



2017 Application for NEW Committee Members

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Please print and complete this form.

NCAPA wants YOU to volunteer for a committee! Your input and assistance are needed to help *your* Academy grow and prosper. This is your opportunity to make a difference.

Committees make successful organizations. Committees gather information, study issues, reach consensus, and make recommendations to the Board of Directors. Active committee involvement makes NCAPA a successful organization.

Attached are the objectives for each committee open to volunteers. Please read these objectives and volunteer for a committee for the 2016 membership year by completing the attached application. Once NCAPA receives all completed applications, the President-Elect, with approval of the Board of Directors, will appoint Committee Chairs for 2016 and work with the Chairs to select committee members.

**PLEASE RETURN YOUR APPLICATION BY MAIL, FAX OR EMAIL
TO NCAPA NO LATER THAN AUGUST 29.**

North Carolina Academy of Physician Assistants
1121 Slater Road, Durham, NC 27703
Fax: 919-479-9726
Email: emily.adams@ncapa.org

PROCESS:

Committee Chairs will be selected in mid-September, voted on by the NCAPA Board of Directors, and notified in early October. Committee Chairs will then work with the NCAPA President-Elect to select and notify committee members.

**THANK YOU FOR CONSIDERING SERVICE
TO NCAPA!**

2017 Application for NEW Committee Members

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To volunteer for a committee, please indicate your 1st, 2nd, and 3rd choices next to the committees listed below. Every effort will be made to accommodate your first choice, while at the same time balancing organizational needs and the requests of all committee volunteers.

COMMITTEE	Preference (1, 2, 3)	Requested Role: Please indicate <i>Member</i> or <i>Chair</i>
Communications & Marketing		
Continuing Education: Conf Mngmt Panel		
Continuing Education: Prof Dev Review Panel		
Continuing Education: Educational Dev Panel		
Finance		
Government Affairs		
Health		
Internal Audit		
Membership		
Student Affairs		

Name _____ Degree/Designation _____

Address _____ Home Work

City _____ State _____ Zip _____

Email _____ Phone _____ H W C

To help us match your interests and experiences with service on an NCAPA committee, please answer the following questions.

- 1) How long have you been an NCAPA member?

- 2) Have you been a member of another AAPA constituent chapter? If yes, which one(s) and for how long?

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- 3) Have you served on the NCAPA Board or on an NCAPA Committee in the past? If yes, please list the position(s) you've held.

- 4) Please list any other past leadership experiences and volunteer activities in which you have participated.

- 5) What do you believe are the qualities and knowledge that you would bring to the committees you are interested in serving on?

- 6) Please estimate the number of hours per week that you are able to devote to NCAPA work.

- 7) Are you available for:
 - In-person meetings? Yes No If yes, how often?
 - Conference calls? Yes No If yes, how often?
 - Communication by email? Yes No If yes, how often do you check your email?

Name: _____

THANK YOU!

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NCAPA STANDING COMMITTEES

Communications and Marketing Committee provides support and input to office staff to increase public understanding of PAs as health care professionals and the profession's leadership role in providing quality patient care, as well as the promotion of NCAPA and the value of NCAPA membership.

Continuing Education Committee plans and implements the Academy's annual conferences, workshops, and online CME offerings in coordination with office staff. Members serve on one of three panels:

- **Conference Management Panel**-Makes decisions regarding changes and improvements to NCAPA's two existing annual conferences. Members volunteer at conference, run beach events at summer conference onsite, and work registration desk.
- **Professional Development Review Panel** –Recommends, reviews, & selects speakers for NCAPA's two existing annual conferences. Reviews lecture content to ensure high quality educational standards.
- **Educational Development Panel**-Ensures that NCAPA offers the most current CME, such as online CME & research, and recommends new types of CME including new NCCPA certification standards (SA and PI CME). Recommends speakers and approves learning objectives and presentation content for all CME or other educational workshops offered outside of NCAPA's two annual conferences.

Finance Committee reviews annual budget requests and submits a proposed budget to the Board. The committee monitors the NCAPA's investment activities and banking activities, including reviewing the monthly financial statement, and provides financial recommendations to the Board as needed. The Finance Committee members include the President, President-Elect, Treasurer, Continuing Education Committee chairperson, and others appointed by the president to make up a committee of no more than nine members.

Government Affairs Committee tracks legislation and regulations of interest to PAs and provides oversight and coordination with lobbyists, allied organizations, and the General Assembly on legislative and advocacy issues.

Health Committee ensures the continued health and effectiveness of highly trained, competent physician assistants for the benefit of the public's health and safety. The Committee collaborates with the NC Physician's Health Program on issues pertaining to impaired PAs.

Internal Audit Committee evaluates internal control and financial data as well as systems and processes, and makes recommendations for Board consideration. The Committee is appointed by the President and is composed of a minimum of 3 Fellow NCAPA members, excluding anyone currently serving on the Executive Committee, Board of Directors and/or the Finance Committee.

Membership Committee reviews, revises, and makes recommendations for membership structure, services, and benefits while working with the office staff on recruitment and retention strategies. Review of awards and communications to members are also a component of committee activities.

Regional Chapters Committee provides two-way communication between NCAPA and the Regional Chapters, providing support to the chapters throughout the state and ensuring that policies and charters are current. Each Regional Chapter is invited to assign one member to serve on this committee.

Student Affairs Committee acts as a liaison to PA programs and represents the concerns of the PA student community while supporting efforts in achieving academic excellence, proficiency, and social interaction.

***There is also a Nominating Committee, but its members are dictated by policy.**