

# CALL FOR NOMINATIONS



## PA FOUNDATION

*Empowering PAs to improve health through philanthropy and service*

### PA Foundation Board of Trustees

#### 2024 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, 2024, and ending June 30, 2027.

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 electronic nomination form by **June 16, 2024**. The form includes the following sections/components:

1. Nominee information
2. Background/qualifications
3. Free response questions
4. File upload: current résumé or curriculum vitae

All application components are to be submitted via the electronic nomination form, which can be found at <https://bit.ly/2024PAFBoardNom>.

Only electronic submissions will be accepted.

### Questions

Contact Jennifer Orozco, interim executive director, at [jorozco@aapa.org](mailto:jorozco@aapa.org), or Allie Rivera, administrative coordinator, at [arivera@aapa.org](mailto:arivera@aapa.org).

## 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
- Experience and relationships in the following areas are preferred:
  - Health equity and DEI programmatic funding
  - Corporate foundations (e.g. *pharma, insurers, biotechnology, other healthcare industry partners*)
  - Private foundations
  - State or regional funders

NOTE: For PA candidates, AAPA membership is required.

### 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.

**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:

<b>Winter</b>	2-3 hours	Conference call
<b>Spring</b>	2 days	AAPA Annual Conference
<b>Fall</b>	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**

**PA Foundation Board of Trustee 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. 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. Incoming trustees will be invited to participate in an onboarding meeting to learn about 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.
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.

## NOMINATIONS PROCESS

1. Application forms due June 16, 2024.
2. Nominations Committee reviews applicants and selects candidates for phone interviews (June/July 2024).
3. Nominations Committee submits slate of candidates to PA Foundation Board of Trustees for vote (July 2024).
4. Candidates selected for appointment are reviewed by AAPA Board of Directors for final approval (by August 2024).

## PA Foundation Mission

To empower PAs to improve health through philanthropy and service.

## PA Foundation Vision

PAs connecting clinical expertise and compassion to community need.

## PA Foundation Brand Promise

We inspire PAs to bring health and care to a world in need.

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# THANK YOU

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

The PA Foundation Committee on Nominations



## PA FOUNDATION