



ELECTIONS BULLETIN



Are You Ready for the Challenge of Being a 2002-2003 Student Academy Board Officer?

On Sunday, May 26, 2002, during the AAPA's 30th Annual PA Conference in Boston, Massachusetts, the 2002-2003 Student Board of Directors will be elected by the Student Academy's Assembly of Representatives. Student Board positions are open to any AAPA student member who is currently enrolled in an accredited PA program. Being a Student Academy officer is an excellent opportunity to become involved in the AAPA and to develop leadership skills. However, each position is a big responsibility and entails many duties. If you are considering running for office, the following job descriptions may help you to determine where your interests are and what the Student Board of Directors is all about.

Who Is Elected to the Student Board of Directors (SBOD)?

President (two-year term)
APAP Student Member at Large
Director of External Affairs
Director of Diversity

Vice President
Chief Delegate
Director of Internal Affairs
Director of On-line Affairs

The SBOD also has an Immediate Past President position and appoints five Regional Communications Committee (RCC) and Regional Student Diversity Committee (SDC) Chairs, and a National Primary Care Week Liaison (not board positions).

What is the Assembly of Representatives (AOR)?

The AOR is the Student Academy's legislative body. Once a year at the AAPA's Annual PA Conference, student representatives from every PA program meet to discuss current student issues and resolutions and to elect the Student Board of Directors for the upcoming year.

The AOR is held the first two days of the conference. Each program can designate (elect or appoint) an AOR representative and AOR alternate to attend this meeting.

Your AOR representative is your program's voice and vote in the Student Academy. Issues such as financial aid, quality of programs, impairment, etc., are discussed in the AOR.

The AOR is a professional meeting and this is an opportunity for you, the PA student, to take part in your profession.

It is important to designate your representative by sending in his/her name and address to the Student Academy office. This will enable the office to send the AOR representative the 2002 AOR Handbook and make sure your representative is informed of the dates, deadlines, and issues of the meeting.

This year's AOR is scheduled for Saturday, May 25-Sunday, May 26, 2002, in Boston, Massachusetts.

What is the House of Delegates (HOD)?

The HOD is the graduate Academy's legislative body. Every year the Student Academy presents an 11-person delegation, the Chief Delegate and 10 student delegates. We ask that each program designate a student HOD representative who will be either a student delegate or a student alternate to the House of Delegates. There are two delegates chosen from each region by a lottery system to fill the 10 delegate seats. In order to give schools an equal chance for representation, schools that had seated student delegates the previous year are not eligible for the lottery the next year. The remaining student HOD representatives from each region will be student alternates to the House of Delegates. Student alternates will have the same responsibilities as the student delegates and will be asked to sit on the floor and hear testimony, give testimony on resolutions and vote during the final HOD session.

This year the HOD is scheduled for Saturday, May 25-Monday, May 27, 2002, in Boston, Massachusetts. It is important for your program to choose a student HOD representative and send his or her information to the Student Academy office.

The HOD is a professional meeting where the leaders and members of the profession discuss current issues and determine the direction of the Academy. The student delegation is a very visible delegation and students take pride in always showing a unified, dedicated, and professional presence.

Things to Consider (for all candidates)

- Discuss running for office with
Your PA program director (signature required on attached form)
Your spouse or significant other
- Consider that all newly elected SAAAPA Board members **must** stay at the annual conference through the 11 a.m. Tuesday, May 28, 2002, to attend orientation and to participate in SAAAPA meetings.
- Consider the dates of the SAAAPA meetings:
5 days in mid July (elected only)
5 days in mid September (elected only)
3 days in early January
5-7 days at the end of May
2-3 days at one of the five regional meetings (date and time variable)
- Consider the dates of AAPA committee and board meetings on which SAAAPA members serve (listed under each position).
- Consider potential conflicts with graduation date and SAAAPA meetings.
- Consider the need to make up time lost from studies and clinicals while away at meetings.
- Consider the need to study for NCCPA National Examinations: those officers taking Boards during their office tenure are granted a hiatus for the month following the September meeting in order to study.
- Consider the need to negotiate time off from rotations.
- Consider the need to negotiate time off from work.
- Consider what your course load will be over the next year.

Common Officer/Appointee Requirements

Each candidate for office or committee chair must

- Be an AAPA student member in good standing
- Be currently enrolled in a PA program
- Be in good academic standing
- Be well versed in e-mail, the Internet, and word processing software
- Have sufficient time for phone calls, written communications, and travel
- Possess excellent communication, diplomacy, and organization skills
- Possess the ability to adhere to deadlines
- Possess strong public speaking skills

Common Officer/Appointee Duties

All candidates for office or committee chair must

- Maintain communication with assigned region

- Interact with many students and other board members via e-mail
- Attend additional meetings to represent the Student Academy at the direction of the President
- Present a quarterly report to the Student Academy President as he/she requires
- Prepare an article for *AAPA News*
- Perform other duties as required by the Student Academy Board of Directors

PRESIDENT

It is **strongly** recommended that the president have prior leadership experience in the Student Academy.

This is a two-year commitment, the first year as the President and the second year as the Immediate Past President.

The President

- Provides overall administration and management of the Student Academy Board of Directors
- Presides over all activities of the Student Academy
- Serves as spokesperson for the Student Academy

Time commitments (averages only):

- Communication: 1-3 hours per day
- SAAAPA projects: 5-10 hours per week
- Other health professional conferences: 5-7 multiple-day events (samples given from 2000-2001 schedule – subject to change):
4 days in June, August, October, December, March, and April
- **Must** be prepared to attend the June AMA Medical Student Section meeting that occurs approximately two weeks after the election

IMMEDIATE PAST PRESIDENT

(Second year of President's term)

- Serves as voting member of AAPA board
- Attends all AAPA board meetings and activities

Non-SAAAPA meeting requirements

- AAPA Board of Directors
1 extra day in mid-September
5 days in February for BOD meeting

Time commitments (averages only):

- Communication: 1-2 hour per day

- SAAAPA projects: 2-5 hours per week
- AAPA Board of Directors: 3-6 hours per week

VICE PRESIDENT

- Works to increase the membership and activities of the Student Academy
- Presides over meetings of the SBOD in the absence of the president
- Chairs the National Communications Committee responsible for communicating with all student societies and PA programs and organizing the regional student tracks
- Oversees contact with all student societies, constituent chapters, specialty organizations, and caucuses
- Serves as the student representative to the AAPA Constituent Relations Committee (CRC)

Non-SAAAPA meeting requirements

- Constituent Relations Committee (CRC)
2 days in January for CRC meeting
2-3 days at a regional meeting: date and time variable
Conference calls as scheduled

Time commitments (averages only):

- Communication: 10-15 hours per week
- SAAAPA projects: 5-10 hours per week
- CRC and regional meetings: up to 10 hours per week (more around regional meetings)

APAP STUDENT MEMBER AT LARGE

- Serves as official liaison between the Student Academy and the Association of Physician Assistant Programs (APAP)
- Serves as a member of the APAP Board of Directors
- Serves as official liaison between the Student Academy and the Association of Post-Graduate Physician Assistant Programs (APAP)
- Acts as source of information for all PA students regarding student/program relations
- Encourages and assists program directors and faculty in developing student leaders
- Coordinates the APAP/Student Forum at the AAPA's annual conference

- Develops and presents a faculty advisor training workshop at the APAP Education Forum
- Serves as editor of the monthly Leadership Spotlight section of the SAAAPA Web site
- Writes articles for *APAP Update*, *Perspectives on PA Education*, and the SAAAPA page of the *AAPA News*

Non-SAAAPA meeting requirements

- APAP Board of Directors
3 days in August for APAP BOD meeting (varies depending on year)
7 days near the end of October for APAP Education Forum and annual meeting
3 days in January or February for APAP BOD meeting

Time commitments (averages only):

- Communication: 2-4 hours per day
- SAAAPA projects: 8-10 hours per week
- Leadership Spotlight: 2-3 hours per month
- APAP: 45 hours per week (varies based on involvement in APAP activities)

CHIEF DELEGATE

- Responsible for coordinating the student delegation to the AAPA House of Delegates (HOD) at the AAPA's annual conference
- Previous HOD experience as an HOD student delegate required
- Oversees the process for selecting primary HOD student delegates from the recognized student societies
- Oversees the process for selecting students to serve on the HOD reference committees
- Maintains contact with all student delegates
- Oversees the orientation process for student delegates at the annual conference
- Organizes HOD mentoring program
- Periodically authors articles for PA publications such as *AAPA News* and *Delegate News*
- Reviews and updates the content of the "HOD Delegate" section of the SAAAPA Web site

Time commitments (averages only):

- Communication: 1½-2 hours per day
- HOD responsibilities: 5-20 hours per week

DIRECTOR OF EXTERNAL AFFAIRS (DEA)

- Responsible, with the President, for serving as official liaison to external health professional student groups and representing SAAAPA at conferences and meetings of these organizations
- Responsible, with the President, for the creation of new relationships outside AAPA that enhance the PA profession and PA student visibility to other health professional student groups
- Chairs the External Affairs Committee

Non-SAAAPA meeting requirements

- Other health professional conferences: 5-7 multiple-day events (samples given from 2000-2001 schedule – subject to change):
4 days in June, August, October, December, March, and April
- **Must** be prepared to attend the June AMA Medical Student Section meeting that occurs approximately two weeks after the election
- After completion of term of office, attends one final meeting in June to transition with new DEA

Time commitments (averages only):

- Communication: 2-3 hours per day
- SAAAPA projects: 6-10 hours per project — may have 2-5 projects
- External Affairs Committee: 10-12 hours per month

DIRECTOR OF INTERNAL AFFAIRS (DIA)

- Maintains contact with the Staff Advisor regarding the Student Academy's financial status
- Chairs the Internal Affairs Committee
- Maintains contact with AAPA Committees without Student Academy Board of Directors liaisons to monitor for any ongoing student-related projects
- Produces the SAAAPA board scrapbook

Time commitments (averages only):

- Communication: 1-3 hours per week
- SAAAPA projects: 8-12 hours per project — may have 2-5 projects
- Scrapbook: Total hours vary
- Internal Affairs Committee: Minimal - varies somewhat as projects arise

DIRECTOR OF DIVERSITY (DOD)

- Serves as chair of the Student Diversity Committee
- Serves as the representative of all PA students and conveys their interests of diversity to the SBOD
- Coordinates the SDCC Roundtable at the AAPA's annual conference
- Represents SAAAPA as a member of the AAPA Committee on Diversity (COD)
- Assists the DEA on select projects
- Updates and enhances the Diversity Issues portion of the SAAAPA Web site

Non-SAAAPA meeting requirements

- AAPA COD
2-3 days in November
2-3 days in March
Several conference calls throughout the year
- Student National Medical Association meeting in April

Time commitments (averages only):

- Communication: 7-8 hours per week
- SAAAPA projects: 15-20 hours per project — may have 2-5 projects
- COD: 4-5 hours per week

DIRECTOR OF ON-LINE AFFAIRS (DOA)

- Serves as the Editor-in-Chief of, and is responsible for, the SAAAPA homepage as per the policies delineated in the SAAAPA Homepage Operational Manual
- Makes updates to announcement section as needed
- Requires Internet programming experience (preferably Microsoft Front Page 2000)
- Requires FTP experience

Time commitments (averages only):

- Programming/answering e-mail inquiries: 1-2 hour per day
- SAAAPA projects: 5-7 hours per week

APPOINTED POSITIONS

See "How Do I Run for a Position?" on page 6 for details on running for an appointed position.

REGIONAL COMMUNICATIONS COMMITTEE (RCC) CHAIRS (five regional chairs are selected)

- Organizes the regional student track with the assistance of the SAAAPA Vice President, host organization, and RCC members. This includes: Scheduling speakers for each designated topic, selecting challenge bowl moderators and judges, arranging for prizes for the challenge bowl winners. The RCC Chairs will also be responsible for communicating with the host organization to arrange for equipment, lecture room set up, and any other student activities. The RCC Chairs must communicate with the designated Constituent Relations Committee regional members to keep them informed of the plans for the regional student track and any other student society activities as designated.
- Participates in SAAAPA regional projects such as the Host City Prevention Campaign
- Attends their designated regional meeting
- Maintains communication with all student societies in the appointed region
- Submits a monthly report to the SAAAPA Vice President
- Completes other projects as assigned by the SAAAPA Vice President

Time commitments (averages only):

- Communication: 2-4 hours per week (may be more around regional student tracks)

RCC Chairs are required to attend the regional meeting, 2-3 days sometime between January and April (fully funded)

RCC Chairs are strongly encouraged to attend the AAPA annual meeting, 7 days at the end of May (partial funding available)

STUDENT DIVERSITY COMMITTEE (SDCC) CHAIRS (five regional chairs are selected)

- Organizes the student diversity portion of the regional meeting with the assistance of the DOD and host chapter
- Participates in SDCC regional projects such as Project Access throughout the year
- Attends one regional meeting
- Maintains communication with all student diversity committee representatives (SDCR) in the appointed region
- Submits a monthly report to the SAAAPA DOD

- Writes articles for publication in RCC newsletters, the SAAAPA Web site, and elsewhere as needed
- Update and enhance the Regional Divisions portion of the SAAAPA Web site

Time commitments (averages only):

- Communication: 2-4 hours per week
- SAAAPA projects: 2-4 hours per project — may have 2-5 projects

SDCC Chairs are required to attend the regional meeting, 2-3 days sometime between January and April (fully funded)

SDCC Chairs are strongly encouraged to attend the AAPA annual meeting, 7 days at the end of May (partial funding available)

NATIONAL PRIMARY CARE WEEK (NPCW) LIAISON

The American Medical Student Association (AMSA) is the largest independent medical student organization. A PA student serves on their national advisor board to NPCW. NPCW takes place at most schools in the country every fall. For more information about NPCW, visit the AMSA website: www.amsa.org/programs/npcw/npcw.html

- Participates in monthly conference calls with the NPCW advisory board
- Assists AMSA in PA student recruitment for NPCW
- Maintains regular contact with the SAAAPA Director of External Affairs (DEA) including bi-monthly reports of progress

Time commitments (averages only):

- Communication: 3 hours per month from June to October, 1 hour per month from November to May
- A total of 10-15 hours of work is required to organize NPCW at a school - it is not required for the NPCW Liaison to organize NPCW at their program

No Meetings are required for this office. Attendance at the 2003 annual conference is encouraged (no funding available)

How Do I Run for a Position?

ELECTED OFFICERS

Election platforms for officer positions are printed in the Assembly of Representative and distributed to the voting representatives prior to the conference. They are also published on the SAAAPA Web site. Nominations will also be accepted from the floor of the AOR.

In order to have nominations published in the handbook, candidates for office must submit, **no later than April 1**, a **one-page** declaration of candidacy that includes the following:

1. Name of candidate
2. The office that the candidate is seeking
3. The name of the student society/program of which the candidate is a member
4. A platform statement, including membership number, attesting to the fact that the candidate is a member in good standing of the AAPA

This is your opportunity to share your goals and vision for the Student Academy! For your visions, it is highly advisable that you **stay away from specific ideas or goals**, as you may very well find that funding and time are not available to do what you have promised. Instead, **focus on your knowledge of the position and what direction you feel it should head** in the next year.

APPOINTED POSITIONS

Appointment candidates must also submit a platform statement following the guidelines for elected positions. Statements must be received by April 1. Nominations will also be accepted onsite at the annual conference by the Staff Advisor until 9:00 p.m. on the Saturday night of the AOR meeting. Candidates may apply for both an elected and an appointed position and still be eligible for the appointed position should he/she not be elected.

Appointment candidates must also fill out a simple application, available from the staff advisor at the address below. Both the application and the platform statement must be submitted at the same time.

Applicants will be given a five-minute interview by the appointment committee, either by phone, if the applicant predeclares, or during a specified time during the first day of the annual conference. Three to four questions will be asked during the interview. Appointees will be chosen based on their interview responses, their platform statements, and their applications. The appointment committee will choose the appointees and the results will be announced with the announcement of the new SAAAPA Board Members.

FOR ALL CANDIDATES (ELECTED AND APPOINTED)

All candidates for office must submit with their platform statement a signed statement from the program director (see page 7) acknowledging the applicant's desire to run for the position and the time commitments required. No one will be allowed to run without a completed program director statement. If you plan to submit your nomination during the meeting, please have your director sign the form in advance, as no candidates will be accepted without the submission of the proper form.

Candidates will need to be present in the AOR at times during the Saturday and Sunday sessions. In addition, candidates for office must be prepared to be at the conference through 11 a.m. on Tuesday, May 28.

Please send your letter of intent to:

Student Academy
950 North Washington Street
Alexandria, VA 22314-1552

Submissions in Word, Word Perfect, or plain text can be submitted via e-mail to cynthia@aapa.org.

If you have any questions regarding the election process, please contact any student board member, or Cyndi Brown, Student Academy Staff Advisor, 703/836-2272, ext. 3311; e-mail, cynthia@aapa.org.

Program Director Statement

I, _____, program director at _____,
am aware that _____, a student enrolled at my PA program,
is a candidate for the following SAAAPA office (check any that apply):

- President
- Vice President
- APAP Student Member at Large
- Chief Delegate
- Director of External Affairs
- Director of Internal Affairs
- Director of Diversity
- Director of On-line Affairs
- Regional Communications Committee Chair
- Regional Diversity Committee Chair
- NPCW Liaison

Furthermore, I have read the election bulletin and I am aware of the required time commitments both at and away from the program and give my permission for the above named student to undertake this responsibility.

Signature: _____

Date: _____

This form **must** be submitted by the candidate with the platform statement in order for the nomination to be accepted.

STUDENT ACADEMY CAMPAIGNING POLICY

As taken from the official *SAAAPA Policies and Procedures*

It is the policy of the Student Academy that written campaigning outside of the candidate platform statements is prohibited until the opening of the AOR. No e-mail or written communication for the purposes of campaigning is allowed prior to the opening of the AOR. Furthermore, incumbent board members may not utilize their positions to campaign prior to the opening of the AOR. Suspected infractions of the Campaign Rules stated above should be reported in writing to the Immediate Past President or the President who shall be responsible for their investigations. The Immediate Past President will report actual infractions to the Assembly prior to balloting. The Assembly should strongly consider any such announcement when voting for candidates.

During a campaign for a SAAAPA elected position, the items that may be distributed and/or displayed, either by the candidate or on the candidate's behalf, are limited to a copy of the platform statement submitted by the candidate to SAAAPA, a current CV, and business cards. Furthermore, distribution of campaign materials will be limited to the AOR sessions during the national conference. Distribution of any other forms of campaign materials at any time is prohibited and will result in disciplinary action as per policy 201-09 (above paragraph).

Candidate platform statements will be included in the AOR Handbook that is distributed prior to annual conference. Simultaneous to distribution of the AOR handbooks, the campaign platform statements will be posted on the SAAAPA Web site. This is not to be considered an infraction of SAAAPA campaign policy.