



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.



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 calls to make decisions of the Society. It is recommended that Trustees have current or previous experience with or expertise about the PA 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 in 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, Trustees are expected to complete a variety of tasks annually, which include, but are not limited to, the following goals:
 - Contribute content to the PAHx website (3-5 Biographies, 1-2 Oral Histories, other features)
 - 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

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.

Jane Doe, MHP, PA-C
123 North Drive
Summerville, NC 30303
404-467-1234
JaneDoePA@gmail.com

CURRICULUM VITAE

EDUCATION

- 9/07 Northeastern University: Boston, MA
Masters of Health Professions (MHP) and Physician Assistant Certificate
- 12/04 State University of New York: Cortland, NY
Bachelors of Science in Education (BSE)

RELATED EMPLOYMENT

- 11/09 – present Physician Assistant: Medical University of South Carolina
Dept of Neurosciences Division of Neurosurgery
Charleston, SC
- In-patient care of neurosurgical patients including Step-down Intermediate Care Unit
 - Clinical Instructor for Rotating PGY-1 residents, medical students, and staff nurses
 - Member of the Neurosciences Service Line Operations Committee, Neurosciences Quality team, Stop Blood Stream Infections team, NSL Discharge process LEAN QI Committee, Stroke team and Stroke Leadership Committee, NSL HCAHPS Physician Communication Team, and Spinal Cord Injury Task Force
- 7/08 – 10/09 Physician Assistant: New Hanover Community Health Center
Wilmington, NC
- General family medicine for the community indigent, migrant, and Spanish-speaking only patients with out-patient care of all age groups
 - Mentor other mid-level providers
 - Manage clinical databases for diabetes and immunizations
- 11/07 – 6/08 Physician Assistant: Smith Family Practice & Urgent Care, PA
Wilmington, NC
- General family medicine and acute care of patients of all ages
 - QA for asthma, diabetes, immunizations, and cervical cancer screenings to include maintenance of registries, evaluation of compliance with local and national standards, and team development to assure high QA adherence
 - Development and implementation of the child health program
 - Production analysis and evaluation of provider adherence to insurance and national billing standards
 - Mentor other mid-level providers

VOLUNTEER WORK

- 5/09-11/09 Disaster Team Clinician: SERAC SMAT
 Wilmington, NC
- Member of deployment team for disasters and pandemic emergencies

PUBLICATIONS/PRESENTATIONS

- 2023 Presenter: American Association of Neuro Nurses – Chapter Meeting
- “Pain Management in Perioperative Neurosurgical Patients”
- 2019 Presenter: Neurosciences Education Days
- “Delirium in Hospitalized Patients”
 - “Sepsis in Hospitalized Patients”
- 2015 Presenter: Neurosciences Spring Symposium
- “Pain Management in Perioperative Neurosurgical Patients”

ASSOCIATION EXPERIENCE

- 2006 – 2009 North Carolina Medical Journal
- Editorial Board Member
- 2005 – 2007 Student Academy of the American Academy of Physician Assistants
- President, Past President (2006-07)
 - Vice President (2005-06)

PROFESSIONAL AFFILIATIONS

- 2020 – present American Academy of Physician Assistants Fellow Member
- 2019 – present South Carolina Academy of Physician Assistants Fellow Member
- 2019 – present Association of Neurosurgical Physician Assistants Fellow Member

CERTIFICATIONS / REGISTRATION NUMBERS

NCCPA Board Certified - #6900123 exp. 12/31/26
South Carolina State License - #123876 exp. 12/31/25

REFERENCES

Available upon request



Process for Creating Biographies

Step One:

Contact the individual with our interest in their contribution to PA history. Request that they email you their CV for you to draft their BIO. Trustees/Historians should draft the biography to be edited by staff.

- ✓ Send a Biographical Sketch Form (if a CV or resume is not available)
- ✓ Send a Biographical & Photographic Permission to Use Form for their signature
- ✓ Assure the individual that the final BIO will not be published until they approve it

Please request at least two photographs (a historical one and a recent headshot photo). If the individual would like to submit additional photographs to accompany their biography, the Society will use them if appropriate and space is available.

Step Two:

Using the template provided below as a suggestion prepare a written rough draft of the biographical summary. Staff can assist with this process by providing editing or with writing if you would prefer. Feel free to use bios already on the website as a guide. The recommended BIO length is 750-1,000 words. Please visit the PAHx BIO webpage to review biographies:

<https://pahx.org/bio/>

Suggested Template for Written Biographies

First - Introduction: In the opening paragraph, describe one or more of the contributions that the subject made to the physician assistant profession.

Second – Early Years: This paragraph should contain details of subject's early year - where they were born and raised, where they attended school, PA education, what drew them to the PA program.

Third - Early Profession: Use this paragraph to describe their PA education and early career. Provide details of their early accomplishments and early involvement in the PA profession.

Fourth - Main Body: The remaining body of the biography should contain career accomplishments, awards, and organizations in which they served. This section can also be used for their contributions to the profession and their community.

Last - Current Status: The last paragraph should contain their current position and focus. You may also add personal details, such as hobbies, family, interests, etc.

Acknowledgements: Prepare acknowledgements for the biographical sketch, photos, and date completed.

Step Three:

Once the biography is completed and proofed, staff will send the BIO to the individual for final approval and then upload the bio along with the photographs to the website.