



OFFICER & DIRECTOR DESCRIPTIONS

President

- Act as principal executive officer and legal head of MOAPA
- Exercise supervision over MOAPA and its activities
- Represent and act as the chief spokesperson of MOAPA
- Preside at business meetings and meetings of the board of directors according to Sturgis Standard Code of Parliamentary Procedure
- At the annual meeting, report on MOAPA's activities for the year
- Coordinate agendas for all board of directors meetings
- Appoint committees and committee chairs
- Ensure required AAPA forms and data are submitted

President-Elect

- Succeed to the office of president at the expiration of the president's term
- In the absence of both the president and vice president, assume the duties of the president
- When acting in the place of the president, have all the powers, duties, responsibilities, and privileges of the president
- Perform specific duties determined by the president, head designated committees, and assist the president in strategic planning activities of MOAPA

Vice President

- Become president on the death, resignation, or permanent incapacity of the president
- In the absence of the president, assume the duties of the president
- When acting in the place of the president, have all the powers, duties, responsibilities, and privileges of the president
- Assume the duties of the president-elect on the death, resignation, or permanent incapacity of the president-elect
- Perform specific duties determined by the president, head designated committees, and assist the president in strategic planning activities of MOAPA
- Organize and conduct, the annual elections, with the assistance of the secretary
- Oversee membership retention and recruitment

Immediate Past President

- Serve as an advisor to the president and president-elect
- Perform specific duties determined and delegated by the president or the board of directors, which may include chairing designated committees, serving as a liaison with medical counterparts, reviewing bylaws and policies, goal setting, membership recruitment, PA and MOAPA marketing, and assisting in strategic planning activities of MOAPA

Secretary

- Serve as the chief recording and corresponding officer of MOAPA
- Serve as the custodian of the records of MOAPA
- Ensure careful and accurate minutes of all business and board meetings of MOAPA are recorded
- Certify the correctness of the minutes and ensure they are recorded in permanent files
- Oversee approval of minutes, ensure all changes are included and approval date is recorded
- Read all papers, documents, or communications as directed by the presiding officer
- Search the minutes for information requested by officers, board of directors, and committee members
- Preserve all records, reports, and official documents of MOAPA, except those specifically assigned to the custody of other officers or board members
- When applicable, provide the chair of each committee with a list of the committee members, a copy of any motion referring a subject to committee, and instructions and other documents that may be useful
- When applicable, provide the chair of each committee with a copy of all proposals referred to it, instructions, or material that may be useful
- Carry on the official correspondence of MOAPA as directed, except correspondence assigned to other officers
- Assist the vice president with the annual elections

Treasurer

- Oversee the collection, safekeeping, and expenditure of all MOAPA funds
- Approve collection and disbursement of funds only as directed by law, the bylaws, the membership of the MOAPA, and the board of directors
- Oversee collection of annual dues from MOAPA membership
- Oversee payment of bills approved by the president and/or board of directors
- Prepare the annual budget, in conjunction with the officers and administrator
- Ensure accurate financial records are maintained
- Provide the financial/accounting records and a detailed report of fiscal accounts and contacts to the incoming treasurer at the end of his/her term
- Provide financial status reports for each board of directors meeting
- Prepare and submit a full financial report to the membership annually during the yearly fall CME conference

Director at Large

- Act as regional representatives to MOAPA and serve as liaisons between the board and PAs in the region
- Arrange for regional dinner meetings or networking events and advertise details to members and non-members
- Serve as the contact for PA programs in the region
- Attend legislative functions in the region
- Promote MOAPA membership benefits to all PAs in the region

Student Representative

- Serve as liaison between the student body and the board

Chief Delegate to AAPA HOD

- Along with the President, be responsible for all affairs of MOAPA which involve MOAPA's interaction with the AAPA
- Bring before the board all pertinent information for discussion
- Submit to the board all AAPA HOD resolutions