

## Information for Prospective Trustee Candidates

**“On behalf of the PA History Society Board of Trustees, I’m excited to announce that we are now accepting applications for the voluntary board position beginning January 1, 2027. I hope you will consider joining me on our diverse and engaged board that is focused on working together to preserve and share the history of the PA profession,” Bill Kohlhepp, DHSc, PA-C Emeritus, DFAAPA**



Bill Kohlhepp,  
2026 PAHx President

The Society plans to fill one position for a three-year term from January 1, 2027, through December 31, 2029, with an optional second three-year term after completing a successful first term. As a ‘working board,’ the PAHx Trustees are expected to complete numerous tasks annually to fulfill the Society’s mission. Please see the attached PAHx Trustee Job Description for details.

**Applications will be accepted through August 15, 2026.**

**Interested candidates should email the following 3 items to:**

PAHx Nominating Committee, c/o Lori Konopka-Sauer at [LoriK@nccpa.net](mailto:LoriK@nccpa.net)

- 1. Letter of Interest**
- 2. CV**
- 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. Candidates may also include a sample of a previously written item with their application. Applicants will be considered based on the current Board composition and future needs of the Society.

The PAHx Nominating Committee will review all applications and conduct interviews with the finalists by early October. The Nominating Committee’s recommendations will need acceptance by the PAHx Board of Trustees. Per the PAHx Bylaws, the NCCPA Board of Directors must vote to approve the PAHx Board of Trustee’s recommendations during their annual board meeting in November, and candidates will be notified of the results by December.

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

As previously mentioned, the Society’s Board is considered a ‘working board’. As such, Trustees are required to have their own computer, respond regularly to emailed communications, and Trustees will also be asked to participate 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 **2027 meetings include:** Fri. April 16 - Sun. April 18 in Johns Creek, GA, and Sat. Nov. 6 - Mon. Nov. 8 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 will be forwarded to the PAHx Nominating Committee.



## TRUSTEE JOB DESCRIPTION

Trustees are expected to provide leadership and vision for the organization and have fiduciary responsibility to the PA History Society (PAHx). Individual Trustees 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 Trustees meet in-person bi-annually and virtually throughout the year to make decisions of the Society.

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

1. ***Assist reviewing, updating, and advancing the PAHx's mission and strategic plan and in ensuring effective organizational planning.*** As stewards of the organization, Trustees 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. ***Active 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 goals:
  - Contribute content to the PAHx website (3-5 Biographies, 1-2 Oral Histories, other features)
  - Write 1 - 2 articles for *Historical Happenings* or PA journals
  - Actively participate on 1 -2 PAHx Board Committees
  - Attend the April and November in-person board meetings and the summer virtual meetings
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.*** Board members will participate in assessing the Board's performance by annually evaluating its overall performance in fulfilling its responsibilities and achievements and reaching a consensus on areas of improvement.

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

- Understand and support the organization's mission by actively promoting the Society's resources.
- 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 rights and need to prioritize and at times to redirect requests from Trustees 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/physician associate 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 healthcare community as the primary repository of the history of the PA 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  
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## **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





## Process for Creating Biographies

### Step One:

Contact the individual to let them know the Society's interest in recording their contributions to PA history. Request that they email you their CV for you to draft their BIO. Trustees/Historians should draft the biography and then send it 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 recent headshot photo and one of them 'at work'). If the individual would like to submit additional photographs to accompany their biography, the Society will use them if appropriate.

### Step Two:

The template provided below is the suggested format for preparing a written draft of the biographical summary. Staff will assist in editing after being sent the rough draft. Feel free to use bios already on the website as a guide. The recommended biography length is 750-1,000 words. Please visit the PAHx 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/physician associate profession.

**Second – Early Years:** This paragraph should contain details of the subject's early years – such as where they were born, how they found/discovered the PA profession, their PA experience, etc.

**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 proofread, staff will send the biography to the individual for final approval and then upload the bio along with the photographs to the website.