

Advocacy • Education • Service

IAPA Board and Committee Position Application

Directions: Thank you for your interest in pursuing a leadership opportunity with the Illinois Academy of PAs. Please complete the application below and its entirety and submit this form, along with your CV to info@illinoispa.org no later than October 19 at 8pm.

Full Name:

Credentials: PA-C PA PA-S MD/DO

Other _____

Home Address:

Home Phone #:

Cell Phone #:

Employment Name:

Employment Address:

Preferred Email Address:

Board Position you are interested in:

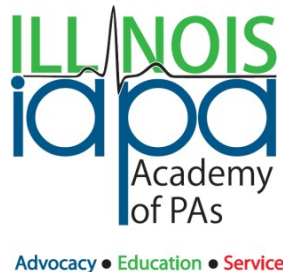
President-Elect Secretary AAPA Delegate

Regional Director – Region 2 Regional Director – Region 4

Regional Director – Region 6

Personal Statement (500 words maximum):

Please state why you are interested in the position and feel you are a good fit.

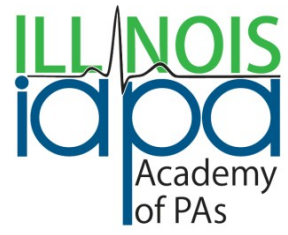


AAPA DELEGATE 2019 & 2020

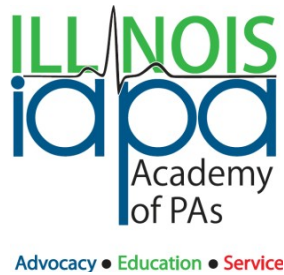
RESPONSIBILITIES:

- I. Has a two-year term of office after being elected by ballot. One position elected in odd years and two positions in even years.
- II. Attend all State Board of directors meetings.
- III. Responsible for gathering and communicating feedback from the board and IAPA membership about proposed AAPA House of Delegates policies.
- IV. Represent the IAPA by attending the annual AAPA House of Delegates meeting as a voting member. Travel expenses and reimbursement dependent on IAPA annual budget.

1 position available will serve at 2019 and 2020 HOD meetings



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PRESIDENT-ELECT 2019

RESPONSIBILITIES:

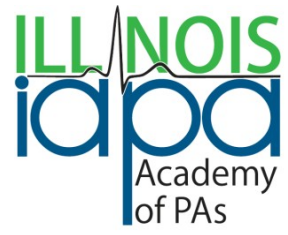
- I. Presides at meetings in the absence of the president.
- II. Organizes and conducts, with the assistance of the elections committee, all elections of officers.
- III. Chairs the Elections/Nominating Committee
- IV. Assist with the organizational efforts of all CMEs sponsored by the IAPA.
- V. Contact regional directors and committee chairs to submit agenda items accompanying reference material to president prior to BOD meeting.
- VI. Attend as many regional chapter meetings as time allows.
- VII. Serves a one-year term and steps in to Presidency the following year.
- VIII. Serves on the Executive Committee.

IV. PROGRAMS

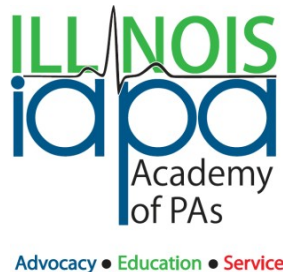
- a. Tentative program approved by IAPA Board of Directors as soon as possible.
- b. Completed program developed and posted to website a minimum 3 months prior to meeting.
- c. Send tentative program to AAPA to apply for CME accreditation at least 60 days prior to date of program to receive approval prior to meeting. If desire program announcement in AAPA publications.
- d. Receive registrations and keep record of attendance.
- e. Programs should be finalized 6-8 weeks prior to meeting.

VI. HOTEL NEGOTIATIONS

- a. Determine number rooms needed +or conference attendees.
- b. Determine number of rooms needed for lectures.
- c. Arrange for needed audio/visual equipment, etc.
- d. Arrange for registration area.
- e. Luncheon/Dinner Requirements
 - 1. Deadline for number of guaranteed meals.
 - 2. Choose menu.
 - 3. Select room set-Lip.
 - 4. Speaker's podium needed.
- f. Coffee Breaks



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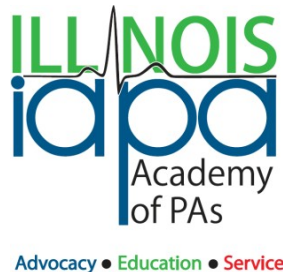
REGIONAL DIRECTOR 2019

RESPONSIBILITIES:

- I. Has a two-year term of office after being elected by ballot.
- II. Attend all state board of directors meetings.
- III. Attend all meetings within the region as much as possible.
- IV. Oversees activities within their region and reports to the board of directors.
- V. Receives copies of all correspondence concerning regional chapter activities. .
- VII. Should submit agenda items and accompanying reference material to the president before board of directors meeting for inclusion of meeting packet.
- VIII. Attend all chapter board of directors meetings and general membership meetings.
- IX. Maintain chapter mailing list and members in collaboration with executive director.
- X. Encourages and promotes IAPA membership and event support for all PAs and other healthcare providers in the region assigned.

Open Regional Director Positions:

1. Region 2
2. Region 4
3. Region 6



SECRETARY 2019

RESPONSIBILITIES:

- I. Has a two-year term of office after being elected by ballot during odd years.
- II. Presides at meetings in the absence of the president and president-elect.
- III. Oversees and/or keeps minutes of all meetings of the Board of Directors. Copies of these meetings are to be submitted to members of the board before the next meeting.
- IV. Oversees and/or keeps a record of all communications, members and legal notices in accordance with the provisions of these Bylaws or as required by law, and performs any other duties assigned by the President.
- V. Calls special board meetings at the request of the president or, upon written request or by email to the president, of at least 25% of the members of the chapter.
- VI. Calls special meetings of membership at the request of the president or upon written request to the president by a majority of the voting membership.
- VII. Files charges of misconduct presented by any member with the IAPA.
- VIII. Receives copies of all correspondence concerning chapter business for filing.
- IX. Should serve as a leader and mentor on at least one IAPA committee.
- X. Should submit agenda items and accompanying reference material to the president before chapter board of directors meeting for inclusion of meeting packet.
- XI. Attend all chapter board of directors meetings and general membership meetings.
- XII. Maintain chapter mailing list and members in collaboration with executive director.