

CALL FOR NOMINATIONS



PA FOUNDATION

Empowering PAs to improve health through philanthropy and service

PA Foundation Board of Trustees

2018 Nominee Information

GENERAL INFORMATION

Call for Nominations

The PA Foundation Committee on Nominations is seeking individuals to serve as members of the Board of Trustees. The incoming Board members selected through this nominations cycle will serve a term beginning July 1, 2018, and ending June 30, 2021.

This booklet outlines the eligibility criteria/qualifications, desired characteristics for nominees, responsibilities and duties, time commitments for the position, submission requirements, and deadline dates.

Submission Requirements and Deadline

The PA Foundation Committee on Nominations must receive the following documents NO LATER THAN Sunday, January 14, 2018:

1. Electronic nomination form
2. Your current résumé or curriculum vitae
3. Current photo (headshot)

All application components are to be submitted via the electronic form, which can be found at <http://bit.ly/2018PAFBoardNom>.

Only electronic submissions will be accepted.

Questions

Contact the PA Foundation office at 703-519-5686.

SPECIFIC INFORMATION

Desired Characteristics for Board Members

The PA Foundation's mission is to empower PAs to improve health through philanthropy and service. The PA Foundation seeks potential candidates with a diverse range of professional and volunteer expertise. Candidate attributes can include but are not limited to:

- Previous volunteer leadership experience, including service on non-profit boards
- Enthusiasm for PA Foundation mission
- Ability to network on behalf of the PA Foundation within PA community
- Willing to be highly engaged and active as Board member
- Interest or expertise in mental health

Board of Trustees' Service Commitment

The following is a guideline to the time commitment required to serve on the PA Foundation Board of Trustees. Actual time and travel commitments will vary based on the scope of work for a given year.

Terms of Office—Board members are appointed by the Board of Trustees to a three-year term and may be re-elected to serve a second consecutive three-year term.

Officers of the Foundation (president, vice president, secretary, and treasurer) are elected by the Board of Trustees and serve one-year terms. Officers may stand for re-election.

Meetings of the Board—The PA Foundation Board of Trustees meets about three times each year; listed below is a typical meeting schedule for a given year:

January	2-3 hours	Conference call
May	2 days	AAPA Annual Conference
September or October	Full day	Alexandria, VA (AAPA Headquarters)

These time estimates for Board meetings do not include travel time, which can vary based on the Board member's location and the location of the meeting.

Board members can expect to spend adequate time reviewing background materials for Board meetings. Board packets are sent electronically to members in advance of each meeting.

Other Board Work—In between Board meetings, trustees are sent regular e-mail updates and other background information on Foundation work. Board members are also asked to respond to emerging issues via e-mail and occasional phone calls.

Board members can expect to contribute about three hours per month on these activities. Board members may occasionally be asked to represent the PA Foundation at various meetings and functions. All Board members are required to serve on at least one Board committee, which oversees designated goals of the Foundation's strategic plan. Depending on the committee, there may be four to six conference calls per year. Because work is conducted between Board meetings, access to e-mail at home or work is essential.

Expenses—Board members receive no compensation for their service, but are reimbursed for travel and lodging expenses associated with Foundation business (within guidelines).

PA FOUNDATION AND BOARD MEMBER RESPONSIBILITIES

Foundation Board members are expected to do the following:

1. Interpret the organization's work and value to the community, represent the organization, and act as an ambassador.
2. Attend all Board meetings, committee meetings, and most special events.
3. Make a financial contribution at a level that is personally meaningful. Trustees set a Board goal annually, and members are expected to share responsibility in meeting

that agreed upon goal.

4. Actively participate in one or more fundraising activities.
5. Act in the best interest of the organization and excuse themselves from discussions and votes where there is a conflict of interest.
6. Stay informed about what is going on in the organization, ask questions, and request information. Participate in and take responsibility for making decisions on issues, policies, and other Board matters.
7. Work in good faith with staff and other Board members as partners toward achievement of Foundation goals.

In turn, the PA Foundation will be responsible to Board members in the following ways:

1. Trustees will be sent regular financial reports and an update of organizational activities that allow the trustee to meet the "prudent person" section of the law.
2. Opportunities will be offered to trustees to discuss with the executive director and the president the organization's programs, goals, activities, and status; they can also request such opportunities.
3. The organization will help trustees perform their duties by keeping them informed about issues in the industry and field in which the Foundation is working, and by offering opportunities for professional development as a Board member.
4. Staff will respond in a straightforward fashion to questions that are necessary to carry out trustees' fiscal, legal, and moral responsibilities to the organization. Board members and staff will work in good faith toward achievement of Foundation goals.

ONCE YOU ARE SELECTED AS A CANDIDATE

Once slated as a candidate, you will be given the opportunity to make minor revisions to the answers you submitted to the questions in the Nomination Application Form and to your biographical sketch prior to their use in the PA Foundation Board appointment process.

Notification of Selection

Nominees will be informed of the PA Foundation Board of Trustees' decision by late January 2018.

THANK YOU

On behalf of the PA Foundation Board of Trustees, thank you for your interest in serving your Foundation at this high level.

The PA Foundation Committee on Nominations



PA FOUNDATION