



OAPA OFFICER JOB DESCRIPTIONS

All Members of the OAPA Board of Directors Shall:

- Attend all Board Meetings and participate on Board Conference Calls.
- Recognize the fiduciary responsibility of being a board member.
- Seek out and cultivate new leadership for OAPA.
- Represent OAPA at professional and social functions in a positive manner.
- Promote the value of membership in OAPA and encourage joining.
- Submit at least one article per year for the OAPA newsletter.
- Perform administrative tasks specific to their office in the absence of staff.

President

Summary:

The President serves as the chief spokesperson and represents all interests of the association. In concert with the other officers of the board, the President oversees implementation of Association policies and bylaws. Because the position represents the needs of the entire PA profession in Ohio, the President must act with integrity and trust and work toward bringing together all members and constituents toward a common vision.

Position Specific Responsibilities:

- Preside at all meetings of the Board of Directors, in person or conference calls, preside at Membership meetings and attend OAPA conferences and events.
- Develop board meeting agendas in consultation with the Executive Director and with input from board members.
- Serve as Chair of the Executive Committee and a member of the Ways and Means Committee.
- Serve on the Awards Committee.
- Appoint committee and task force chairs, assigns projects, goals and timetables.
- Act as chief spokesperson for the association on all issues related to the PA profession or delegates an appropriate representative to do so.
- Represent or delegate board representation to constituent and external organizations.
- Mentor the President-elect.
- Chair a selection committee or task force charged with hiring an Executive Director and developing the contents of a contract. The president shall execute the contract and monitor compliance to the contract.
- Make a full report of the year's activities at the annual meeting of the organization.

Reports to: OAPA Membership

Elected By: Position assumed not elected

Length of Term: One year

Supported Administratively by: Executive Director and Staff

President Elect

Summary:

The President Elect office was designed to facilitate a smooth transition of leadership for the OAPA. The President Elect should work closely with the current President on every endeavor to learn all duties of the Presidency. Therefore, this office is primarily a learning experience. However, the President Elect will assume the duties of the President in the event of an absence or vacancy.

Position Specific Responsibilities:

- Succeed to the office of President at the expiration of the President's term, or earlier if the office becomes vacant for any reason.
- Serve on the Executive Committee and is Chair of the Ways and Means Committee.
- Serve on the Awards Committee.
- Serve as the Board of Directors' advisor to assigned committees.
- Attend AAPA's Leadership Summit.

Reports to: OAPA President

Elected By: OAPA Members

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Vice President

Summary:

The Vice President's primary purpose is to assist the President. He or she should become knowledgeable of the duties and responsibilities of the President and shall perform such duties as may be delegated by the President. The Vice President shall assume the duties of the President in his or her temporary absence.

Position Specific Responsibilities:

- Serve on the Executive Committee and is Chair of the Bylaws Committee.
- Organize and conduct, with the assistance of the Secretary and Regional Trustee, all annual elections (*Ed note; the reference to the Regional Trustee is in the OAPA Bylaws*). Chair the Election Committee.

Reports to: OAPA President

Elected By: OAPA Members

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Secretary-Treasurer

Summary:

The main responsibility of the Secretary-Treasurer is to direct the OAPA's fiscal policy and review and monitor cash and savings accounts with regard to the annual budget. He or she is also responsible for assuring that accurate minutes of board meetings are recorded and maintained.

Position Specific Responsibilities:

- Serve on the Executive Committee and an ad hoc endorsement review committee.
- Review monthly financial reports and report the financial status to the Board of Directors.
- Prepare the annual budget with the Executive Director and President-Elect.
- Recommend audits of the financial records as needed.
- Deliver a financial report at each membership meeting.
- Serve on an ad hoc investment committee.
- Assure that accurate minutes of board and membership meetings are recorded and maintained.

Reports to: OAPA President

Elected By: OAPA Members

Length of Term: Two years

Supported Administratively by: Executive Director and Staff

Immediate Past President

Summary:

The Immediate Past President serves in advisory capacity on various committees and performs such duties as may be delegated by the President and/or the Board of Directors. The Immediate Past President shall assume the duties of the president in the absence of both the President and Vice President.

Position Specific Responsibilities:

- Serve on the Executive Committee and Awards Committee.
- Chair the Past Presidents' Council.
- Help mentor the President and President Elect.

Reports to: OAPA President

Elected By: Position assumed, not elected

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Regional Directors (called Trustees in the OAPA Bylaws)

Summary:

The Regional Directors shall serve on committees as designated by the President and will facilitate communication to and from OAPA members in his or her region.

Position Specific Responsibilities:

- Represent OAPA members in their region.
- Coordinate a minimum of one regional meeting per year sponsored by OAPA.
- Coordinate vendor dinners in the region and provide a report on OAPA activities at those dinner meetings.
- Submit a report of regional activities at each Board meeting if he or she will not be present to do so in person.

Reports to: OAPA President

Elected By: OAPA Members in that Region Only

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Student Representative

Summary:

The Student Representative shall act as a liaison between the Board of Directors and student members of the organization in all the Ohio PA programs.

Position Specific Responsibilities:

- Serve as a liaison between the Board of Directors and all student members of the OAPA.
- Serve on the Student Affairs Committee.
- Represent student views on the Board of Directors.
- Coordinate the election of the Representative-Elect.
- Promote membership of the OAPA to students in the Ohio PA Programs.
- Mentor the Student Representative-Elect.
- Facilitate student participation and involvement on all the OAPA's committees, teams and/or projects.

Reports to: OAPA President

Elected By: Position assumed, not elected

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Student Representative-Elect

Summary:

This is the only non-voting member of the Board of Directors. The Student Representative-Elect will use the year to learn the responsibilities of being the Student Representative. The Representative-Elect will assume the position of Student Representative the following year.

Position Specific Responsibilities:

- Work with the Student Representative to prepare to be the Student Representative.
- Serve on committees and perform tasks as designated by the President.

Reports to: OAPA Student Representative

Elected By: A Representative from each PA Program or appointed by a PA Program as designated by the Board of Directors.

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Executive Director

Summary:

The Executive Director will perform such administrative duties as defined by the Board Directors but the responsibility for association activities still resides with the Board.

Position Specific Responsibilities:

- Provide administrative support for association activities including, but not limited to, membership, conferences, website, social media, legislative advocacy, public relations and financial accounting.
- Support the activities of the Board of Directors and Committees.

Committee Chairs

Committee Chairs shall be appointed by the President for the term of that President, and must be OAPA members.

Position Specific Responsibilities:

- Attend Board Meetings or submit a report.
- See that the committee carries out the defined objectives as provided by the President or Board of Directors and establish a timetable for completion.
- Have the responsibility for developing, recommending and implementing organizational plans for their respective committee.
- Make a final report and/or recommendation to the Board for action.

Reports to: OAPA President

Elected By: Not elected, appointed by the President

Length of Term: One year

Supported Administratively by: Executive Director and Staff

Adopted July 11, 2015 by the OAPA Board of Directors