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President

Summary

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. The president must also keep current with all new information and policies within the organization and coordinate the dissemination of this information to 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/email and at meetings to other officers and members and should return organization-related phone calls/emails 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.

The President is an executive committee member and voting member of the board.

Primary Responsibilities

He or she shall:

- Coordinate agendas for all Board of Directors meetings and Executive Committee meetings

- Assist the President Elect with the agenda for the Board Retreat/Strategic Planning Session
- Preside over all business meetings of WAPA and the Board of Directors
- Submit a written report two weeks prior to each Board of Directors meeting
- Submit an article for every quarterly WAPA newsletter-*The Monitor*
- Provide a written summary report of the year's activities two weeks prior to the Winter meeting of the organization with an account of the activities of the Board for the past year
- 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 WAPA
- Uphold the WAPA policies and procedures
- Must be an Fellow member (a member of the AAPA)
- Appoint all standing committees and designate their chairs, in consultation with the Board of Directors.
- Serve in an advisory capacity to the Board of Director's committees.
- Serve on the ad hoc Financial Advisory Committee (working on the planning of the annual budget).
- Support strategic directions; assign charges to Board of Directors committees.
- Serve as an alternate delegate to AAPA National Conference (House of Delegates)
- Attend Western Regional Meeting at AAPA National Conference
- Serve as liaison with
 - a.) WSMA
 - b.) Lobbyist
 - c.) Executive Secretary
 - d.) AAPA
 - e.) Other State academies
 - f.) Members
 - g.) Others
- Develop annual budgets:

- a.) Executive Board meetings
- b.) President
- c.) Travel for the bi-annual CORE and annual AAPA meeting
- One of three individuals with signature access to WAPA accounts (Treasurer, President, Past President).

Attendance Responsibilities

He or she shall:

- Represent WAPA with outside organizations and the media.
- Attend 75 percent of the Board of Directors meetings; miss no more than one Board of Directors meeting annually.
- Attend Leadership Retreat/Strategic Planning Session (WAPA retreat).
- Attend applicable AAPA Regional meetings.
- In addition to the standard meeting requirements, attend the following:
 - a.) Executive Committee meetings
 - b.) State CME meetings
 - c.) Western Regional meeting

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Previous Board of Directors experience (recommended)
- Knowledge of how to run a Board of Directors meeting
- Dedication
- Organizational Skills
- Facilitation Skills
- Multi-tasking Skills
- Timeliness in completing projects
- Delegation and diplomacy Skills
- Leadership Skills
- Innovative

Time Requirements

This position requires approximately 10-20 hours per month.

Term

One year of three- year term (President Elect, President and Immediate Past President)

Revised May 2011, May 2020

President Elect

Summary

The President Elect is a full voting member of the Board and advises various committees, as assigned. The President Elect is an executive committee member and voting member of the board.

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.

The President Elect may also be asked to perform additional duties at the request of the President and/or the Board of Directors.

Primary Responsibilities

He or she shall:

- Support and assist the President
- Succeed to the office of President at the expiration of the President's term, or earlier if the office becomes vacant for any reason
- Represent the President in his or her absence
- Submit a written quarterly report two weeks prior to each Board of Directors meeting
- Seek new potential leaders
- Submit an article for the quarterly WAPA newsletter-*The Monitor* at least once per year
- Must be a Fellow member (a member of the AAPA)
- Assist in determining student scholarship awards with the President
- In the absence of the President, the President Elect shall assume the duties of the President
- Serve on the following when needed:
 - Executive Committee
 - Legislative/Health Policy Committee

- Scholarship and Awards Committee
- Assist the Election Committee Chair to organize and conduct annual elections.

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings; miss no more than one Board of Directors meeting annually.
- Plan the Leadership Retreat/Strategic Planning Session.
- Attend the Western Regional meeting at the AAPA National meeting if available
- Attend the AAPA National Conference as a HOD Alternate if needed

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Previous Board of Directors experience (recommended and encouraged)
- 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
- Diplomacy Skills
- Leadership Skills
- Innovative

Time Requirements

This position requires approximately 8-10 hours per month.

Term

One year of three year term (President Elect, President and Immediate Past President)

Revised May 2011, May 2020

Immediate Past President

Summary

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. The Immediate Past President is an executive committee member and voting member of the board.

One of the most valuable traits that the Immediate Past President can bring to the organization is a depth of experience that new members can draw upon for strength, stability, and knowledge.

He or she should always seek ways to mentor and advise 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.

Primary Responsibilities

He or she shall:

- Identify, recruit, and cultivate new volunteer leadership for WAPA.
- Help mentor the President and President Elect.
- Monitor WSMA and other legislative activity.
- Act as a resource for State Regional affairs.
- Must be a Fellow member (a member of the AAPA)
- Submit articles for the WAPA newsletter The Monitor highlighting events or pertinent state/legislative information at least once per year
- Serve as a member of the Executive Committee
- Serve as an alternate delegate to the AAPA national House of Delegates meeting when needed

Attendance Responsibilities

He or she shall:

- Represent WAPA with outside organizations and the media.
- Attend 75 percent of the Board of Directors meetings; miss no more than one Board of Directors meeting annually.
- Attend Leadership Retreat/Strategic Planning Session.

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

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

Time Requirements

This position requires approximately 5-8 hours per month.

Term

One year of three year term (President Elect, President and Immediate Past President)

Revised May 2011, May 2020

Secretary

Summary

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. The Secretary is an executive committee member and voting member of the board.

Primary Responsibilities

He or she shall:

- Keep minutes of WAPA Board meetings.
- Submit a written quarterly report two weeks prior to each Board of Directors meeting.
- Assist the Executive Secretary with the maintenance of the Policy Manual.
- Mail (electronically or hard copy) a copy of the minutes from each Board of Directors meeting to all board members within two weeks of the conclusion of that meeting.

- Attest the signature of the officers of the Academy
- Affix the corporate seal on all documents that require one
- Submit articles for the WAPA newsletter *The Monitor* highlighting events or pertinent state/legislative information at least once per year
- Must be a Fellow member (a member of the AAPA)
- Shall be a member of the Executive Committee.

Attendance Responsibilities

He or she shall:

- Attend the Leadership Retreat/Strategic Planning Session
- Attend 75 percent of the Board of Directors meetings; miss no more than one Board of Directors meeting annually.

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

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

Time Requirements

This position will require approximately 5 to 10 hours per month

Term

Elected 2 year term

revised May 2011, May 2020

Summary

The main responsibility of the Treasurer is directing the organizations' 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.

He/She will monitor 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, working with the Finance Committee and the Development and Fundraising committee, propose specific projects to the Board of Directors as a mean 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 dues, as assigned, by the President and/or the Board of Directors.

The Treasurer is an executive committee member and voting member of the board.

Primary Responsibilities

He or she shall

- The Treasurer shall be the Chair of the Finance Committee
- Maintain accurate records of the financial status of the Washington State Academy of Physician Assistant
- Review all money (deposits) received by the organization in the organization's account monthly
- Pay all bills approved by WAPA Board of Directors and record all receipts of those payments. All checks need to acquire the co signature of the president or immediate past president

- Review the financial status of previous years, before assisting in the drafting of the annual budget
- ~~Moved to Finance Committee~~ Have the records audited bi-annually and upon departure from the office. The method of audit will be determined by the Board of Directors see Bylaws, B3
- Provide a detailed report of fiscal accounts and contacts to be forwarded to the next Treasurer
- ~~Moved to Finance Committee~~ Review/Update the CME Coordinator contract annually
- Submit a quarterly financial report to the Board of Directors. The quarterly report should be submitted two weeks prior to the Board of Directors meeting.
- Prepare the annual budget
- Write a column for each edition of WAPA Newsletter providing a summary of the organization's financial status
- Must be a Fellow member (a member of the AAPA)
- ~~Serve on (not chair) a ad hoc Financial Advisory Committee (when needed)~~
- ~~Moved to Finance Committee~~ Provide financial advice and investment strategies to the ad hoc Financial Advisory Committee
- Submit articles for the WAPA newsletter *The Monitor* highlighting events or pertinent state/legislative information at least once per year

Attendance Responsibilities

- Attend Leadership Retreat/Strategic Planning Session
- Attend 75 percent of the Board of Directors meetings; miss no more than one Board of Directors meeting annually.

Qualifying Skills

- Prior Board of Directors or committee chair experience (recommended)
- Organizational skills
- In comfortable doing accounting and balancing checkbooks
- Detailed-Oriented

Bonus Skills/Experience: Budget development skills

Time Requirement

This position will require approximately 5-10 hours a month.

Term

Elected 2 year term

revised May 2011, May 2020

Regional Directors

Summary

The six regional directors play a very unique and important role in the organization. This is due to the fact that this officer wears many hats within the organization. The regional directors are 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. Each regional director is a voting member of the board.

General Responsibilities

He or she shall:

- Organize and attend regional meetings
- Represent assigned constituency
- Submit a written regional report two weeks prior the each Board of Directors meeting.
- Submit articles for WAPA News Monitor highlighting events or pertinent regional information at least once per year.
- Set agendas for:
 - Regional directors meetings
 - Regional meetings
- Develop the annual budget for the region
- Review a list of names:
 - Of all new PAs in the region on a quarterly basis

- Of PAs from the region who have indicated an interest in being involved with WAPA
- Serve as the contact person for:
 - The Legislative Chair for distribution of current or pressing legislative topics
 - The Membership Committee to contact perspective PAs to become members of WAPA
 - The Elections chair to help with recruiting candidates for WAPA office
 - Regional members and the Board of Directors
- CME responsibilities
 - Assist in coordination of the Fall CME when within your region
 - Send regional CME opportunities to the Executive Secretary for posting and mailing to the communications committee (website, newsletter, Facebook and Twitter)
 - Review the listings and attempt to prevent overlapping of CMEs
 - Contact local speakers within a region for local CME and/or refer to WAPA CME Chair for conferences.
- May appoint a designated person(s) who is/are WAPA member(s) to assist with responsibilities.
- Encouraged to have formal meetings of members of the regions at the CMEs.

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend the Leadership Retreat/Strategic Planning Session

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Team player
- Communication Skills
- Multi-tasking Skills

- Leadership Skills

Time Requirements

This position requires approximately 2-5 hours per month.

Term

Elected 2 year position

revised May 2011, May 2020

Delegates to AAPA House of Delegates

Summary

The Chief Delegate and Delegates to the AAPA House of Delegates play a very important role in the organization. They are the membership's voice and ensures that Washington State is represented in full at all times.

The delegates are voted for by fellow members of the AAPA. Each House of Delegate representative is a voting member of the board.

General Responsibilities

Chief Delegate

He or she shall:

- Be designated the Chief Delegate the second year of the two year delegate position
- Set up the HOD Resolutions meeting for the HOD Delegates and other interested PAs at least two weeks prior to the AAPA Annual Conference
- Set up meeting times at the Annual Conference to discuss Reference Committee Reports
- Ensure that Washington State is represented in full at all times by arranging for alternate delegates to be seated at the annual conference. Alternates are the President and Past President or any other appointed fellow member as designated by the Chief Delegate.
- Ensure that the WAPA membership is made aware of important HOD issues and elicit their input whenever possible.

- The Chief Delegate submits articles to the WAPA Newsletter, and other available media, to inform the membership of issues facing the AAPA House of Delegates prior to the Annual Conference and encourage member opinions and input on the issues. A follow-up article on the HOD outcomes must also be submitted.
- The Chief Delegate develops the annual HOD budget for the annual meeting and all HOD representatives for submission to the Treasurer

1 Year AAPA Delegate

He or she shall:

- Represent Washington State to the HOD by:
 - Attending all WAPA HOD meetings
 - Attending Reference Committee Hearings
 - Attend any other HOD functions that are scheduled
 - Notifying the Chief Delegate in a timely manner of any conflicts with these duties

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning Session

Term

- Positions for the 1 year AAPA delegate are elected yearly
- The Chief Delegate or Two year position is elected bi-annually. The 2nd year is served as the Chief Delegate

Revised May 2011, May 2020

Continuing Medical Education Committee (CME)

Summary

Committee Chair 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 CME committee
- In consultation with the Board of Directors, determine the location of future conferences
- Report back to the committee the decisions of the BOD that may affect the committee's work or activities
- Sign contracts related to the conference, with the Board of Directors approval
- 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
- Appoint committee members and solicit new volunteers to serve on the committee
- Work with the succeeding CME Chair to help prepare for the following year's conference
- Provide oversight of committee functions

Committee Responsibilities

- Coordinate all CME conferences for WAPA
- 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 (i.e. meal functions, breaks) at the WAPA Fall and Winter CME conferences
- Submit articles for WAPA Newsletter *The Monitor* highlighting events or pertinent regional information at least once per year.
- Develop/coordinate speakers list
- Develop, or approve the development of conference brochure/flyer
- Manage conference registration, possible with the committee, or oversee a contractor.
- Submit CME approval to AAPA prior to the conference

Attendance Responsibilities

He or she shall:

- Attend and facilitate all CME committee meetings
- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning session

Qualifying skills

Skills/experience needed to successfully serve in this position are:

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

Time Requirements

This position requires approximately 5-10 hours per month, with an increase in the weeks prior to/during/following conferences.

revised May 2011, May 2020

Development & Fundraising Committee

Summary:

The Development & Fundraising Committee's mission is to assist in ensuring the financial sustainability of the Washington Academy of PAs by identifying and implementing mechanisms to diversify our income sources

Committee Chair* Responsibilities

- Submit fundraising plan quarterly reports (at least two weeks prior to each Board of Directors meeting)
- Identify opportunities to increase income in conjunction with the membership and Marketing committees
- Make policy recommendations to the Board of Directors, when appropriate.

- Provide leadership to the committee
- Provide oversight of committee functions
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- *May be co-Chaired by a non-PA/non-WAPA member if they have significant fundraising/development experience

Committee Responsibilities

- Implement Board of Director charges to the committee
- After reviewing charges from the Board of Directors for the year, prepare a committee annual budget to be approved by the Board of Directors.
- Develop a realistic fundraising plan for presentation and endorsement by the BOD using a mix of strategies
- Develop the case for philanthropic support
- Assure that all donors are respected and recognized in a timely manner
- Engage in advocacy and networking at every conceivable opportunity
- Participate in annual special events and other fundraising activities
- Tap respective networks for potential donors of money, time and in-kind support

Attendance Responsibilities

He or she shall:

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

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Prior committee experience
- Interest & experience in fundraising
- Communication skills
- Administrative skills.
- Team-building and leadership
- Ability to communicate effectively
- Commitment to collaborative process

Time Requirements

The Chair of this committee will require approximately 10 hours per month.

revised May 2020

Diversity, Equity, Belonging and Inclusion Committee | DEBI

Summary

The Chair of the WAPA Committee on Diversity will promote WAPA's and AAPA's commitment to all aspects of diversity. This will include efforts to identify and help address issues of racial, ethnic and other cultural disparities in health care. The Chair will also identify opportunities for collaboration between the state COD, other state COD chapters, and the AAPA COD.

Efforts will be made to provide WAPA members with awareness and tools to reduce health disparities, and promote cultural competence in patient care. The Chair will also identify and promote projects that create opportunities for WAPA members to participate. Additionally, the Chair will identify possible areas of collaboration with other WAPA committees and individuals, in order to promote the awareness of health disparities to WAPA members.

Supporting WAPA in its commitment to reducing health disparities and increase member awareness of health equity issues impacting patient care will also be areas of focus for the WAPA Committee on Diversity chair.

Committee Chair Responsibilities

He or she shall:

- Submit a written regional report two weeks prior the each Board of Directors meeting.
- Submit articles for WAPA News Monitor highlighting events or pertinent regional information at least once per year.

Committee Responsibilities

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning Session

Qualifying Skills

Term

- This position is appointed by the board of directors

Revised May 2011, May 2020

Elections Committee

Summary

The purpose of this committee and chair is to coordinate and oversee the annual WAPA elections. Objectives: Solicit candidates from the WAPA membership, consider the qualifications of nominees, and endorse candidates for each position.

Committee Chair Responsibilities

He or she shall:

- Act as a source of information to the general membership as to opportunities to run for elected office
- Solicit names of potential nominees and contact them as to their desire to run for office.
- Work with Board members to encourage board, regional participation
- Notify all candidates agreeing to run of requirements and format of "Declaration of Intent", short autobiographical statement and passport sized photograph for ballot. Verify AAPA and WAPA fellow membership status of all candidates
- Monitor timely submission of material by candidates to be included on the ballot
- Monitor electronic ballots –weekly updates with the executive secretary

- Work with WAPA executive secretary to maintain the final ballot in simple and readable a format as possible
- Arrange a convenient venue for attendees at the Fall or Winter CME Conference to meet the candidates
- Collect all returned, completed ballots (mailed and electronic) from WAPA office and count them with the President-Elect
- Notify the current Executive Committee and Board members of results in writing or via email.
- Send "thank you" notes/emails or phone calls to those not elected. Send "congratulations" note/email or phone call to those elected, with reminder about the upcoming board retreat
- Submit article detailing election results for the WAPA News Monitor. Submit articles for WAPA Newsletter *The Monitor* highlighting events or pertinent regional information at least once per year.
- Develop the annual Election Committee budget for submission to the Treasurer
- Election Committee Chair may not run for an elected WAPA office
- Actively solicit and encourage qualified and diverse candidates to seek elected academy office
- Observe, identify, and recruit potential candidates through attendance of the Elections Committee WAPA Board Meeting, Conferences and other venues
- Network with WAPA Board, Committee Chairs and Members and region directors, committee members to identify future candidates from local, state, and region sources
- Interact with Leadership and Committee Members to assist potential candidates to develop essential leadership qualities, qualifications, and skills
- Endorse the most qualified candidates to strengthen the future of the WAPA
Assist the President in the execution of his or her duties
- Communicate with the Executive Secretary regularly to assure the coordination and efficient conduct of the work of the board
- Ensure that all issues that require a change in policy are brought to the attention of the board
- Submit a written report prior to each board meeting of his or her activities since the previous board meeting
- Perform any other duties as assigned by the President

Attendance Responsibilities

He or she shall:

- Attend and facilitate all elections committee meetings.
- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend leadership retreat/strategic planning session

Time Commitment

Serving as WAPA Chair of Elections Committee requires many hours of volunteer time: planning elections meetings, coordinating board elections committee activities, attending meetings, participating on conference calls, reading and writing communications, communicating by telephone and e-mail and travelling to board meeting sites

Qualifying Skills

- Commitment to the PA profession, the WAPA, and its values
- Understanding of the WAPA organization and its principles, mission, objectives, services, and the responsibilities and relationships of governance and management of paid and volunteer staff
- Meeting facilitation skills
- Ability to understand concepts and articulate ideas
- Rapport building and communications skills
- General knowledge of WAPA functions and processes
- Demonstrated planning and organizing skills

Term

Appointed by the WAPA board of directors

Revised May 2011, May 2020

Treasurer & Finance Committee chair

Summary

The Finance Committee provides financial analysis, advice, and oversight of the organizations budget. Their sole responsibility is to ensure the organization is operating with the financial resources it needs to provide programs and services to the community

Committee Chair/Treasurer Responsibilities

The overarching goal of the Finance Committee Chair is to ensure good stewardship of WAPA finances by actively building and preserving the financial resources necessary to support the accomplishment of its our mission. the preparation and distribution to the board of timely, accurate, and user-friendly financial reports, and the implementation of safeguards to protect the organization's assets.

Committee Responsibilities

- Develop an annual operating budget with staff.
- Approve the budget within the finance committee.
- Set long-range financial goals along with funding strategies to achieve them.
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
- Review/Update the CME Coordinator contract annually
- Present all financial goals and proposals to the board of directors for approval.
- ensuring adherence to the budget and achievement of the adopted goals by monitoring and reporting the organization's financial activity.
- To report to the board any financial irregularities, concerns, opportunities
- Have the records audited bi-annually and upon departure from the office. The method of audit will be determined by the Board of Directors-see Bylaws, B3

Attendance Responsibilities

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend the Leadership Retreat/Strategic Planning Session

Qualifying Skills

- good judgment

- logic
- interest in finance
- Organizational and Leadership skills
- curiosity
- commitment to accountability and the long-term financial stability of the organization

Time Requirements

for committee chair: See description for Treasurer

revised, May 2020

Legislative Committee

Committee Chair Responsibilities

He or she shall:

- Act as a liaison between state and federal legislature, the board of Medical Quality Assurance, and the constituency.
- Mentor membership concerning legislative issues and draft new PA legislation with the Board of Directors and the WAPA Lobbyist.
- Work with the 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 quarterly articles for the WAPA News Monitor to regularly update the PA constituency.
- Communicate with 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.
- Communicate, work closely with and provide information to the President, President Elect and Immediate Past President
- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities

Committee Responsibilities

- 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.
- Promote and participate in the WSMA Legislative Summit
- Solicit new volunteers to serve on the committee
- Appoint the committee members

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning Session

Qualifying Skills

Skills/experience needed to successfully serve in the position:

- Interest in the legislative process
- Communication skills
- Leadership skills

Time Requirements

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.

revised May 2011, May 2020

Marketing and Public Relations Committee

Summary:

The Marketing and Public Relations Committee's mission is to promote visibility of the PA professions by enhancing education and communication to WAPA members and stakeholders (including the general public, patients, physicians and administrators) using a variety of tools and resources.

Committee Chair Responsibilities

- Develop marketing programs to advance the PA profession within the state.
- Submit written quarterly reports at least two weeks prior to each Board of Directors meeting.
- Coordinate & publicize PA Week activities happening within the state.
- Make policy recommendations to the Board of Directors, when appropriate.
- Write quarterly articles on Public Education topics or a summary of Public Education Committee activities for the WAPA News Monitor.
- Provide leadership and oversight to the committee

- Report back to the committee on decisions of the Board of Directors that may affect the committee's work or activities.
- Plan and coordinate committee functions
- Work closely with the Membership & Development/Fundraising committees to develop opportunities for financial stability/support

Committee Responsibilities

- Implement Board of Director changes to the committee
- After reviewing charges from the Board of Directors for the year, prepare a committee annual budget to be approved by the Board of Directors.
- Direct Social Media efforts
- Ensure WAPA website is up-to-date
 - Help post legislative decisions, WAPA meeting, CME and conference information using a variety of mediums.
- Solicit new volunteers to serve on the committee and appoint the committee members.
- Explore ways to tie WAPA activities with WSMA and other medical organizations
- Send out public service announcements and/or press releases when appropriate.
- Attend regional WAPA meetings
- Coordinate the production of the WAPA newsletter, WAPA News Monitor
 - Recruit articles and photos from members and committee chairs
 - Take photos of WAPA activities for publication in the newsletter
 - Edit newsletter articles

Attendance Responsibilities

He or she shall:

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

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Prior committee experience
- Interest in educating the public about the PA profession.
- Communication skills
- Delegation skills
- Administrative skills.
- Interest in educating the membership of WAPA activities.

- Team-building and leadership
- Ability to communicate effectively
- Commitment to collaborative process

Time Requirements

The Chair of this committee will require approximately 10-15 hours per month.

Membership Committee

Committee Chair Responsibilities

He or she shall:

- Implement Board of Directors changes 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.

Committee Responsibilities

- Hold an annual membership drive to increase WAPA membership
- Recruit and retain new members for WAPA
- Develop plans to increase WAPA 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.
- Have an accurate database of membership information. This record should include the contact name, company name, address, telephone number, fax number, and an e-mail address.

- Coordinate the maintenance of the WAPA membership database with executive secretary.
- Make policy recommendations to the Board of Directors, when appropriate.
- Update membership brochure and materials (display board) with Board approval.
- Submit at least two articles (e.g., promoting membership benefits and volunteer opportunities, or a summary of committee activities) for the WAPA Newsletter *The Monitor*.

Attendance Responsibilities

He or she shall:

- Attend and facilitate all committee meetings
- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend the Leadership Retreat/Strategic Planning Session

Qualifying Skills

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

Time Requirements

This position requires approximately 2-5 hours per month with an increase during times of dues renewal and membership drives.

Revised May 2011, May 2020

Early Career Committee

Summary

The Chair of Student Affairs serves as the WAPA liaison between the WAPA Board and PA students. This position is intended to be a leadership development position.

Committee Chair Responsibilities

He or she shall:

- Facilitate student participation on WAPA committees and at WAPA sponsored events
- Report on student activities at regular WAPA board meetings
- Facilitate obtaining financial support for PA student activities, such as fundraising, national and regional PA meetings, and leadership development programs.

Committee Responsibilities

- Facilitate student participation and involvement on all WAPA committees, teams, and/or projects.
- Encourage students to apply for the WAPA annual scholarships

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend and facilitate all committee meetings: attend student orientation in the summer for MEDEX NW Students (when all 3 classes come together for the summer)
- Attend Leadership Strategic Planning Retreat

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Recently graduated PA.
- Active leadership involvement as a PA student
- Communication Skills

- Dedication
- Timeliness in completing projects
- Willingness to learn

Time Requirements

This position requires approximately 2-5 hours per month.

Revised May 2011, May 2020

Student Representative(s)

Summary

Student representatives shall serve as voting members of the Board of Directors. Each Washington based program is allocated one vote. There shall be a representative of each distinct program location (i.e. one from each MEDEX site located in the state of Washington)

The Student Representatives chief responsibility is to act as a point of contact between fellow students/colleagues and the WAPA Board of Directors. During Board meetings, this officer will be expected to be the strong voice that 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.

Student Responsibilities:

He or she shall:

- Submit a written quarterly report two weeks prior to each Board of Directors meeting
- Serve as a liaison between the Board of Directors and all student members of WAPA
- Represent student views on the Board of Directors
- Assist in coordinating the Board of Director's activities/interactions with PA programs
- Promote membership in WAPA to students at the PA programs
- Submit an article for each edition of the WAPA News Monitor, highlighting student views and/or activities
- Participate on any WAPA Committee when possible

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Strategic Planning Retreat

Qualifying Skills

Skills and experience needed to successfully serve in this position are:

- Current status as a PA student
- Willingness to learn
- Dedication
- Communication skills

Time Requirements

This position will require approximately 2-5 hours per month.

Term

Elected by students for a one year term

Revised May 2011, May 2020

Veterans Committee

Summary

The Veterans Committee's mission is to honor and represent Washington veterans through advocacy, outreach, community involvement and education. The Veterans Committee gives a voice to veterans in need of our care as physician assistants in Washington. It also educates physician assistants and about the unique care needs that accompany veterans. Finally, it empowers and advocates for veteran physician assistants, and future veteran physician assistants, both in and out of military service. This is accomplished in part by working in tandem with the American Academy of Physician Assistant (AAPA), its Veterans Caucus, and other state and national veteran organizations.

Committee Chair Responsibilities

He or she shall:

- Attend regional meetings.
- Represent assigned constituency.
- Submit a written regional report two weeks prior the each Board of Directors meeting.
- Submit articles for the WAPA Newsletter *The Monitor* highlighting events or pertinent regional information at least once per year.
- Provide oversight of committee functions
- Develop the annual budget for the committee.
- Track veteran constituency within WAPA and the state of Washington.
- Update webpage quarterly.

Committee Responsibilities

He or she shall:

- To provide advocacy for veterans, to the WAPA Board of Directors and the Washington State legislature.
- Support the educational pursuits of veterans in state physician assistant programs through the awarding of scholarships.
- To work in tandem with the mission and goals of the American Academy of Physician Assistants and its Veterans Caucus.
- Represent veterans' interests through collaborations with other veteran organizations and the uniformed services.
- Organize a committee and award recipient(s) of an annual veteran scholarship.
- Recognize veteran students.
- To annually honor, in action and/or ceremony, Washington State veterans for their service and sacrifice.

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning Session

Qualifying Skills

Skills/experience needed to successfully serve in this position are:

- Be a veteran of the United States
- Interest in educating the public about the veterans and veteran PAs.
- Comfortable soliciting contributions
- Team player
- Communication Skills
- Diplomacy Skills
- Leadership Skills
- Administrative Skills

Time Requirements

This position requires approximately 2-10 hours per month.

Reviewed May 2011, May 2020

WAPA Liaison to the Osteopathic Board

Summary

The liaison to the Osteopathic Board's purpose is to serve as a communication vehicle between WAPA and the Osteopathic board. To support and promote unity within organized medicine.

General Responsibilities

He or she shall:

- Attend all DO Meetings
- Report to WAPA Board of Directors with DO board activities
- Submit written quarterly report/committee report at least two weeks prior to each WAPA Board of Directors meeting

- Write a minimum of two articles/letters for the newsletter on reimbursement issues or a summary of committee activities

Attendance Responsibilities

He or she shall:

- Attend all DO meetings
- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning Session

Qualifying Skills

- Skills/experience needed to successfully serve in this position:
- Communication skills
- Leadership skills

Time Requirement

This position will require approximately 3 hours per month. Depending on current issues, this position could require 3-7 hours per month.

Revised May 2011, May 2020

WSMA Liaison

Summary

The role of the WSMA liaison incorporates the Interspecialty Advocacy Council, the WSMA Board of Trustees, and the WSMA House of Delegates representation.

- The IAC representative is WAPA's seat at the table. This is essentially a forum to disseminate information that affects a variety of practices, not all of it applicable to PA practice or policies- but it is the representative's duty to attend all meetings, educate attendees regarding PAs and PA scope of practice, and represent WAPA.

Liaison Responsibilities

- Attend all ISC, BOT, and HOD meetings of the Washington State Medical Association with representation of WAPA interests

- Present to the WAPA board any actions or resolutions that may affect PA's in Washington state for recommendations.
- Report to WAPA Board of Directors with IAC, BOT, and HOD activities
- Submit written quarterly report/committee report at least two weeks prior to each WAPA Board of Directors meeting
- Serve on reference committees if asked
- Review resolutions prior to the HOD meeting
- Write an article for the WAPA newsletter of any interesting actions or pertinent news from the WSMA meetings
- Develop the annual Liaison budget for submission to the Treasurer

Attendance Responsibilities

- Attend all IAC meetings of the Washington State Medical Association
- Attend 75 percent of the WAPA Board of Directors meetings, miss no more than one Board of Directors meeting annually
- Attend Leadership Retreat/Strategic Planning Session for WAPA

Qualifying Skills

- Skills/experience needed to successfully serve in this position:
- Communication skills
- Leadership skills
- Diplomacy

Time Requirements

This position will require approximately 6-8 hours per month.

Executive Secretary

1. Membership

- Support the President / executive committee and board of directors
- Membership applications-enter and process within 10 days
- File completed applications
- Membership Renewals-monthly, 1st letter- 3 months advance, 2nd letter-2 months advance, 3rd letter-sent to those currently due or past due with a questionnaire –*why are you not renewing?*
- Membership database design/maintenance
- Recruit new members through membership drives with Membership Committee Chair
- Respond to email and phone call general questions
- Set up and arrange shadowing requests
- Assist regional directors with dinner programs-notify each region (eblasts) with dinner program details and then post on the website and send to the communications committee chair.
- Send to those who renewed a membership card and thank you letter
- Assist with student scholarships
- Submit for AAPA Award of Achievement annually

2. Finances

- Quickbooks maintenance-work with bookkeeper to reconcile account
- Give deposits to bookkeeper-log checks and cc's on proper forms, photo copy checks and submit to book keeper
- Verify deposits were made; reconcile deposits with monthly bank statement
- Put in check requests for various invoices
- Print Financial Summaries for quarterly board meetings
- Budgets / Reports to Treasurer
- File and keep investment statements for the Treasurer, give the treasurer the quarterly report summary
- Various other accounting procedures: pay State tax filing fee, send tax accountant any paperwork they need for tax purposes
- Collect NSF/declined checks and cc payments

-Ensure all Memberclicks monies are deposited into our BA acct and then assigned the correct budget line item.

3. Board Meetings

- Select venue, book the time, space and coordinate/order meals.
- Set-up: book dates at meeting locations (WSMA board room, GH rooms etc)
- Notification of meeting by email and posted on the master calendar with the time, date and location of the meeting
- Meeting packets: committee reports print financial summary and work on the agenda with the president. Email the board before the meeting.
- Assist Secretary in taking minutes/ Sending out minutes to the board when completed
- Retreat: assist in booking the venue, assist the president elect with the agenda and meeting expenses.
- Master Calendar: provide a master calendar with dates of board meetings, CME and important dates on it to the board July 1st of every year.

4. Job Service Bulletin

- Post job openings on the WAPA website, update daily/weekly
- Assist PAs seeking employment or moving to the state
- Update the job bulletin, remove old jobs or filled positions in a timely manner

5. CME Conferences

- Work with the CME Coordinator and CME Committee
- Setup and Organize the brochure
- Send out speaker confirmation letters
- Send out exhibitor packets to attend/sponsor the CME
- Provides 80% Administration Support to CME coordinator and cme committee
- Annual Winter/Fall and Spring Conference
 - Brochure layout and printing

- Speakers: send out confirmation letters and thank you letters
- Exhibitors: get sponsors and then confirm them and thank them after the event
- Registrants: Input to computer, name badges, packets etc.
- Sponsors: find sponsors for the meeting
- Conference Setup: misc supplies (tape, stapler, markers, pens, clip boards, push pens, box openers
- Registration: pre-registered and walk-ins. Handle issues/concerns/ and collect Payments
- Organize student volunteers for Friday and Saturday, 1/2 day Sunday

6. Database Maintenance

- process reports: veterans, shadowing lists, specialties reports

7. Website/Communications

- update and maintain the website-put up current relevant information, remove old items
- update the contact list: board of directors and other various "contact us" links
- post announcements, videos, talks/lectures as directed
- work with communications chair to post announcements/important legislative issues and alerts/regional dinners, CME's on Facebook, Twitter, the Website and the upcoming newsletter
- assemble the quarterly newsletter: notify members and board members when articles are due.

8. Miscellaneous

- Large mailings (exhibitors, speakers, membership drives, member mailings, etc.)
- Western Region Meeting: assist in planning if needed
- WSMA Legislative Day: advertise and encourage members/board to attend

- WSMA Leadership meeting and candidate for scholarship: assist board in selecting a candidate for the leadership conference
- Elections: assist elections chair with paperwork and putting out the ballots
- MEDEX NW: assist with shadow requests and work with staff on student orientation events, AAPA National joint reception, Winter Reception/Awards ceremony
- WSMA: liaison to the WSMA and our lobbyist and lawyer
- AAPA: liaison to its regional representative and plan an annual reception annually
- Regional Dinners: assist in advertising and getting the word out to each region.
- Support Elections Chair (ballots, mailings)
- CORE: budget and assist board in attending this bi-annual meeting
- Supplies: order and keep office supplies on hand
- PA WEEK: organize and plan out PA Week annually with the public education committee

Attendance Responsibilities

He or she shall:

- Attend 75 percent of the Board of Directors meetings, miss no more than one Board of Directors meeting annually and attend the leadership retreat/strategic planning session

APPENDIX

RETIRED COMMITTEES/ROLES *effective June 2020*

Health and Well Being Committee

Interspecialty Advocacy Council (IAC) Representative

WAPA Liaison to the WSMA House of Delegates

WAPA Liaison to the WSMA Board of Trustees

Public Education/Relations Committee

Reimbursement Committee

Public Education/Relations Committee

Communications Committee