



OAPA OFFICER JOB DESCRIPTIONS

All Members of the OAPA Board of Directors (BOD) Shall:

- Comply with federal, state, and local laws, as well as AAPA's Guidelines for Ethical Conduct for the PA Profession and OAPA policies relating to disclosure, conflict of interest, and confidentiality.
- Attend all regular meetings of the BOD and other special meetings called for the purpose of conducting OAPA business.
- Participate in board action by unanimous written consent as required for conducting OAPA business.
- Recognize, understand, and accept 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 OAPA and encourage membership.
- Support OAPA communications as requested (e.g., submitting newsletter content and interacting on social media).
- Perform administrative tasks specific to their office in the absence of staff.
- Maintain good standing as an AAPA and OAPA Fellow member for the duration of the elected or appointed term.

The duties of BOD officers can be found in Article VIII of the OAPA Bylaws. This section is meant to provide more detail related to the specific roles and responsibilities of each officer.

President

The president serves as the chief spokesperson and represents all interests of the Association. In concert with the other officers of the BOD, the president oversees implementation of Association policies and Bylaws. Because the position represents the needs of the entire PA profession in Ohio, the president shall act with integrity and trust and work toward unifying all members and constituents under a common vision.

Position Specific Responsibilities:

- Act as chief spokesperson for the Association on all issues related to the PA profession or delegates an appropriate representative to do so.
- Preside at all meetings and calls of the BOD and meetings of Membership.
- 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.

- Serve as a member of the Ways and Means Committee.
- Serve on the Awards Committee.
- Appoint committee chairs and assign committee charges subject to approval of the BOD.
- Appoint ad hoc groups including the chair and associated charges and timetable.
- Represent or delegate Board representation to constituent and external organizations.
- Mentor the President-elect.
- Keep the membership apprised of organizational activities through various communication channels.

Reports to: OAPA Membership

Elected By: Position assumed, not elected

Length of Term: One year

Supported Administratively by: Executive Director

President-Elect

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 to learn all duties of the Presidency. Therefore, this office primarily offers a learning experience. The president-elect shall 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.
- Serve as chair of the Ways and Means Committee.
- Serve on the Awards Committee.
- Serve as the Board of Directors' advisor to assigned committees as delegated by the president.
- Attend AAPA's Leadership Summit whenever possible.

Reports to: OAPA President

Elected By: OAPA Members

Length of Term: One year

Supported Administratively by: Executive Director

Vice President

The vice president's primary purpose is to assist the president. They 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 their temporary absence if the president-elect is unavailable.

Position Specific Responsibilities:

- Serve on the Executive Committee
- Parliamentary advisor of the OAPA Bylaws and Policy Manual
- Chair the Bylaws Committee
- Organize and conduct, with the assistance of the secretary-treasurer, all annual elections.

- Chair the Election Committee.

Reports to: OAPA President

Elected By: OAPA Members

Length of Term: Two years

Supported Administratively by: Executive Director

Secretary-Treasurer

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. They are also responsible for assuring that accurate minutes of Board meetings are recorded and maintained.

Position Specific Responsibilities:

- Serve on the Executive Committee.
- Review monthly financial reports and report the financial status to the Board of Directors quarterly.
- Assist the vice president with elections.
- Serve as a member of the Ways and Means Committee.
- Recommend audits of the financial records as needed.
- Deliver a financial report at each membership meeting.
- Call special meetings on behalf of the president.
- Assure that accurate minutes of Board and Membership meetings, executive session, and actions taken with unanimous consent are recorded, maintained, and distributed according to policy.

Reports to: OAPA President

Elected By: OAPA Members

Length of Term: Two years

Supported Administratively by: Executive Director

Immediate Past President

The immediate past president serves in an advisory capacity on various committees and performs such duties as may be delegated by the president and/or the BOD. The immediate past president shall assume the duties of the president in the absence of the president, president-elect, and vice president.

Position Specific Responsibilities:

- Serve on the Executive Committee.
- Serve on the 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

Regional Directors

The regional directors shall serve on committees as designated by the president and will facilitate communication to and from OAPA members in their 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 in advance of each Board meeting

Reports to: OAPA President

Elected By: OAPA Members in that Region Only

Length of Term: Two years

Supported Administratively by: Executive Director

Student Representative

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 on the Student Affairs Committee.
- Represent student views on the BOD.
- 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 in OAPA committees, activities, and/or projects.

Reports to: OAPA President

Elected By: Position assumed, not elected

Length of Term: One year

Supported Administratively by: Executive Director

Student Representative-Elect

This is a non-voting member of the BOD. The student representative-elect shall use the first year of their term to learn the responsibilities of being the student representative. The student 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 committee made up of representatives from PA Programs in Ohio as coordinated by the student representative.

Length of Term: One year

Supported Administratively by: Executive Director

Executive Director

The executive director is a non-voting member of the BOD. They shall perform such administrative duties as defined by the BOD, 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 BOD and committees.
- Complete details are included in the job description for this position.

Committee Chairs

Committee chairs shall be appointed by the president with approval by the BOD for the term of that president, and must be OAPA members.

Position Specific Responsibilities:

- Attend Board meetings upon invitation by the president.
- Submit a report of committee activities prior to each board meeting.
- See that the committee carries out the defined objectives as provided by the president or BOD and establish a timetable for completion.
- Oversee the activities of the subcommittees that exist beneath the umbrellas of their respective committees.
- Collaborate with other committees and staff, as needed, to ensure cross association strategy, research, and planning.
- Develop, recommend, and implement organizational plans for their respective committees.
- Make a final report and/or policy recommendation to the Board for action.
- Oversee all expenses of the committee and collaborate with the ED and secretary-treasurer to submit a proposed budget on an annual basis.
- Monitor and update their respective committee's information on the OAPA website in collaboration with the ED.

Reports to: OAPA President

Elected By: Not elected, appointed by the president

Length of Term: One year

Supported Administratively by: Executive Director

Adopted July 11, 2015 by the OAPA Board of Directors

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