

***National Commission on Certification of Physician Assistants, Inc.***  
***(NCCPA)***

**BOARD MEMBER JOB DESCRIPTION**

Board members are expected to provide leadership and vision for the organization, and they have a fiduciary responsibility to NCCPA. Individual board members are expected to meet high standards of personal conduct and should be willing to commit the time necessary to be effective. Rules, regulations and procedures should be honored. Board members should listen and take their duties seriously, making rational, prudent and practical decisions. Board members have no authority to act independently; they must meet in formal session to make corporate decisions.

Together, with other members of the NCCPA Board of Directors, each board member will:

***1. Assist in establishing and developing NCCPA's mission and strategic plan.***

A statement of the mission and purpose for NCCPA articulates our goals, means, and primary constituents served. It is the board's responsibility to assist in creating the mission statement, review it periodically for accuracy and validity, and fully understand and support it.

***2. Assist in selecting the NCCPA president, and ensure that an appropriate succession plan is in place.***

The NCCPA board must reach consensus on the president's job description. The board must ensure that management continuity is properly provided for and that a succession plan is in place. When a vacancy occurs, the board must undertake a careful search process to find the most qualified individual for the position.

***3. Provide direction to and review the performance of the president.***

The board should ensure that the president has the resources needed to advance the mission of the NCCPA. Also, the board should decide upon a periodic evaluation of the president's performance and participate in the review process.

***4. Ensure effective organizational planning.***

As stewards of the organization, board members should actively participate in the strategic planning process by articulating a vision for the organization, reviewing annual plans for consistency with that vision, ensuring that resources are in place for the implementation of those plans, and evaluating progress toward meeting strategic goals and objectives.

5. *Manage resources effectively.*

For the organization to remain accountable to its stakeholders and to safeguard its tax-exempt status, board members must assist in developing the annual budget and ensure that proper financial controls are in place. The board is responsible for making sure that the organizational strength and employee base can substantiate the mission and strategic goals.

6. *Determine and monitor the organization's programs and services.*

Board members will actively participate in the determination of which programs are consistent with the organization's mission, their prioritization, and the monitoring of their effectiveness.

7. *Participate in the appeals process.*

Board members will participate in the appeals process in issues involving PAs and personnel after other avenues of redress have been exhausted, according to policy. Solid personnel policies, a well-defined and published appeals process, and clear delegation to the president, other appropriate staff and the Review Panel will reduce the risk of conflict.

8. *Assess performance.*

Board members will participate in assessing the board's performance by evaluating its overall performance in fulfilling its responsibilities and achievements and reaching consensus on which areas need to be improved.

## ***SPECIFIC RESPONSIBILITIES OF A BOARD MEMBER***

- Read and become familiar with the NCCPA Bylaws.
- Complete an NCCPA orientation program.
- Be prepared for each board meeting.
- Make every effort possible to attend the entire board meeting.
- Participate effectively in the board meeting by voicing opinions.
- Support board actions publicly even if personal reservations about decisions exist.
- Participate as a member on one or more committees.
- Keep up to date on issues affecting or potentially affecting the organization.
- Avoid or disclose unavoidable conflicts of interest.
- Keep confidential matters confidential until approved for disclosure.
- Respect the staff's right and need to prioritize and at times to redirect requests from board members for information or service.

## ***More Information about Qualifications & Responsibilities***

***Objective.*** To outline the responsibilities of Directors in the areas of attendance and communication both to and from the appointing organizations.

***Qualifications.*** NCCPA is committed to diversity in its Board composition. Diversity includes not only ethnicity and gender but also the areas of expertise of the individuals appointed to the Board. The following should be used as guidelines in the selection of individuals being considered for appointment to the NCCPA Board of Directors. It should be noted that NCCPA appointment differs from a liaison position in that the appointee assumes fiduciary obligations as a Director of NCCPA. Many Directors will serve as officers and/or Executive Committee members during their tenure. No individual other than the appointed Director shall be seated as a Board member.

The following qualifications have proven to be valuable in members of the NCCPA Board of Directors. Incoming appointees should, therefore, possess most if not all of the following qualities:

- maturity, sound judgment, wide-ranging intellect and personal and professional achievement
- active, informed member of the professional organization they represent
- available and willing to give the time
- knowledge of current health care environment
- experience with the physician assistant profession in one of the following capacities:
  1. supervisor of physician assistants
  2. employer/administrator/professional or business associate of physician assistants
  3. physician assistant program faculty or administrator
  4. physician assistant
- ability to understand statistics and make decisions about testing for professional competence and statutory and legal structures governing professional licensure
- good communication skills
- knowledge and understanding of the role of governing bodies
- sophisticated knowledge of financial, legal, operational or other relevant aspects of significant organizations, especially those charged with protecting the public or serving the nation
- commitment to consumer protection

During their term of service on the NCCPA Board of Directors, appointees shall not be:

- members of the Board of Directors or other managing body of a NCCPA Participating Organization
- employees of a NCCPA Participating Organization, with the exception of government agencies
- employees of a physician assistant membership or certifying organization.

***Communication.*** Actions of the NCCPA should be communicated to the appointing organization. Congruently, actions and policies of the appointing organization that may impact on physician assistant practice should be communicated to the NCCPA.

***Appointment and Term.*** The term of office for appointed directors shall be four (4) years. Individuals may be reappointed by the participating organization for a second four (4) year term and may serve no more than two (2) consecutive terms.

**NCCPA Meeting Dates**  
**2010 – 2012**

<b>2010</b>	<b>2011</b>	<b>2012</b>
February 18 - 21	February 10 - 13	February 9 - 12
April 29 - May 2	April 28 - May 1	May 3 - 6
July 29 - Aug. 1	July 28 - 31	Aug. 2 - 5
November 11 - 14	November 3 - 6	November 8 - 11