



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, 2025. The Society plans to fill one position for a first three-year term from January 1, 2025, through December 31, 2027, with an optional second three-year term after completing a successful first term.

Applications will be accepted through August 19, 2024.

Interested candidates should email the following 3 items to:

PAHx Nominating Committee, c/o Lori Konopka-Sauer at LoriK@nccpa.net

- 1. Letter of Interest**
- 2. CV or Resume**
- 3. Jane Doe Mock Biography Writing Sample**

Included with these application materials, please find a Jane Doe Mock CV and the PAHx biography instructions. Please draft a biography for Jane Doe as a writing sample and include the mock BIO with your Letter of Interest and CV or Resume. Candidates may also include a sample of a previously written item with their application.

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.

Candidates should have a strong interest in writing. Trustees are expected to contribute content to the PAHx website and collections; write 3-5 biographies annually; write short articles for the quarterly newsletter; participate on 1 – 2 PAHx Committees; participate on a New Board Member Conference Call; travel to and actively participate during the Society's two annual Board meetings and participate in one summer video conference call.

The **2025 meetings include:** April 5-6 in Durham, NC, and November 8-9 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 and your questions and/or applications that will be forwarded to the PAHx Nominating Committee.



STUDENT BOARD MEMBER JOB DESCRIPTION

All 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. Rules 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 PA History Society matters. The Board meets in formal session or by conference call to make decisions of the Society. The Student Trustee must be a PA student currently enrolled in an accredited PA program and have a strong interest in the history of the PA profession.

Together with other members of the PAHx Board, the Student 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. ***Participate on a working board.*** The Society Board is considered a 'working board'. As such, the Student Trustee will be expected to complete a variety of tasks, which include, but are not limited to, the following:
 - Contribute content to the PAHx website (such as biographies, oral histories, etc.)
 - Write at least 1 article for *Historical Happenings*, the PAHx's quarterly newsletter
 - Participate on 1 committee
 - Attend the bi-annual board meetings and the summer 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.
4. ***Assess performance.*** All Board members will participate in assessing the Board's performance by evaluating its overall performance in fulfilling its responsibilities and achievements and reaching consensus on which areas need improvement.

SPECIFIC RESPONSIBILITIES OF A BOARD MEMBER/STUDENT TRUSTEE:

- 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 voicing opinions.
- Attend the entire length of each Board Meeting.
- 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 rights and need to prioritize and at times to redirect requests from Board members for information or service.



Physician Assistant History Society

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

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

Values:

1. **Recognition and understanding:** PAHx promotes recognition and understanding of the physician assistant profession by documenting the efforts of those who have contributed and those currently contributing 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 engage and involve the public, PAs, and PA programs to participate in the collection, preservation and sharing of PA history.



Physician Assistant History Society
Honoring our History; Ensuring our Future

Program Director Acknowledgement

I, _____ of _____
(Program Director's Name) (PA Program Name)

verify that _____ is a student in good standing at my PA program
(Student Candidate's Name)

and I am aware that this student is applying to serve on the PA History Society Board of Trustees for a one-year position from January 1, 2025 – December 31, 2025, while he/she is a student.

I have read and understand the required time commitment, including travel and attendance at board meetings and give my permission for the above-named student to take on this responsibility.

I will notify the PA History Society is the student's status at the program changes.

Signature: _____

Date: _____

Note: This form must be submitted with the student's CV or resume and Letter of Interest to be considered for service on the PA History Society Board of Trustees.

Please direct any questions to Managing Director Lori Konopka-Sauer at LoriK@nccpa.net