

# **POLICY AND PROCEDURES MANUAL**

## **MASSACUSETTS ASSOCIATION OF PHYSICIAN ASSISTANTS**

This manual is designed to be a guide of the roles and responsibilities of the officers, committee members, and directors of MAPA. All Board, Committee Chairs, and HOD representative must make a good faith effort to attend the quarterly meetings.

### President

- Act as administrative head of MAPA
- Preside at all meetings of the membership and Board of Directors meetings
- Appoint all Committee Chairpersons annually
- Direct the actions of the committees
- Report the state of the organization to the membership at each Annual Meeting
- Act as the official liaison to the AAPA
- Recommend to the Board qualified individuals to complete any unfilled positions in the organizations

### Immediate past President

- Sit as a member of the Board of Directors
- Act as advisor to the President

### President-Elect

- Sit as a member of the Board of Directors
- Call for nominations for annual election and preside over the voting process
- Assume the role of the President in the absence of the President

### Secretary

- Prepare and preserve all minutes of the meeting of the membership and Board of Director meetings (needed for corporate filings with state and for tax purposes)
- Distribute the minutes of the meetings of Association
- Prepare all annual filings with AAPA
- Coordinate and prepare Charter re-certification with AAPA
- Communicate dates of committee and board meetings to the membership
- Inform AAPA of all new Officers, Committee Chairs, or Delegates in a timely manner

- Call for annual elections in the absence of the President-elect

#### Treasurer

- Maintain the financial records of the organization
- Issues payments from bank account
- Maintains bank and financial accounts
- Prepare the annual budget
- Prepare financial statements for Board meeting
- Report the state of the financial condition of the Association to the membership at the annual meeting.
- Coordinate with certified accountants in the preparation of Federal Tax returns and State financial filings.
- Ensure the organization activities are conducted in accordance regulations governing non-profit organizations
- File all necessary report with Commonwealth of Massachusetts Secretary of State (Annual Report, Form 47)

#### Directors at-large

- Perform duties as required by the President

#### CME Chair

- Prepares agenda for 2 CME functions
- Issues contracts for speaker
- Prepares filing for CME credit with AAPA
- Solicits grants for speakers
- Contracts with facilities hosting the event

#### Membership Chair

- Co-ordinate activities to maintain and enhance membership
- Co-ordinate introductory meetings for first year students at in-state Physician Assistant programs
- Prepare status reports on membership to the Board

#### Legislative Chair

- Identifies legislative issues effecting PAs in the state
- Co-ordinates with lobbyist regarding legislative activity
- Point person for meetings with legislative and other healthcare professionals.

#### Newsletter Chair

- Co-ordinates the production of the newsletter

Public Relations/ Social Chair

- Point person for interaction with employers
- Co-ordinates social activity for PAs
- Co-ordinates activity for Pri-Med conference.

House of Delegates Representative

- Represents MAPA at AAPA conferences and meetings
- Reports activity to the Board of Directors.