



Physician Assistant History Society®  
Honoring our History; Ensuring our Future

### **Information for Prospective Trustee Candidates**

The PA History Society (PAHx) is accepting applications for the position of PAHx Trustee. This voluntary board position begins January 1, 2023. The Society plans to fill one position for a first three-year term from January 1, 2023, through December 31, 2025, with an optional second three-year term after completing a successful first term.

**Interested candidates should email a Letter of Interest and a CV or resume to:**  
PAHx Nominating Committee, c/o Lori Konopka-Sauer at [LoriK@nccpa.net](mailto:LoriK@nccpa.net)

**Applications will be accepted through September 9, 2022.** The PAHx Nominating Committee will review all applications and conduct telephone interviews with the finalists by early October. Per the PAHx Bylaws, the NCCPA Board of Directors must vote to approve the PAHx Nominating Committee's recommendation during their annual board meeting in November, and candidates will be notified of the results by December.

PAHx Board members are expected to provide leadership and vision for the organization and have a fiduciary responsibility to the organization. The Trustees should have a genuine interest in the history of the PA profession and the mission of the organization. It is highly recommended that board members have previous experience or expertise with physician assistants and/or the physician assistant profession.

The Society's Board is considered a 'working board'. As such, Trustees are required to have their own computer to respond regularly to emailed communications and experience participating in video conference calls.

Trustees are asked to contribute content to the PAHx website and collections; write biographies; write short articles for the quarterly newsletter; participate on 1 – 2 PAHx Committees; participate on a New Board Member Conference Call; and actively participate during the Society's two annual Board meetings and summer video conference call.

The **2023 meetings include:** April 22-23 in Johns Creek, GA, and in early November (date TBD) in Atlanta, GA. There will also be a 2-hour board video conference call scheduled for mid-August. The Society covers the hotel and travel expenses for Trustees to attend the bi-annual board meetings.

For additional information, please email [LoriK@nccpa.net](mailto:LoriK@nccpa.net) and your questions and/or applications that will be forwarded to the PAHx Nominating Committee.



## TRUSTEE JOB DESCRIPTION

Board members are expected to provide leadership and vision for the organization and have a fiduciary responsibility to the PA History Society (PAHx). Individual Board members are expected to meet high standards of personal conduct and commit the time necessary to be effective. Bylaws, policies, and procedures must be honored. The Board President is the official spokesperson for the organization. The Trustees speak as a unified voice when communicating publicly as it relates to PAHx Society matters. The Board meets in-person and by video conference call to make corporate decisions. It is recommended that Trustees have previous experience or expertise about the physician assistant profession.

Together with other members of the PAHx Board, each Trustee will:

1. ***Assist in establishing and developing the PAHx's mission and strategic plan and ensuring effective organizational planning.*** As stewards of the organization, board members will actively participate in the strategic planning process by articulating a vision for the organization and evaluating progress toward meeting strategic goals and objectives.
2. ***Participation on a working board.*** The Society Board is considered a 'working board'. As such, Trustees are expected to complete a variety of tasks annually, which include, but are not limited to, the following:
  - Participate in PAHx fundraising initiatives
  - Contribute content to the PAHx website (such as Biographies, Oral Histories, etc.)
  - Are encouraged to write 1 article related to the PA profession
  - Write 1 - 2 articles for *Historical Happenings* or PA journals
  - Participate on 1 -2 Committees
  - Attend the bi-annual Board meetings and summer video conference call
3. ***Manage resources effectively.*** For the organization to remain accountable to its stakeholders and to safeguard its tax-exempt status, Board members must assist in developing the annual budget and ensure that proper financial controls are in place. Whenever possible, Trustees are encouraged to find other sources of funding outside of the Society to attend the bi-annual Board meetings.
4. ***Assess performance.*** Board members will participate in assessing the Board's performance by annually evaluating its overall performance in fulfilling its responsibilities and achievements and reaching consensus on areas of improvement.

### ***SPECIFIC RESPONSIBILITIES OF A BOARD MEMBER:***

- Fully understand and support the organization's mission.
- Comply with the PAHx bylaws, policies, and procedures.
- Keep up to date on issues affecting, or potentially affecting, the organization.
- Be prepared for Board meetings and participate effectively by providing input.
- Attend each Board meeting in its entirety.
- Complete New Board Member Orientation.
- Support Board actions publicly even if personal reservations about decisions exist.
- Avoid or disclose conflicts of interest.
- Keep confidential matters confidential until approved for disclosure.
- Respect the staff's right and need to prioritize and at times to redirect requests from Board members for information or service.



## Physician Assistant History Society

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***Vision:*** The PA History Society brings PA history to life by inspiring the next generation of PAs, patients and policymakers.

***Mission:*** To share the history of the development of the PA profession and illustrate how PAs continue to make a difference in our society.

***Values:***

1. **Recognition and understanding:** PAHx promotes recognition and understanding of the physician assistant profession by documenting the efforts of those who have contributed to its development, evolution, and promotion.
2. **Dedication:** PAHx is dedicated to faithfully and comprehensively assembling the collective history of the profession.
3. **Credibility:** PAHx is recognized by PAs and the health care community as the primary repository of the history of the physician assistant profession.
4. **Engagement:** PAHx strives to involve the public, PAs, and PA programs to participate in the collection, preservation and sharing of PA history.