



IPAS Bylaws

Article VIII: Duties of Officers

Section 1: Duties of the President

The President shall preside at all business meetings of the organization and of the Board of Directors. He or she shall make a full report of the year's activities at the annual meeting of the organization. He or she shall coordinate agendas for board meetings, preside at meetings and maintain order, and set up forums for discussion. He or she shall appoint all standing committees and designate their chairs, subject to the approval of the Board of Directors.

Section 2: Duties of the President-Elect

The President-Elect, in the absence of the President, shall assume the duties of the President. The President-Elect will organize and conduct, with the assistance of the Secretary, all annual elections and be chair of the Elections Committee, and shall perform such other duties as may be delegated by the President.

Section 3: Duties of the Immediate Past President

The Immediate Past President shall attend board meetings and shall perform such duties as may be delegated by the President.

Section 4: Duties of the Secretary

The Secretary shall provide oversight and direction for the keeping of minutes of all meetings of the organization and all organization communications; as well as for notifying all members of all meetings, and sending applications for membership to all eligible physician assistants and students. The Secretary will be responsible for the periodic review and updating of IPAS bylaws. The Secretary is also responsible for all required representation and documentation of information to the AAPA, and shall perform such other duties as may be delegated by the President.

Section 5: Duties of the Treasurer

The Treasurer shall provide oversight and direction in maintaining accurate records of the financial status of the organization, for the collection of yearly dues from all members, depositing in the organization's account all money received by the organization and, with the President's approval, paying all bills approved by the organization, and recording all receipts of those payments, and shall perform such other duties as may be delegated by the President. The Treasurer shall serve on the audit committee.

Section 6: Duties of the Student Representatives

The student representatives may be first and/or second year students from accredited PA programs in the State of Iowa and must be student members of IPAS and AAPA.

The Student representatives shall assist in conducting the affairs of the organization as requested by the president. Student directors shall encourage student participation in all of the organization's committees and projects.

Section 7: Duties of the Directors At Large

The Directors At Large shall assist in conducting the affairs of the organization as designated by the President.

Section 8: Roles and Responsibilities of the Board of Directors

- Participate in scheduled board meetings (four annually, including two that occur as part of the Spring and Fall CME)
- Define common goals and mission of the Society
- Be invested and committed to the IPAS mission
- Participate in outreach and educational efforts regarding the Iowa Physician Assistant Society
- Provide oversight of programs, marketing, membership development, etc.
- Assist in the identification of additional resources to support the organization, including applicable grants, vendor sponsors, new members, etc.