



## NYSSPA Volunteer Leadership Job Descriptions

January 29, 2022

President	Finance Committee
President Elect	Judicial Affairs Committee
Vice President & Chief Delegate	Governance and Strategic Planning Committee
Secretary	Historian
Treasurer	Industry Relations Committee
Immediate Past President	Membership Committee
District Directors	Leadership Committee
Student Directors	Legislative Affairs Committee
Communications Committee	PA Educators Committee
Newsletter Editor	Political Action Committee
Public Education Subcommittee	Professional Educations Committee
Social Media	Professional Relations Committee
Website Subcommittee	Scholarship Committee
Conference Committee	Student Affairs Committee
Diversity, Equity, and Inclusion Committee	House of Delegates
Elections Committee	

### General Information

NYSSPA depends on the leadership and advocacy of members, utilization of their clinical and non-clinical skills, and creates enjoyable and rewarding opportunities to ensure the future of the profession. NYSSPA leaders are volunteers who make a significant commitment to the organization and profession beyond their education, employment, and families.

NYSSPA Board membership requires experience in leadership and a significant commitment to the organization. NYSSPA Committee service is a great place for new and future leaders to get involved. NYSSPA has over a dozen Committees which focus on various aspect of the Society from Communications and social media, to Conference planning to Diversity, Equity, and Inclusion. Committees give members the opportunity to share their non-clinical skills and interests with the organization. Most committees meet monthly for 1 hour via video conference at a regular time while some may meet as needed or variably depending on need. Beyond these meetings, Committee members will have the opportunity to take on projects and activities as their schedule allows. NYSSPA leaders and volunteers may be reimbursed for expenses when costs arise for conducting the business of the Society per the Policy and Procedures Manual.

For many members involvement may begin with Committee membership, then a Committee Chair position, followed ultimately by Board Membership when desired. Committee membership is often fun and social with opportunities to engage with the NYSSPA leadership throughout including opportunities for mentorship from senior NYSSPA leaders. NYSSPA Board Meetings are open to all members, and individuals involved in NYSSPA leadership at any level are encouraged to attend. To get involved, reach out to the appropriate Committee Chair, [info@nysspa.org](mailto:info@nysspa.org), or [president@nysspa.org](mailto:president@nysspa.org). We look forward to meeting you!



## Requirements for Leadership Positions\*

- **Committee Members** (appointed by Committee Chairs): NYSSPA Membership, no experience required
- **Committee Chairs** (appointed by the President and Board approved): NYSSPA Membership, encouraged 1 year on the Committee prior
- **District Directors** (elected): One year of active involvement in the past 5 years within the AAPA, its Special Interest Groups, or Caucuses, or NYSSPA by serving on either organization's: (a) Board, (b) Committees, (c) Task Forces, (d) Work groups or as a Student Delegate in a Student Society or other such activity approved by the Board within the past 1 year.
- **Executive Board** (elected): Two years of active involvement in the past five years within the AAPA or NYSSPA by serving on either organization's: (a) Board, (b) Committees, (c) Task Forces, (d) Work groups or as an AAPA delegate or other such activity approved by the Board within the past five years.
- **Delegates** (Elected members of the AAPA House of Delegates): NYSSPA and AAPA Membership; may not be officers or AAPA Delegates for another AAPA constituent organization\*\*

\*See Society Bylaws and Policies and Procedures for additional information

\*\*To be elected as Vice President/Chief Delegate, a candidate must also have served as a seated Delegate to the AAPA House of Delegates for two years within the past five years including at least 1 year as a seated Delegate from New York.

## Job Description by Position

### **President Responsibilities** (from P&P Manual):

Preside at all Board Meetings, General Membership Meetings, and Executive Committee Meetings, schedule meetings and develop/ approve agendas, and coordinate with the President-elect the new Board Director and Committee Chair Orientation.

Provide a column/article for each newsletter, prepare an organizational chart (assign a Board Member intermediary to each committee with the exception of those noted in the Policy and Procedures), and follow and update their Presidential year calendar.

Appoint Committee Chairs for vacant positions with Board approval as needed throughout the year, provide testimony as appropriate at hearings on behalf of the Society, and review reports from all NYSSPA Directors, Committee Chairs, Liaisons, and representatives.

### **President Job Description**

The NYSSPA President will schedule, develop agendas for and preside at all Board, General Membership, and Executive Committee meetings and coordinate with the President-Elect regarding new Board Director and Committee Chair orientation. The President will provide content for newsletters, prepare and maintain an organizational chart, and maintain and follow a Presidential calendar. The President will appoint Committee Chairs as needed, testify on behalf of NYSSPA, serve as expert council pertaining to matters relative to PA Practice in New York State, and review all reports from Directors, Committee Chairs, liaisons, and representatives. Responsible for directing the



activities related to the organization performed by affiliated management and lobbying companies as well as serve as the primary point of contact with the current lobbying firm. Engage in public speaking on behalf of NYSSPA as needed.

**President-Elect Responsibilities** (from P&P Manual):

Preside at all meetings of the Society in the absence of the President and Vice President, and coordinate with the President the new Board Director and Committee Chair orientation.

Prepare a calendar for their presidential year, develop a list of potential Committee Chairs and present the list to the Board for approval by the April Board Meeting, Identify and work with their Presidential year Conference Committee Chair (the President-Elect is responsible for beginning conference planning with the individual they will appoint for Conference Chair), review and understand Parliamentary Procedure, and actively participate on Membership and Legislative Affairs Committees. This role will also help ensure that the committee chairs understand their role per the jobs description when they agree to accept their position.

**President-Elect Job Description**

The NYSSPA President-Elect will preside at all Board, General Membership, and Executive Committee meetings in the absence of the President and Vice President and coordinate with the President regarding new Board Director and Committee Chair orientation. The President-Elect will prepare a list of potential Committee Chairs and a Presidential calendar prior to taking the Presidency. The President-Elect will begin conference planning with their Presidential Year Conference Chair, review and understand parliamentary procedure, and actively participate on the Membership, Finance, and Legislative Affairs Committees.

**Vice President/Chief Delegate Responsibilities** (from P&P Manual):

Preside at all meetings in the absence of the President, and review Bylaws, Policy and Procedures, and other important Society documents to ensure compliance with AAPA and House of Delegates (HOD) regulations.

The Chief Delegate shall lead the Society's delegation to the AAPA HOD by: calling and chairing delegate meetings as necessary, attending regional meetings, supporting all NYSSPA activities related to the evolution of AAPA resolutions, presenting NYS resolutions to the Board for approval, submitting resolutions to the AAPA in compliance with HOD policies, formatting, and timeline requirements, overseeing NYSSPA's delegate attendance, seated status, and stipend policy, communicating important information pertaining to the AAPA HOD to the General Membership and the Board of Directors, and serving one additional year as delegate following their final year as Chief Delegate unless excused by the Board.

The Vice President serves as the Board intermediary for the Governance and Strategic Planning Committee.

**Vice President/Chief Delegate Job Description**

The Vice President will preside at all Board, General Membership, and Executive Committee meetings in the absence of the President and review Bylaws, Policy and Procedure, and other NYSSPA documents to ensure compliance with AAPA and House of Delegates (HOD) regulation.

The Chief Delegate will lead the NYSSPA delegation to the AAPA HOD by calling and chairing delegate meetings, attending regional meetings, supporting NYSSPA activities related to AAPA resolutions, presenting NYS resolutions to the Board for approval, submitting resolutions to the AAPA, overseeing NYSSPA delegate attendance, communicating information pertaining to the AAPA HOD to the General Membership and the Board, and serve one



additional year as delegate following their year as Chief Delegate. The Vice President will serve as the Board Intermediary for the Governance and Strategic Planning Committee.

**Secretary Responsibilities** (from P&P Manual):

The Secretary shall completely and accurately record the proceedings of every Board Meeting, General Membership Meeting, Executive Session, and Executive Committee Meeting, prepare the minutes according to the format outlined in current edition of the Standard Code of Parliamentary Procedure, maintain intact copies of documents, notes, etc., until final approval of the minutes by the Board, prepare unapproved minutes within 7 days following each meeting and forward to the NYSSPA Executive Director and President for review (and are to be distributed 7 days prior to the next meeting), send an executive summary draft (i.e. bullet points) of action items to all Board Members and Committee Chairs within 7 days following each meeting, and submit copies of all minutes and other important documents to the Society's Management Company.

Notify all Board Members and the Membership of the Society of all Board of Director Meetings and General Membership Meetings, ensure compliance with all AAPA re charter procedures and prepare the annual report form to the AAPA within 30 days after election of the Board or change in the Board composition, and maintain a current address, email and phone listing of all Board Members and Committee Chairs to be distributed by July Board meeting; the list may be published in the Newsletter, and should be electronically available to current Board Members.

Serve as the intermediary for the JAC Committee Chair and conduit for all JAC complaints, discovery, and minutes.

Serve as the Board intermediary for the Communications Committee

**Secretary Job Description**

The NYSSPA Secretary will record the proceedings of every meeting and maintain intact copies of documents until final approval by the Board, prepare draft minutes within 7 days following each meeting and forward to the President and Executive Director for review, send minutes 7 days prior to next meeting, send an executive summary of action items to all Board Members and Committee Chairs within 7 days following each meeting, and submit minutes and other documents to the Management Company.

The Secretary will notify all Board Members and General membership of all Board of Director and General Membership meetings, ensure compliance with all AAPA charter procedures, and prepare the AAPA annual report form within 30 days after the election of the Board or change in Board composition. The Secretary will maintain, publish in the Newsletter, and make electronically available a current address, email, and phone listing of all Board Members and Committee Chairs. The Secretary will serve as intermediary for the JAC and Communications Committees.

**Treasurer Responsibilities** (from P&P Manual):

Supervise incoming and outgoing funds, review all financial statements monthly, review list of Society assets annually, ensure arrangement for yearly review of the Society's financial resources by a Certified Public Accountant, and reports for Board Meetings shall include appropriate documentation of the Society's finances.

Oversee the budget process, serve as Chair of the Finance Committee, develop agendas for finance and management meetings, prepare financial reports (including investments, financial statements, and budget balances) for all Board meetings, authorize payment of all dues to affiliate organizations that NYSSPA subscribes to, approve



any non-budgeted payment over \$1,000 and any payment over \$2,500, and oversee, solicit opportunities for, and evaluate Society investments.

Oversee and serve as liaison to the Society's Donor Guided Fund through the PA Foundation and with the assistance of the Society's executive director, maintain and ensure compliance with the Society's contract with the PA foundation.

Serves as Board intermediary for Conference and Scholarship Committees

### **Treasurer Job Description**

The NYSSPA Treasurer will supervise incoming and outgoing funds, review monthly financial statements, review the NYSSPA asset list annually, ensure an annual review of NYSSPA financial resources by a CPA, and prepare all financial reports for the Board Meetings. The Treasurer will oversee the budget process, serve as Chair of the Finance Committee, schedule and develop agendas for finance and management meetings, authorize payment of all dues to NYSSPA affiliates, approve any non-budgeted payment over \$1,000 and any payment over \$2,500, and oversee the NYSSPA investments. The Treasurer will oversee and serve as liaison to the Donor Guided Fund through the PA Foundation and maintain and ensure compliance with NYSSPA's contract with the PA Foundation. The Treasurer will serve as the intermediary for the Conference and Scholarship Committees, the PAC, and any additional fundraising initiatives.

### **Immediate Past President Responsibilities (from P&P Manual)**

Acts as liaison between NYSSPA and other organizations, recommends amendments for the list of liaison relationships to the Board of Directors, and maintains current file and address list for designated representatives from affiliated organizations.

Maintain the Preceptor Database and oversee requests.

Board Intermediary for the Professional Relations Committee

Board Intermediary for Leadership Development Committee leadership development including providing forums, workshops, and mentoring experiences, continuing communication with various professional organizations, and maintaining initiatives in developing new liaisons i.e., personal contacts, professional assemblies, conferences.

Board intermediary for Elections Committee

### **Immediate Past President Job Description**

The NYSSPA Immediate Past President will act as liaison between NYSSPA and other organizations, recommend amendments for the list of liaison relationships to the Board, and maintain a current address list for key representatives from affiliated organizations. The Immediate Past President will maintain the Preceptor Database, oversee requests regarding the database, serve as intermediary for the Professional Relations and Leadership Development Committees by communicating with various professional organizations and developing new liaison relationships, and will serve as the Board intermediary for the Elections Committee.

### **District Directors Responsibilities (from P&P Manual):**

Acts as Board intermediary to NYSSPA Committees and the geographic districts of the State, and hosts events within the District at least annually. Districts have the option to host district CME events, subject to Board approval.



Maintain a list of PA programs within the District including Program Directors and other key contacts and shall liaise with Student Directors and appropriate committees such as Student affairs and Education Committee. Engage with Student Directors and Committees to engage PA Programs and PA students within the District.

### **District Directors Job Description**

The NYSSPA District Directors will act as Board intermediary to NYSSPA Committees and the geographic districts of New York State and will host events within the District at least annually.

- Host approximately 2-12 events per year (as appropriate for the region).
  - Dinners are typically pharmaceutical sponsored (or similar entities). They should include an intro with brief information/updates about NYSSPA. Dinners should be centrally located and/or throughout the regions of the district. The management company should be informed of events several weeks in advance to develop registration and communications (this may be limited by some sponsors). Dinner typically occurs in the evening toward the middle of the week. When possible, NYSSPA members should be given priority.
  - District Directors maintain an ongoing relationship with sponsoring entities and should encourage annual/conference sponsorship when possible. Developing relationships with PA MSLs is particularly important for the Society.
  - Additional events may be considered
- Maintain a list of PA Programs within the District including current Program Directors and other key contacts, and shall liaise with Student Directors and the Student Affairs and Education Committees. The District Directors shall engage with the Student Directors to reach out to PA Programs, PA students, and PA alumni, and will engage the local media for publication/coverage of local PAs within their District. Interface with expired members to encourage them to rejoin/renew.
- Maintain a list of health systems and key contacts within the district and engage regularly. Health systems benefit from education from NYSSPA about the evolving PA practice landscape
- Collaborate with other NYSSPA leaders including other District Directors as needed (approximately quarterly), Executive Board Members, and Student Members. Engage with NYSSPA leaders within the district to establish a team approach to district engagement.

### **Student Directors Responsibilities** (from P&P Manual):

Act as intermediary to the Scholarship and Student Affairs Committees and to the District Directors, participate on at least one committee. Alternate Student Directors should participate in all board activities including attending Board Meetings when possible and participate in the Scholarship and Conference Committees.

Participation on the Conference Committee should include focused work on the poster session.

At least one Student member should be on each committee

### **Student Directors Job Description**

The NYSSPA Student Directors will act as Board intermediary to the Scholarship and Student Affairs Committees and the District Directors, and will participate in at least one Committee. Alternate Student Directors should participate in all board activities including attending Board Meetings and participating in the Scholarship and Conference Committees, focusing work with the Conference Committee on the poster session. The Student Directors should ensure that at least one student member is on each NYSSPA Committee and will create the value proposition for PA Students and PA Programs to define the message about NYSSPA.



## **Communications Committee Job Description**

The Communications Committee oversees communications between the Society, our members, and the public through multiple channels as determined by the Committee. The Committee strategically uses each channel to reach the appropriate audiences and maintain a professional image of the organization. Communication across channels varies depending on the intended message and audience. The committee also generates content for social media posts.

**Newsletter Subcommittee:** The Newsletter subcommittee will send at least quarterly newsletters to general membership, but additional editions may be recommended by the Communications Committee Chair/Board Intermediary and approved by the Board. The Committee will solicit content from Board Members and Committee Chairs via 3 reminder emails. The Editor shall be appointed by the President with Board approval and must establish an Editorial Board, select and check material and dates for accuracy, conflicts, formatting, grammar, spelling, and alignment, and communicate with contributing authors. The Editor shall utilize the Editorial Board for review of technical materials as needed and submit final content to the Executive Board at least 7 days prior to distribution and with edits from the Executive Board to the Management Company for distribution 4 days prior to scheduled publication. Content and timeline guidelines will be followed as outlined in the NYSSPA Policy and Procedure Manual.

**Public Education Subcommittee:** This subcommittee will develop plans and materials to educate the public regarding the profession, establish and maintain a list of contacts with the media and public interest groups, publicize the image and distinctive nature of PAs, review and amend the NYSSPA Fact Sheet, slide decks, and website as needed as it pertains to public lay communications, work with the Legislative Affairs Committee to create public educational materials that will assist in legislative efforts of the Society, and work with the Professional Relations Committee to maintain current information and research materials pertinent to the proactive utilization of PAs. The Public Education Subcommittee works with appropriate Society leadership including the Central New York District Director in the development and implementation of activities surrounding the annual State Fair.

**Social Media Subcommittee:** This subcommittee will oversee the NYSSPA social media channels to ensure compliance with social media policy.

**Website Subcommittee:** The Website Editor will conduct monthly reviews of the Society website to ensure updated content and accurate NYSSPA representation, relay website changes and updates to the Management Company and the appropriate Committee Chair, and address field change requests from Committee Chairs for website changes beyond routine NYSSPA calendar program updates.

## **Conference Committee Job Description**

The Conference Committee will sponsor a conference at least annually that will grant Continuing Medical Education (CME) Credits and will host an annual meeting of the members. The Committee will also coordinate other conference/educations meetings at the Board's discretion. The Conference Committee year begins immediately following the prior conference and until the analysis of the current conference is completed. Job duties include holding regular meetings with the Management Company and committee. A Call for Proposals will be submitted to NYSSPA membership typically with submission deadline in January of the year of the Conference. The chair is then in charge of selecting speaker proposals and seeking out other speakers to fill session openings. Chair is responsible for creating and editing program grid, and finding appropriate workshops. Chair should work with Management Company to reach out to industry and pharma companies to create an exhibit hall. Chair and Management Company must submit to ACCME for approval of all proposed CME prior to start of conference. The committee is tasked with



the delegation of the above tasks, as well as planning additional events and meetings at the conference. The committee must propose a budget to the NYSSPA Board in April and set registration fees and deadlines.

### **Diversity, Equity and Inclusion Committee Job Description**

The Diversity, Equity and Inclusion Committee will develop plans and provide resources for recruitment and retention of persons from diverse communities into the profession and encourage involvement with the Society, conduct workshops and/or other educational programs regarding minority issues that impact the profession and NYSSPA, encourage diversity on all Committees, and advise the Board and Committees on issues related to diverse populations. The Diversity and Inclusion Committee works with other Committees and Society leadership as needed to ensure diversity and inclusion is represented across all NYSSPA activities and communications. The Asian American SIG is supported by the Committee and ensures that the Diversity and Inclusion Committee addresses issues specific to the Asian American and Pacific Islander Community.

### **Education Committee Job Description**

The Education Committee develops and maintains relationships with PA Programs across the state including Program Directors and faculty. The Committee meets regularly to discuss PA Education Programs and Society support of educators.

### **Elections Committee Job Description**

The Elections Committee sets up and carries out the election procedures for the general NYSSPA election, the election of NYSSPA Delegates to the AAPA HOD, and the election of Student Directors in compliance with official guiding documents of NYSSPA and the AAPA. In the Elections Committee, it is especially important that Committee members not engage in activities which represent a potential conflict of interest or which may inhibit an unbiased and neutral elections process. The Committee shall annually review the election process rules and regulations, communicate elections information to the voting membership through the Communications Committee via the Newsletter, website, email, or other means, ensure that eligibility requirements for candidates are met, supervise and ensure ballot integrity, and review election process and transactions to ensure compliance with established voting processes as required for non-for-profit entities. The Elections Committee will maintain a log of terms and positions and the Elections Committee Chair will report to the Immediate Past President.

### **Finance Committee Job Description**

The NYSSPA Finance Committee supports the Treasurer in collaboration with the Society management and executive director in the oversight of Society finances. The Committee is responsible for reviewing the Society's annual budget prior to submission to the Board.

### **Judicial Affairs Committee Job Description**

The Judicial Affairs Committee will function in the areas of medico-ethical issues and education and will investigate disciplinary actions. The Committee Chair will advise on matters of parliamentary procedure, review the appropriateness, legality, or legal implications of actions or positions of the Society, and present Committee members annually. Committee members must be familiar with Bylaws and Policy and Procedures of both NYSSPA and the AAPA, ensure adherence to NYSSPA's governing documents and assist the Board in reviewing matters pertaining to the NYSSPA Articles of Incorporation, Bylaws, and Policies and Procedures. The Committee will ensure that AAPA Guidelines for Ethical Conduct for the PA profession are available for Society members, address JAC complaints concerning NYSSPA or its membership, prepare a written report of incidents for the Board with recommendations for follow up, review any charges and substantiating evidence to determine if a judicial hearing is warranted, render recommendations that arise from investigations of charges, and provide case-specific reports to the Board as necessary or requested. The Committee will ensure that the JAC complaint report is current and available to



members. Committee actions regarding charges will follow timeline and procedure guidelines as established in the NYSSPA Policy and Procedure Manual.

### **Governance and Strategic Planning Committee Job Description**

The Governance and Strategic Planning Committee ensures the accuracy and integrity of the NYSSPA governing documents, review the documents annually, and present proposed recommendations for updates to the Board. The committee ensures that policies developed or amended by the Board are incorporated into the Policy and Procedure Manual following each Board meeting, and will develop, implement, and oversee the alignment of the NYSSPA Strategic plan. The Committee will strive to improve organization documentation, adequately prepare incoming leaders for their first Board Meeting, and examine organization-wide workflows to identify areas for improved efficiency.

### **Historian Job Description**

The NYSSPA Historian will maintain records and memorabilia important to the history of NYSSPA and will work with the PA Historical Society.

### **Industry Relations Committee Job Description**

The NYSSPA Industry Relations Committee serves as the Society's liaison for entities looking to support the mission and vision of NYSSPA via sponsorships, product showcases, regional non-CME meetings, and similar initiatives. The Committee works with District Directors to maintain contacts throughout the state and facilitate sponsored District Events Fees/categories for the newsletter, sponsorship and the advertising rates shall be determined by Industry Relations Committee and Professional Relations Committee and approved by the Board. If either committee or the executive director identifies a potential conflict of interest with a corporation wishing to purchase a sponsorship, it will need to be reviewed and approved by the executive board.

### **Membership Committee Job Description**

The Membership Committee will promote efforts to increase and retain NYSSPA membership, conduct continuous new member solicitation, identify and recommend new member benefits, and review the membership application, dues amounts, and dues cycle annually to identify promotions to strategically increase and engage membership. The Committee will review applications for NYSSPA Membership Awards and forward recommendations to the Board, provide information about the award categories to the general membership, review award criteria, descriptions, application form, and award type annually and amend as needed, and select winners based on predetermined criteria and eligibility as defined in the NYSSPA Policy and Procedure Manual. The Committee will oversee defined "Membership External Benefits." If either committee or the executive director identifies a potential conflict of interest with a corporation wishing to provide an external benefit, it will need to be reviewed and approved by the executive board.

### **Leadership Committee Job Description**

The Leadership Committee will support initiatives to advance opportunities for PAs in New York to serve in healthcare administrative roles and PA service lines, provide educational content, networking opportunities, and didactic content pertaining to the business of medicine and professional legislative updates, and serve as advocates for the profession and a leadership pipeline for NYSSPA.

### **Legislative Affairs Committee Job Description**

The Legislative Affairs Committee works closely with and oversees the activities of the NYSSPA Lobbyist including monitoring proposed changes in state laws and regulations as they may affect NYSSPA and the PA profession, and through initiating, promoting, supporting, and lobbying for new and revised laws and regulations to protect and



advance the interest of the PA profession in NYS. The Committee will organize and maintain a grassroots network of PAs willing to assist with lobbying, and establish and maintain relationships with various legislative coalitions concerning the profession and with state and federal legislators via the NYSSPA Lobbyist. The Committee will assist in organizing the annual NYSSPA Legislative/Lobby Day in the state capitol and will routinely communicate with and apprise the President.

### **PA Educators Committee Job Description**

The NYSSPA PA Educators will serve as liaisons between NYSSPA and the PA Programs/Faculty registered in NYS. The Committee Chair will be a NYS PA Program Director or faculty member and will work with the Committee members and Student Directors to maintain working relationships with the PA Programs in NYS including maintaining a current distribution list of Programs, Program Directors, and Faculty contact information and encouraging Program Directors, Program Medical Directors, Faculty, Alumni, and Students to be NYSSPA members. The Committee supports the Student Affairs Committee work toward the goal of 100% student membership from NYS PA Programs.

### **Political Action Committee Job Description**

The NYSSPA Political Action Committee will conform to the duties and responsibilities outlined in the PAC Bylaws of the New York Physician Assistant Political Action Committee (NYPAPAC), NYS law, and/or PA PAC Policy. The Committee develops programs to encourage increased support for the PAC, fundraises, determines distribution of PAC funds, and review and conduct procedures for acknowledging PAC donors including thank you notices, website announcements, and acknowledgement at NYSSPA events.

### **Professional Relations Committee Job Description**

The NYSSPA Professional Relations Committee serves to support adequate PA representation on professional and advisory Boards is achieved and that complete representation of PAs is ongoing. The Committee will maintain current address lists for representatives of affiliated organizations, will strive to maintain key alliances, and will work closely with the Public Education Committee to maintain current information and research materials pertinent to the proactive utilization of PAs. Specific charges of the Professional Relations Committee include:

- Developing and maintaining relationships with the Medical Society of the State of New York (MSSNY) and MSSNY county Chapters, when possible, in collaboration with the Government Affairs Committee. The Committee should maintain a list of contacts within each MSSNY Chapter (Chapter leadership and PAs). Strategically identifying MSSNY Chapters who welcome PA representatives in conjunction with PAs who have the experience and knowledge necessary to represent the profession is encouraged to foster these relationships.
- Developing and maintaining relationships with New York State medical specialty/discipline organizations (i.e., cardiology, renal). Identifying PAs within each organization and connecting them with NYSSPA Membership and resources is encouraged to foster these relationships.
- Developing and maintaining seats with New York State oversight organizations such as the Board of Medicine (BOM) and Office of Professional Misconduct (OPMC). \*Increasing the scope/capacity of these positions falls under the Government Affairs Committee.
- Identifying and collaborating with other PA organizations within New York State (i.e., Dermatologic Society of the State of New York). Organizations should be encouraged to support NYSSPA advocacy efforts through promotion and encouraging their members to maintain NYSSPA membership. The ultimate goal with PA focused organizations may be incorporation of the organization as a Special Interest Group (SIG) within NYSSPA when appropriate which requires Board Approval.



### **Professional Education Committee Job Description**

The NYSSPA Professional Development Committee serves to support non-conference educational opportunities for PAs and PA Students by ensuring timely delivery of content such as professional requirements related to legislative successes, public health emergencies, CME etc. The Committee supports educational webinars as moderator/host and technical support. With the support of the management company, the Committee records and reviews attendance, ensures CME certification, and ensures all elements of events are arranged (including but not limited to registration, CME certificates, evaluations, etc).

### **Scholarship Committee Job Description**

The NYSSPA Scholarship Committee will oversee and facilitate the process of awarding scholarships at the Annual Conference to eligible NYSSPA members and will review and conduct procedures for acknowledging scholarship donors including thank you notices, website announcements, and acknowledgement at Society events. The Committee will review the format and content of the scholarship application annually and present updates as needed to the Board by the April Board Meeting, ensure availability of the application on the NYSSPA website, ensure that the Education Chair sends the application to the Program Directors annually, raises funds for the Student Scholarships, and conducts the scholarship program according to timing, process, and eligibility criteria published in the NYSSPA Policy and Procedure Manual.

### **Student Affairs Committee Job Description**

The NYSSPA Student Affairs Committee will recruit and foster student participation and membership in NYSSPA, develop and implement programs of interest to students which benefit NYSSPA, work toward the goal of 100% student membership from NYS PA Programs (as supported by the PA Educators Committee), and serve as resources and advocates for interests, concerns, and perspectives of Pre-PA individuals. Student Affairs develops and implements student activities at the annual conference including a student challenge (ie Medical Jeopardy) if applicable. Student Directors will act as intermediaries between the Student Affairs Committee and the Board of Directors.

### **House of Delegates Job Description**

The Delegates are responsible for representing NYSSPA at the AAPA House of Delegates (HOD) meetings by attending meetings as called by the Vice President/Chief Delegate, developing, and contributing to NYSSPA resolutions to the AAPA HOD through the Chief Delegate, understanding all items for discussion at the AAPA HOD, and participating in all reference committee hearings (unless excused by Chief Delegate). AAPA Delegates are fiduciaries of AAPA and should act in the best interest of the AAPA and the PA profession.