Committee meetings.

Abstract:

Since the Vice President's primary purpose is to assist the President in every endeavor, he or 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 by 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, which includes recommendations for the coming year.

This position will require approximately 2-5 hours a month. Skills or experience needed to successfully serve in this position include the following:

- Previous Board of Directors experience (recommended)
- Multi-tasking skills
- Knowledge of how to run a Board of Directors meeting
- Diplomacy skills
- Dedication
- Communication skills
- Organizational skills
- Delegation skills
- Facilitation skills
- Leadership skills
- Timeliness in completing projects
- Planning
- Knowledge of parliamentary procedure

Section 4: The Immediate Past President

General Responsibilities

He or she shall:

- Identify, recruit, and cultivate new volunteer leadership for SCAPA
- Submit a written quarterly report two weeks prior to each Board of Directors meeting and prior to the end of the term of office.
- Serve as the liaison with medical counterparts and market/promote SCAPA
- Help mentor the President and President Elect
- Review and evaluate all contractual agreements on behalf of SCAPA for review by the Executive Committee.
- Evaluate the Bylaws, Policies and Procedures, Position Descriptions annually with recommendations to the board of directors for revisions.
- Perform functions and tasks as requested by the President.
- Investigate applications for AAPA constituent awards and initiate the application process in cooperation with the Vice President.

Committee Responsibilities

He or she shall:

- Serve as an advisor to all SCAPA committees as assigned
- Serve as Chair of the Executive committee.

Attendance Responsibilities

He or she shall:

- Attend all Board of Directors meetings and conference calls
- Represent SCAPA with outside organizations and the media
- Attend the leadership retreat and strategic planning session
- Respond to all electronic, mailed and telephone communications in a timely fashion.

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, which includes recommendations for the coming year.

This position will require approximately 3-8 hours a month. Skills or experience needed to successfully serve in this position include the following:

- Prior service as President of the Board of Directors
- Communications skills
- Presentation skills
- Diplomacy skills
- Mentoring skills
- Knowledge of parliamentary procedure

Section 5: The Treasurer

General Responsibilities

Duties may be assigned to management staff with oversight provided by Treasurer in accordance with SCAPA policy.

He or she shall:

- Maintain accurate records of the financial status of SCAPA in a coordinated effort with the Executive Director.
- Oversee deposit of all money received by the organization in the organization's account
- Oversee payment of all bills in accordance with SCAPA policy, obtaining board approval for amounts not included in the budget.
- Prepare annual budget in cooperation with the President Elect after reviewing the financial status of previous years
- Call a meeting of the Finance Committee or select an outside firm to conduct an audit annually at the end of the year prior to departure from the office. The method of audit will be determined by the Board of Directors.
- Provide a detailed report of fiscal accounts and contacts to be forwarded to the next Treasurer.
- Submit a written financial report to the Board of Directors two weeks prior to all Board of Directors meetings or conference calls.
- Submit an annual report prior to the end of the term of office.
- Coordinate the collection of yearly dues from all members and make sure that delinquent membership dues and special assessments are collected.
- Submit newsletter articles as appropriate to highlight projects and responsibilities of this position.
- Evaluate the operating budget and make recommendations to the board of directors concerning financial planning and investments.

Committee Responsibilities

He or she shall:

- Serve as chair of the Finance Committee to audit the financial records for the organization.
- Make recommendations to the President for planning the annual budget for consideration of committee activities and special projects.
- Investigate financial investments and provide financial advice and investment strategies to the board of directors.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting
- Attend the leadership retreat and strategic planning session
- Respond to all electronic, mailed and telephone communications in a timely fashion.

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 non-dues 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 a month. More hours may be required during times of membership renewal. Skills or experience needed to successfully serve in this position includes the following:

- Prior Board of Directors or committee chair experience recommended
- Abilities in accounting and balancing checkbooks
- Budget development
- Detail-oriented
- Organizational skills

Bonus Skills/Experience - Budget development skills, investment and banking knowledge

Section 6: The Secretary

Duties may be assigned to management staff with oversight provided by Secretary in accordance with SCAPA policy.

General Responsibilities

He or she shall:

- Keep minutes of SCAPA meetings
- Submit a written quarterly report two weeks prior to each Board of Directors meeting and prior to the end of the term of office.
- Be responsible for SCAPA communications in coordination with the Executive Director.
- Notify members of meetings
- Assist the with nominations elections
- Submit to the executive director a copy of the minutes from each previous meeting within two weeks of each Board of Directors meeting for distribution to the Board of Directors
- 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:

- Attend each Board of Directors meeting or conference call
- Attend Leadership retreat and strategic planning session
- Respond to all electronic, mailed and telephone communications in a timely fashion.

Committee Responsibilities:

He or she shall:

- Serve as a members of the Nomination/Election Committee.
- Serve as an advisor to committees as assigned by the President.

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, which includes recommendations for the following year.

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

- Prior Board of Directors or committee chair experience recommended
- Timeliness in completing projects
- Minute-taking skills
- Communication skills
- Administrative skills
- Diplomacy
- Knowledgeable and comfortable with Computers (word processing)

Section 7: The Student Representative

General Responsibilities

He or she shall:

- Submit a written quarterly report two weeks prior to each Board of Directors meeting and prior to the end of the term of office.
- Serve as a liaison between the Board of Directors and all student members of SCAPA
- 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 SCAPA to students at the PA programs
- Submit newsletter articles as appropriate to highlight student views or student activities
- Senior Student Representative shall mentor the Junior Representative to take his/her place upon graduation.

Committee Responsibilities

He or she shall:

- Facilitate student participation and involvement on all SCAPA committees, teams and/or projects
- Other committee responsibilities as delegated by the President.
- Provide for coordination of SCAPA with the educational program activities.

Attendance Responsibilities:

He or she shall

- Miss no more than one Board of Directors meeting or conference call
- Attend the leadership retreat and strategic planning session
- Respond to all electronic, mailed and telephone communications in a timely fashion.

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 a month. Skills or experience needed to successfully serve in this position includes the following:

- Timeliness in completing projects
- Dedication
- Willingness to learn
- Communication skills
- Delegation skills
- Organizational skills

Section 8: The Area Representative

General Responsibilities

He or she shall:

- Organize at least two regional meetings during the year, obtaining corporate support as needed.
- Conduct a business meeting of the region at least twice a year.
- Cultivate new memberships and leaders in the region.
- Keep association office informed of PAs moving into or out of region
- Serve and mentor one Student Director
- Represent assigned constituency
- Submit a written regional report two weeks prior to each Board of Directors meeting and prior to the end of the term of office.
- Assist fellow officers as needed
- Assist Vice President and Secretary with elections
- Serve as a liaison between the Board of Directors and the constituency
- Submit an article for each edition of SCAPA newsletters, highlighting regional views or regional activities

Committee Responsibilities

He or she shall

- Serve on committees, as assigned by the President.
- Serve on the Nomination/Election Committee.
- Serve on membership committee
- Recommend committee members to the President Elect
- Deliver committee reports to members

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting
- Attend Leadership retreat and strategic planning session
- Respond to all electronic, mailed and telephone communications in a timely fashion.

Abstract:

The Area Representative 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 and committee chairs as needed.. 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 Area Representative is also one of the most serviceable and visible officers. This person serves as a liaison between the Board of Directors and the constituency. 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 a month. Skills or experience needed to successfully serve in this position includes the following:

- Organizational skills
- Diplomacy
- Communication skills
- Multi-tasking skills
- Leadership skills
- Dedication

General Guidelines for Conducting an Area Meeting of SCAPA

- Notify the industry representative and constituency at the beginning of the term of office to establish an open dialog with those in your area.
- Communicate with the members and industry representatives in your area with a survey conducted early in the year:
 - Determine the best times and locations for meetings
 - Potential topics/speakers for your meetings
 - Determine the numbers interested in participating in the meetings
- Conduct a business meeting at each area meeting:
 - Obtain an update information sheet from the Executive office
 - Give a brief update on the projects for the year
 - Carry membership applications with you
 - Solicit volunteers for specific projects
 - Have a sign in sheet at each meeting
 - Use for future contacts, quarterly reports
 - Copy to the industry representative with the thank you letter
 - Consider a form certificate for use by participants for documentation of Category II credits
- Follow up after the meeting with a letter of appreciation to the industry representative
- Include the topics and company of support in the quarterly/monthly report for the board of directors/newsletter information.

Instructions for Obtaining Category I CME Credits for SCAPA Area Meetings

The information for obtaining Category I credits are accessible from the AAPA website <http://www.aapa.org/cme/const-org-conf.html>. The area representative should refer to the website to obtain the most recent forms for requesting approval. Adrienne Harris at AAPA will be most helpful in securing approval.

First, retroactive CME applications are no longer accepted.
Second, AAPA's standards for commercial support for CME programs MUST be followed.
Third, the vast majority of dinner meetings are considered Category II credit and are not applicable for Category I credits.

Complete instructions for CME can be found at this site:

<http://www.aapa.org/cme/>

If you have questions, contact:

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Duties of the Standing Committee

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 to determine the committee's meeting schedule for the year. The SCAPA office and President should be notified of time, place, and purpose of all committee meetings and copied on all committee correspondence. 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.

Committee chairs may not act unilaterally and must obtain board approval for planned projects involving SCAPA and seek guidance and assistance of other chairs and officers as needed.

Section 1: Continuing Medical Education (CME) Planning Committee

General Responsibilities

He or she shall:

- Coordinate all CME conferences for SCAPA
- Work closely with the SCAPA Executive Director on the logistics of the Exhibit Hall and exhibitor appreciation events and with companies that wish to support speakers or other events (e.g., meal functions, breaks) at SCAPA CME conference
- Serve as a liaison with pharmaceutical companies for support of SCAPA activities
- Submit grant applications for educational grants. Assigning one person to submit all grants is recommended.
- Oversee development of SCAPA corporate support materials
- Help keep the corporate support database current
- In consultation with the Board of Directors, determine the location of future conferences
- Submit written reports at least two weeks prior to each Board of Directors meeting
- Make policy recommendations to the Board of Directors, when appropriate
- Assist with development of and adherence to a strict timeline
- Develop/coordinate speakers list and topics. Seek input from:
 - Area Representatives
 - Committee on Diversity (at least 1 lecture or workshop)
 - Professional Wellness Committee (at least 2 lectures or a workshop)
- Develop, or approve the development of, conference brochure/flyer
- Submit information on conference to appropriate promotional sources
- Assist with onsite management of conference to include staffing registration desk, coordinating speaker participation and introductions, and other activities as needed.
- Submit CME for AAPA approval prior to the conference. Assign one committee member to manage this function.
- Review the evaluation mechanism prior to the conference.
- Discuss the evaluation summary of the conference for recommendations to the subsequent committee.
 - Attendee conference evaluation
 - Vendor evaluation
 - Speaker/topic evaluation
- Submit follow-up paperwork to AAPA after the conference
- Work with the succeeding CME Chair to help prepare for the following year's conference
- Submit promotional articles/ads for each SCAPA newsletter

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
- Establish a timetable for completion of tasks throughout the year.
- Provide leadership to the committee and oversight of functions.
- Report to committee decisions of the board that may affect the committee's work or activities
- Request the President to appoint committee members if there are members in your area willing to serve who were not appointed earlier.

- Contact AAPA for the most up to date guidelines for CME approval
- Evaluate the conference and supply recommendations to the President Elect for planning purposes for the next conference
- Evaluate the options for meeting location

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Miss no more than one Board of Directors meeting or conference call
- Attend the leadership retreat and strategic planning session

Abstract:

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

- Prior committee member experience
- Communication skills
- Leadership skills
- Delegation skills
- Administrative skills
- Interest in coordinating CME
- Knowledge of the profession and trends in medicine.

Section 2: Membership Committee

General Responsibilities

He or she shall:

- Hold an annual membership drive to increase SCAPA membership
- Recruit and retain new members for SCAPA
- Develop plans to increase SCAPA membership
- Act as ombudsman for members
- Provide leadership and oversight to the committee and its functions.
- Work with area representatives to develop membership
- Submit written membership reports at least two weeks prior to each Board of Directors meeting
- Coordinate the maintenance of the SCAPA membership database
- Make policy recommendations to the Board of Directors when appropriate
- Update the membership brochure, with board approval
- Submit at least two articles (e.g., promoting membership benefits and volunteer opportunities or a summary of committee activities) for SCAPA newsletter
- Develop a membership marketing plan for the year.

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
- Marketing strategies should include but not be limited to:
 - Contact all Physician Assistants new to practice in South Carolina
 - Contact all non-renewing members
 - Develop a membership survey prior to the leadership/strategic planning meeting
- Recommend committee members for appointment by the President
- Solicit new volunteers to serve on the committee
- Evaluate other constituent organization member dues and benefits.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Attend all Board of Directors meetings or conference calls
- Attend the leadership retreat and strategic planning session

Abstract:

This position requires approximately 6-10 hours a month, with an increase during times of dues renewal and membership drives. Skills or experience needed to successfully serve in this position includes the following:

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

Section 3: Website/Newsletter Committee

General Responsibilities

He or she shall:

- Coordinate the production of the SCAPA website
- Evaluate and manage consultant activities
- Make recommendations to the Executive Committee on the consultant contract and performance.
- Evaluate the website quarterly for recommended changes or updates
- Oversee the content of the website.
- Evaluate the webmaster services and recommend needed changes.
- 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
- Periodically browse other websites for ideas and recommended changes.

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
- Seek input from the board of directors and membership on changes to the website.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Miss no more than one Board of Directors meetings or conference calls
- Attend the leadership retreat and strategic planning session

Abstract:

The primary benefit of membership in SCAPA is communication and networking. The website and newsletter are the hallmark of providing this benefit and is accessed by all members and potential members as well as external organizations. This position will require approximately 10-15 hours a month during the month that the newsletter is published and 2-5 hours a month in between writing and editing newsletters. Skills or experience needed to successfully serve in this position includes the following:

- Communication skills (writing, editing)
- Administrative skills
- Leadership skills
- Delegation skills
- Prior committee member experience
- Computer / webmaster skills

Bonus Experience

- An eye for layout and graphic design
- Editing skills
- Webmaster abilities

Section 4: Legislative 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 to monitor legislation in progress or plan for changes to our practice act
- Review and evaluate consultant contracts and make recommendations to the Executive Committee.
- Provide leadership and oversight to the committee and its functions.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting
- Write articles for each SCAPA newsletter to regularly update the membership.
- Write letters to membership during times of important legislation to inform the constituency and gain support for PA issues
- Make recommendations to the Website/Newsletter Committee for the legislative section and articles.
- Make policy recommendations to the Board of Directors, when appropriate
- Monitor legislative reports from AAPA.
- Serve as a liaison to AAPA.

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 and recommend committee members to the President for appointment.
- Establish a network of PAs throughout the state to assist when the need arises.
- Provide leadership to the committee and oversight of committee functions.
- Maintain contact with legislative representatives throughout the year, not just during times of activity from SCAPA.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Miss no more than one Board of Directors meetings or conference calls
- Attend the leadership retreat and strategic planning session

Abstract:

The Legislative Committee is essential to continued practice of the Physician Assistant in the state. Persistent contact with the legislative representatives in our state is recommended

to provide consistent information to the representatives who may be asked to sponsor legislative actions presented by SCAPA. Members of the committee should represent most of the geographical areas of the state so that contacts can be made with the government officials in that area.

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

- Interest in the legislative process
- Prior committee member experience
- Communication skills
- Delegation skills
- Leadership skills
- Diplomacy skills
- Administrative skills

Section 5: 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 SCAPA 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
- Delegate various duties to the appropriate committee member.
- Contact AAPA Reimbursement coordinator and solicit advice as needed.
- Evaluate consultant contracts and performance and make recommendations to the Executive Committee as 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 and any consultants working on reimbursement.
- Network with other reimbursement chairs throughout AAPA.
- 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 and recommend committee members to the President for appointment.
- Monitor reimbursement changes and issues.
- Serve as advisors to members concerning reimbursement issues in the state.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Miss no more than one Board of Directors meeting
- Attend the leadership retreat and strategic planning session

Abstract:

This position will require approximately 1-3 hours a month. Depending on current issues, this position could require 3-7 hours a month. Skills or experience needed to successfully serve in this position include the following:

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

Section 6: Public Relations Committee

General Responsibilities

He or she shall:

- Develop programs to advance the PA profession within the constituency
- 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 Achievement 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 constituency
- Make policy recommendations to the Board of Directors, wherever appropriate
- Write quarterly articles on public education topics or a summary of the Public Education Committee activities, for SCAPA newsletter
- Contact the student representatives for conjoint projects.

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 and recommend committee members to the President for appointment
- Provide oversight of committee functions
- Contact media to solicit spotlights on Physician Assistants in the state and the profession.
- Develop a speakers bureau of members in various geographical locations for civic, physician, and school groups.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting
- Attend and facilitate all committee meetings
- Attend the leadership retreat and strategic planning session

Abstract:

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

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

Section 7: Committee on Diversity

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 SCAPA newsletter providing an overview of the Minority Affairs
- Committee activities or on Minority Affairs Committee topics
- Follow the actions of the AAPA Committee on Diversity for direction and suggestions.

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 and recommend committee members to the President for appointment .
- Provide oversight of committee functions.
- Recommend speakers and topics for the CME committee to include in the annual conference.

Attendance Responsibilities

He or she shall:

- Miss no more than one Board of Directors meeting
- Attend and facilitate all committee meetings
- Attend the leadership retreat and strategic planning session.

Abstract:

This position will require approximately 4-6 hours a month. Skills/experience needed to successfully serve in this position includes the following:

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

Section 8: Professional Wellness Committee

General Responsibilities

He or she shall:

- Serve as an unbiased contact for PAs who are having drug or alcohol problems.
- 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 prior to 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 SCAPA newsletter
- Keep necessary confidentiality

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 and recommend committee members to the President for appointment.
- Provide leadership to the committee and provide oversight of committee functions.
- Serve as liaisons to the Professional Assistance and Advocacy Committee of the SCMA.
- Establish and maintain a relationship with Recovering Professionals Program.
- Recommend topics and speakers for at least 2 hours of CME on prescribing narcotics or alcohol/drug abuse for presentation at the annual meeting.
- Serve as a resource for Physician Assistants in need of support and guidance for rehabilitation services.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Miss no more than one Board of Directors meeting
- Attend the leadership retreat and strategic planning session

Abstract:

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

- Prior committee member experience
- Communication skills
- Confidentiality skills
- Interest in professional wellness (impairment)
- Leadership skills
- Knowledge of practice laws and guidelines for prescriptive authority.

Section 9: Executive Director and Staff:

Description of Function:

Serves as the administrator for SCAPA, managing all day-to-day operations.

Reports to:

SCAPA President monthly on activities and projects.

Reports to SCAPA Board of Directors quarterly

Financial report to Treasurer and President monthly

Specific Responsibilities:

Manages all daily activities of SCAPA:

- Acts as liaison between SCAPA and the AAPA
- Develops and distributes SCAPA materials (e.g., flyers, brochures, election ballots, membership applications, membership cards, board books, announcements, membership directory/handbooks)
- Coordinates membership renewals
 - Processes membership dues
 - Sends out renewal notices
 - Generates and sends out membership cards
- 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
- Maintains SCAPA bank account
 - Oversees collections of SCAPA revenues and deposits
 - Oversees payment of SCAPA bills in accordance with SCAPA policy
 - Provides monthly financial reports to Treasurer and President
 - Assists Treasurer with developing annual budget for board approval
 - Facilitates audit in July of each year
- Coordinates the timely collection of articles and handles newsletter layout, printing, and distribution
- Communicates with the webmaster for updates and changes in format
 - Solicits input from the website committee
 - Solicits information from the board members for placement on the web site
- Provides administrative support to SCAPA
 - Drafts and edits written correspondence
 - Answers and returns phone calls
 - Keeps a log of all correspondence
 - Generates (on request) and distributes board minutes
 - Maintains organization files and archival materials
 - Provides secretarial support for board and committee members
 - Coordinates mailings
 - copying materials
 - Labeling and stuffing envelopes
 - Coordination with mail house when appropriate
- Attends and participates in board meetings as requested, taking minutes, making presentations, and providing feedback
- Identifies and promotes services to advance the objectives of the assigned constituent organization
- Knows the content of SCAPA contracts

- Other activities deemed necessary by SCAPA Board of Directors
- Assists with coordination of CME conferences
 - Responsible for creation of and distribution of promotional materials
 - Responsible for coordination with hotel
 - Responsible for collecting registrations and creating onsite materials
 - Responsible for staffing registration on-site
 - Responsible for providing advice and assistance to committee as needed
 - Responsible for overseeing collection of required documentation for corporate support, speakers, and CME reporting
 - Negotiate contracts related to the conference
- Special projects
- Other duties as assigned

Qualifications:

Work Experience

- 1-3 years association management or non-profit experience
- 1-3 years graphic experience

General Characteristics

- Patience in handling difficult situations
- Excellent persuasive interpersonal skills
- Independent thinker/creative problem-solver with strong analytical skills
- High level of initiative
- Detail-oriented; well-organized
- Able to handle and prioritize many projects concurrently
- Flexible attitude
- Dedicated worker with high energy level
- Quick learner

Phone Experience

- Articulate/professional phone manner

Computer Experience

- Intermediate to advanced computer knowledge (Microsoft preferred/Windows, Pagemaker, some database experience, e.g., Excel)
- Typing skills (40 wpm minimum with accuracy)
- Willingness to learn new software programs

Communication Skills

- Comfortable speaking in front of group
- Strong interpersonal skills
- Diplomatic and tactful at all times
- Excellent writing and editing skills
- Able to deal with the public in an articulate, friendly, and polite manner on the phone, in person, and in writing
- Able to work in a team atmosphere
- Able to interact well with others/all levels of staff

Education Background

- College background or 4 years similar work experience

General Job Requirements

- Flexibility with workload and hours

Section 10. Executive Committee

Composition:

Chair, Immediate Past President

Members: President, President Elect, Vice President

General Responsibilities

He or she shall:

- Evaluate all contractual agreements for the organization.
- Annually evaluate the performance of employees.
 - Management
 - Lobbyist
 - Consultants
- Annually evaluate the policies and procedures, job descriptions and bylaws for recommendations to the Board of Directors.
- Assure the financial stability of the organization

Committee Responsibilities

He or she shall:

- Implement Board of Directors actions
- Provide input and recommendations for the annual evaluation of staff and consultants
- Report back to the Board of Directors any decisions or actions taken by the committee.
- Provide leadership to the board members and staff
- Provide oversight of contractual agreements
- Mentor new leaders within the constituency.
- Evaluate chapter status for compliance with SCAPA bylaws, policies and strategic plan.
- Review all contracts prior to finalization of the agreement.
- Make decisions if necessary between board meetings to conduct the business of the organization.
- Provide AAPA with appropriate reports and documents as necessary to maintain constituent

Attendance Responsibilities

He or she shall:

- Attend and facilitate all meetings of the Executive Committee
- Attend Board of Directors meetings and conference calls
- Respond to all communications in a timely fashion
- Attend the leadership retreat and strategic planning session

Abstract:

This position will require approximately 1-3 hours a month. Skills/experience needed to successfully serve in this position includes those skills necessary for the office he/she represents

Section 11 Awards Committee

Composition:

- The most recent PA of the Year Award recipient will serve as chair.
- A total of five members, to include at least three past PA of the Year Award recipients and two additional members to be appointed by the President with the advice and consent of the Board.

General Responsibilities:

He or she shall:

- Review the Board of Director's charges to the committee.
- Develop an annual budget for the committee with recommendations presented to the President for inclusion in the budget for SCAPA.
- Provide leadership to the committee and oversight of committee functions.
- Submit quarterly written reports at least two weeks prior to each Board of Directors meeting.
- Make policy recommendations to the board as appropriate.
- Solicit nominations for the PA of the Year award.
- Serve as a liaison between the PA program and the Board of Directors in terms of funding and scholarships.

Committee Responsibilities:

- Solicit nominations for awards to be given by SCAPA no later than July each year.
- Communicate criteria for selection to SCAPA members.
- Evaluate all nominees for the award.
- Maintain a list of nominees for three years to be passed each year to the next committee for consideration.
- Evaluate the criteria for the PA of the Year Award and make recommendations for changes as appropriate.
- Evaluate requests for scholarship funding from student organizations.
- Solicit scholarship funding for endowment of the Elizabeth Gouge Scholarship through the MUSC Foundation.
- Maintain a list of past recipients of the PA of the Year Award.

Attendance Responsibilities:

He or she shall:

- Attend and facilitate all committee meetings.
- Miss no more than on Board of Directors meetings or conference calls.
- Respond to all communications in a timely fashion
- Attend the leadership retreat and strategic planning session.

Abstract:

This position will require approximately 1-2 hours a month, more during the time of evaluation for the award. Skills are those consistent with those deserving of the prestigious award from SCAPA. Specific criteria is located in the policy manual for SCAPA.

Section 12 Finance Committee

Composition:

- Treasurer, Chair
- President
- President Elect

General Responsibilities:

He or she shall:

- Review the annual budget and expenditures monthly.
- Develop an annual budget for SCAPA collaboration of the President and Executive Director.
- Present to the Executive Committee a proposal and justification for substantial changes in the budget after Board of Director approval.
- Submit quarterly written reports at least two weeks prior to each Board of Directors meeting.
- Make policy recommendations to the board as appropriate for review of financial investments and budgeting.
- Organize an annual audit/review of all financial records for SCAPA. Based on the review, make an annual report to the Board of Directors.

Committee Responsibilities:

- Evaluate the budgeting process.
- Serve as the audit team for SCAPA.
 - Meet in June prior to the end of term of office to review the financial records
 - Select an individual or firm to conduct an annual review or audit of the financial records for SCAPA
- Review annually the financial policies and make recommendations to the Board of Directors as appropriate.

Attendance Responsibilities:

He or she shall:

- Attend and facilitate all committee meetings.
- Attend all Board of Directors meetings or conference calls.
- Respond to all communications in a timely fashion
- Attend the leadership retreat and strategic planning session.

Abstract:

This position will require approximately 1-2 hours a month, more during the time of financial audit and budget preparation. Skills are those consistent with those of the office of treasurer

Section 13 Nominations/Elections Chair

Composition:

- Vice President, Chair
- With assistance of President-Elect & Executive Staff

General Responsibilities:

He or she shall:

- Oversee the elections process for the upcoming year.
- Develop a working list of the nominees for office from the committee members no later than the second week of February.
- Contact each nominee via telephone or email to determine if the nomination is accepted.
- Fax or mail descriptions for the office to the nominees.
- Collect biographical sketches and contact information for each nominee.
 - Complete prior to March 1
 - Ballots shall be distributed to the membership no later than March 10.
- Coordinate development of the slate of officers and elections with the executive staff.
- Contact each person following the elections with the results of the elections.

Committee Responsibilities:

- Solicit nominations for the offices of President Elect, Vice President, Secretary, Treasurer, Area Representative, and House of Delegates representatives.
- Verify the qualifications for those seeking office
- Collect candidate information for ballots.
- Review annually the elections process for recommendations for revisions.

Attendance Responsibilities:

He or she shall:

- Facilitate communication with President-elect and Executive staff, usually by email.
- Attend all Board of Directors meetings or conference calls.
- Communicate with the executive staff the slate of officers
- Contact the elected officers/representatives and remaining slate of the election results.
- Attend the leadership retreat and strategic planning session.

Abstract:

This position will require approximately 1 hour a month but significantly more during the time of elections. Skills are those consistent with those of the office of Vice President.

Section 14 AAPA House of Delegates Representatives

Composition: Chief Delegate
Other delegates as elected and seated in the House of Delegates.

General Responsibilities:

He or she shall:

- Represent SCAPA to the House of Delegates.
- Communicate actions to the SCAPA Board.
- Submit resolutions to the House of Delegates as directed by the board.
- Solicit board input on resolutions prior to the conference.
- Solicit input from area representatives on issues on the agenda for the House of Delegates.

Delegate Responsibilities:

- Attend the House of Delegates sessions
- Attend the reference committee meetings.
- Prepare a delegate report within one month following the AAPA conference

Attendance Responsibilities:

He or she shall:

- Make plans to attend the AAPA conference from the opening of the House of Delegates until the close of business, usually Saturday through Monday.
- The Chief Delegate will attend all SCAPA board meetings and conference calls.
- Attend all reference committee meetings during the conference
- Attend the regional meetings during the AAPA annual conference
- Attend other meetings during the annual conference as assigned by the President.

Abstract:

Serving as a representative to the AAPA House of Delegates requires attendance at the AAPA annual conference. Skills or experiences required:

- Diplomacy
- Knowledge of the profession and issues facing the profession
- Communication
- Attention to details
- Diligence in researching resolutions presented for deliberation
- Knowledge of parliamentary procedure.