



NORTH CAROLINA  
Academy of Physician Assistants

## Call for NCAPA Nominations

The North Carolina Academy of Physician Assistants has been the primary guardian of our profession at the local and state level and a key supporter at the national level. The physician assistants that comprise our leadership emerged from our general membership—YOU!

The Nominating Committee asks that you exercise your choice by nominating yourself or a colleague to a leadership position. All terms begin January 1, 2017. All officer candidates must have been a Fellow member in good standing of the NCAPA for the calendar year prior to election. Candidates for Director-at-Large and Nominating Committee member must have been a Fellow or Associate member of NCAPA for the calendar year prior to election. The following positions for elected offices in 2017 are open for nominees:

### President-Elect

This is a three-year commitment to serve on the Board of Directors: one year as President-Elect, one as President, and one as Immediate Past President. As President-Elect you are responsible for the appointment of chairpersons of standing and ad hoc committees, subject to the approval of the Board; and preparing to serve as President. Responsibilities during your year as President include: presiding at all business meetings of the Academy and the Board of Directors, signing appropriate legal papers of the Academy, and serving as liaison to the NCAPA Central Office.

### Vice President

This is a two-year commitment to serve on the Board of Directors. The Vice-President, in the absence of the President and President-Elect, performs all the duties of the President and President-Elect, and such other duties as the Board of Directors may assign.

### Secretary

This is a two-year commitment to serve on the Board of Directors. The Secretary ensures that a record of the minutes of all business meetings of the members and of

the Board of Directors are maintained and certifies the minutes with his/her signature. Duties also include notifying all officers and directors of all business meetings of the Academy and of the Board, oversight of the records and minutes of all business, and maintaining the corporate seal.

### Director-At-Large

This is a two-year commitment to serve on the Board of Directors. A Director is a voting member of the Board of Directors. Corporate powers are exercised by and under the authority of the Board of Directors. Business affairs of the Academy are managed by the Board of Directors or committees established by the board. (Note: Two Directors-At-Large will be elected.)

### At-Large Nominating Committee Member

This is a two-year commitment to serve on the Nominating Committee. The Nominating Committee is responsible for providing a slate of qualified nominees to run for election in the appropriate Academy leadership positions each year.

A list of complete requirements for the above leadership positions and the election process may be found on our website, [www.ncapa.org](http://www.ncapa.org), in the Board Portal section under NCAPA By-Laws. For questions or clarifications, please contact the Nominating Committee through the NCAPA Central Office (800.352.2271). Once you submit your name for nomination or that of a colleague, the Nominating Committee will contact the nominee to confirm willingness to serve. No names will appear in nomination without the nominee's consent.

May 31, 2016 is the deadline for those who wish for their nominations to be endorsed by the Nominating Committee for the 2017 slate. The Committee will review all nominations and report to the Academy by June 30, 2016. Those who wish to self-nominate (without Nominating Committee review) may do so until August 1, 2016.



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## Nominations Form

**This form is due May 31, 2016.**

**Self-nomination forms are due by August 1, 2016.**

*I nominate the following individual for a leadership position with the NCAPA.*

Nominee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated for: \_\_\_\_\_

\_\_\_\_\_  
*When the nominee is contacted, you may tell him/her that I am the nominator.*    YES    NO

Date: \_\_\_\_\_

Nominator Name (if other than self): \_\_\_\_\_

Nominator's Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Your Daytime Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
This year's election process will yield a President-Elect, Secretary, two (2) Directors-at-Large and one (1) Nominating Committee member. Nomination of candidates must be received by the Nominations Chair in writing no later than May 31, 2016. (*Self-nominations are due August 1, 2016.*) All nominations must be made by current Fellow or Associate members of NCAPA. All terms begin January 1, 2017. No names will be placed in nomination without the nominee's consent.

### Please return forms to:

Chair, Nominating Committee

NCAPA

1121 Slater Road

Durham, NC 27703

Fax: 919.479.9726

Email: