

Washington Academy of Physician Assistants **(WAPA) Policy Manual**

I. GOVERNING DOCUMENTS

A. WAPA By-Laws

B. Policy Manual

Policies will be reviewed no less than every two years and revised as needed.
Last updates completed January 15, 2013.
Last update: October 5, 2017.

II. NON-DISCRIMINATION

It is the policy of WAPA to provide equal opportunities to all employees, applicants for employment, members, applicant for membership, appointment or election of WAPA leadership positions or employment and/or advancement of WAPA staff or employed consultants with due regard to relevant qualifications and abilities. No person shall be discriminated against because of race, religion, color, sex, age, national origin, sexual orientation, gender identity and expression, or disability.

III. BOARD OF DIRECTORS/WAPA COMMITTEES

A. Board of Directors

1. Board Members

Each elected WAPA position as well as the Chairpersons/Liaisons for each standing and ad hoc committee shall be considered Board members of WAPA. Appointed Chairpersons/Liaisons are non-voting members and do not count towards a quorum.

WAPA Board Members and Officers must maintain AAPA Fellow Membership throughout their term of office. All elected officers (president, president elect, secretary, treasurer, regional directors and AAPA delegates) of a constituent chapter must be and remain fellow members in good standing of the American Academy of Physician Assistants for the duration of their term in office.

Elected positions are for time specific terms. The president serves a three year term, secretary and treasurer serve a two year term, the AAPA chief delegate serves for two years, regional directors serve for two years and 1 year AAPA delegates serve for one year. Committee Chairpersons/Liaisons are appointed positions and have no specific time limits. If you must leave an elected position before the end of a term or wish to leave a Chairperson/Liaison position, please notify the President or Executive Secretary as soon as possible so that an interim replacement may be appointed until the next election cycle. When possible, advance notification of at least one regular meeting is requested.

2. Board Meetings

WAPA will hold four regular Board meetings each fiscal year (WAPA fiscal year is July 1-June 30), plus an annual Strategic Planning Retreat. Meetings will be divided over the year and be in conjunction with WAPA CME meetings when possible. Target months include October, January, April/May (prior to the AAPA meeting) and June (prior to the end of the fiscal year).

All Board members will review official documents sent out in advance of each Board meeting which includes: upcoming meeting agenda, past meeting minutes, quarterly committee reports and any other materials provided in order to be fully prepared and to expedite proceedings.

WAPA may provide group meals or refreshments during meetings but will not pay for alcoholic beverages.

3. Board of Directors Strategic Planning Retreat

There will be one annual strategic planning retreat per year for all current and incoming Board members. This planning meeting is to be held after the annual election to allow for the participation of recently elected Board members. The purpose of this meeting is for planning, training, and Board development. It is not considered a regular business meeting. The budget for this event will be set annually. In person attendance at this event is essential.

WAPA may provide group meals or refreshments during the retreat but will not pay for alcoholic beverages.

4. Committee Reports

Written committee reports are expected from each board member for each regular Board meeting and are to be submitted no less than one week prior to each scheduled meeting. If there has been no activity since the last meeting (such as AAPA HOD Delegates in the non active period) then each member will notify the Executive Secretary on the above timeline that there is "Nothing to report". Committees that regularly fail to submit reports may be reviewed for potential removal from the Board.

5. Minutes

The President will review all board minutes before they are finalized and distributed prior to the next regular Board meeting.

Minutes from the previous meeting will be officially revised as needed and approved at the beginning of each regular Board meeting. Once approved, minutes and reports will be made available on the WAPA website.

The Secretary will attend the WAPA Board Meetings to take minutes along with the Executive Secretary.

6. Attendance

Board member attendance at all Board meetings and the annual Strategic Planning Retreat is essential to the operations of the organization. Attendance of all Board members at these events is expected to be no less than 80%. Four out of five meetings (i.e.: four regular meetings plus annual Strategic Planning Retreat) must be attended each fiscal year.

Board members may attend regular Board meetings either in person, via video conference or teleconference. In person attendance is encouraged whenever possible. Attendance by remote methods must be arranged in advance (as available). Given the nature and length of the Strategic Planning Retreat, attendance is to be in person for this meeting.

Any Board member who will not be able to make a meeting must notify the Executive Secretary or President (or designated alternate officer) in advance of the meeting. Attendance of elected positions is essential to ensure that a quorum will be present for all regular Board meetings.

If a Board member misses more than one meeting in the same fiscal year, the Board member may be removed from their office or position. Personal circumstances may arise that prevent a Board member from fully participating in activities as anticipated. Any Board member who is unable to fulfill the duties of his/her position for any reason should contact the President (or designated alternate officer) or Executive Secretary as soon as possible so that a replacement person can be located in a timely manner. Short term exceptions on attendance may be granted upon request of the Board member by the President (or designated alternate officer) on a case by case basis.

B. Committees

1. Executive Committee

Members of the Executive Committee include President Elect, President, Immediate Past President, Treasurer, Secretary and WAPA Executive Secretary.

If the Executive Committee needs to meet between regular Board meetings to conduct WAPA business, they may do so on an "as needed" basis. Meetings may be in person, via phone or teleconference or by e-mail. For in person meetings, see WAPA Expense Reimbursement/Travel Policy. Any significant business decisions will be reported to the full Board at the next regular Board meeting by an Executive Committee member.

2. Code of Ethics

- a.) 6/4/17 WAPA BOD meeting: We need to make a bylaws change to include a code of ethics. We need to add a bylaws change based on PA license status, violations: code of conduct and succession-if necessary. MQAC has 3 levels for disciplinary action: a verbal issue-after a finding. Suspension. Revoke or Suspend a license.

3. Standing Committees and Liaisons

WAPA has the following Standing Committees and Liaisons:

CME Committee

Nominating and Elections Committee

Health & Well-Being Committee

Legislative Committee

Public Education Committee

Student Affairs Committee

Veterans' Committee

Membership Committee

Diversity Committee

Communications Committee (Website, Newsletter, Facebook and Twitter)

Reimbursement Committee

Discretionary Spending Committee

Interspecialty Advocacy Council Liaison

Liaison to the WSMA Board of Trustees

Liaison to the Washington State Medical Association House of Delegates

Liaison to the Osteopathic Board

Please see specific job descriptions for details on the duties and functions of the above committees. Committees may have a Chairperson or Co-Chairpersons (Liaison or Co-Liaisons) plus additional committee members sufficient to complete necessary tasks. Certain committees may have funding available to pay for the Chairpersons/Liaisons time when an exceptional amount of time is necessary to fulfill required duties. Funding will be considered on a case by case basis, established on an annual basis, and included in the budget.

4. Ad Hoc Committees

WAPA may establish Ad Hoc committees on an "as needed" basis to complete work not covered by standing committees. Ad Hoc committees submit written reports in the same manner as standing committees and are subject to the same standards.

5. Position Descriptions

WAPA will maintain a job description for every Board position both elected and non-elected. Job descriptions are available electronically in the WAPA Board Notebook and on the WAPA website.

6. Board Notebooks

Each Board member will be provided with electronic access to the WAPA Board Notebook. They may print a hardcopy version if desired. Each Board member will be responsible for reviewing their Board Notebook no less than annually and for updating their Notebook as needed as revisions are made to the contents. The WAPA Board Notebook included items such as current Bylaws, Policies, job descriptions, parliamentary procedure summary, travel reimbursement form, yearly master calendar and meeting reports/minutes.

C. AAPA/HOD Annual Meeting

1. Delegates to the AAPA House of Delegates

The number of WAPA Delegates to the AAPA House of Delegates (HOD) is determined by AAPA and consists of both one and two year elected positions. The two year position will serve as the Chief Delegate in the second year of their term. WAPA HOD representatives must maintain AAPA Fellow membership throughout their representative term per AAPA policy and to ensure WAPA is in compliance with AAPA policy.

To ensure representation of the state, WAPA will budget to send the elected number of Delegates to the AAPA HOD annual meeting at a budgeted amount to be determined based on the AAPA conference location and anticipated expenses. An anticipated per person budget amount including HOD registration, transportation, hotel, meals, and incidental expenses will be determined for each fiscal year and be approved as part of the annual budget. See also under "**Travel Policy**".

If finances allow, WAPA may send an alternate Delegate to the AAPA HOD. The purpose of the alternate is to relieve Delegates in the HOD as needed or to replace a Delegate in the event they cannot fulfill their duties. Preference will be given to sending one of the three Presidents (Current, Immediate Past or Elect). If none of the three Presidents is able to attend, the Chief Delegate may appoint an alternate Delegate with the approval of the Executive Committee. Covered expenses will be the same as above.

2. WAPA Reception at AAPA

WAPA will budget to fund a reception or gathering for current PAs in Washington, WAPA members, Washington PA students and alumni at each AAPA national meeting. Co-sponsorship and financial support from PA training programs within the state will be encouraged, but not required.

D. Expense Reimbursement/Travel Policy

1. Board Member Expense Reimbursement/Travel

Board members will be responsible for understanding what expenses qualify for funding or reimbursement from WAPA prior to any travel. Unless prior authorization is obtained, Board members will be reimbursed for authorized expenses up to a maximum of the annual budget for their position.

WAPA will reimburse for travel and expenses while on official WAPA business under the following conditions:

- a. All reimbursement requests must be accompanied by receipts.
- b. All activities must be related to official WAPA business activities.
- c. WAPA Expense Voucher and receipts must be received at the WAPA office no later than 30 days after date of expense on the receipt.
- d. If any of the above requirements are not met, WAPA has the right to decline reimbursement.

While on WAPA business, reimbursements (up to the maximum annual budget allocated for a position) will be paid for:

- 1) Hotel rooms: WAPA will cover the cost of a single or double occupancy hotel room at the conference or contract rate. Exceptions must be approved by the President (or designated alternate officer). Members may share a hotel room, but are not required to do so.
- 2) Mileage expenses will be reimbursed at current State rate for those who use their personal vehicle for WAPA business.
- 3) Local ground transportation such as taxi, shuttle, bus or major transit to and from point of origin, transportation station/airport, and hotel/meeting/conference location.
- 4) Transportation costs other than mileage or local ground transportation will be covered as outlined under "Travel Arrangements".
- 5) Reasonable meal costs will be reimbursed while on WAPA business. No individual meal shall exceed \$50 in reimbursement.
- 6) Incidental expenses (parking, tolls, internet access, etc.).
- 7) A junior suite or equivalent may be provided to the President for general Board member use or meetings while at WAPA statewide CME meetings.
- 8) WAPA will **not** reimburse for alcoholic beverages.

2. Travel Arrangements

Travel arrangements for airfare, trains, car rentals, hotels, etc. may be made on your own or through the Executive Secretary.

Travel arrangements should be made at least 4 weeks in advance whenever possible in order to save the organization money and to streamline travel plans for Board members.

Reimbursements as outlined above will be allowed up to the maximum amount determined by the annual budget allocation. Unless prior authorization is obtained, any amounts in excess of the budget allocation for a position will be at the personal expense of the individual.

3. Travel and Reimbursement for Executive Secretary

WAPA Executive Secretary will be reimbursed for expenses and travel as outlined above for Board members. The Executive Secretary may also be paid for time spent attending official WAPA activities.

IV. CONTINUING MEDICAL EDUCATION

A. State-Wide CME Meetings

WAPA will organize two continuing medical education conferences annually. The first conference shall be referred to as the WAPA Recertification Review Course & Conference. This conference shall be held in Region 4.

The second conference shall be referred to as the WAPA Annual Fall Conference. The location of this conference may rotate between the other regions of the State. The destination cities for each conference cycle shall be chosen by the CME Committee and presented to the Board.

All CME conference topics shall be designed to be approved as Category I CME credit by the American Academy of Physician Assistants (AAPA).

Conference registration shall be waived for Board members, Committee Chairpersons/Liaisons and Committee members.

V. MEMBERSHIP SERVICES

A. Membership Levels

WAPA By-Laws establish multiple levels of membership. Dues for each level shall be recommended by the Membership Committee for approval of the Board and revised on an as needed basis.

WAPA memberships are on a 12 month membership/anniversary date 12 month cycle.

B. Membership Directory

An annual WAPA membership directory is available online to WAPA members. Directories are for personal use only.

C. Membership Mailing List

WAPA may send members select materials of potential interest by mail or e-mail but will not sell or give out the names or contact information of the membership to outside parties.

D. Newsletter

WAPA quarterly newsletters will be sent electronically to members for 3 issues and 1 issue (in December) will be a printed copy to be sent to all PAs in WA.

Once published, the WAPA newsletter will be available on the WAPA website.

E. Website

WAPA will maintain a website for the organization that is available to the public. A portion of the website may be restricted to WAPA members only.

F. Other Professional Memberships

In order to better serve and promote the PA profession in WA, WAPA may opt to support other professional affiliate organizations by becoming members or maintaining membership with select organizations. Memberships will be reviewed each year and the budget will be determined annually.

VI. Students

WAPA will provide scholarships to PA students in Washington through a standardized application process. The number and amount of scholarships may vary from year to year. See "Discretionary Spending" section.

Students will be charged a nominal fee to attend WAPA CME conferences. This amount will be determined annually by the CME Committee.

WAPA may provide funds based on the annual budget to help support students from official PA training programs in the state to attend the annual AAPA meeting. Funds are to be used for expenses relating to attendance at the national AAPA conference. Students at each site are to determine how to allocate the funds.

WAPA may provide some funding based on the annual budget to support a reception with WAPA representatives and PA students. Depending on student location across the State, this may be divided in to more than one location. The purpose will be to raise awareness of WAPA among PA students and encourage students to become members of WAPA. (Regional Representatives, Student Affairs, Membership, and Public Relations Chairpersons or other WAPA Board members could present.)

VII. OPERATIONS

A. WAPA Office/Equipment

All equipment purchased by WAPA will remain the property of WAPA.

The WAPA Executive Secretary will retain purchase and warranty records on WAPA equipment.

B. Financial

1. Bank Accounts

WAPA shall maintain bank accounts with an FDIC insured financial institution for the purpose of conducting official business.

WAPA will have an investment fund. Funds with this account will be used to support WAPA activities. Funds will be invested with basic social responsibility in mind; WAPA will not invest in funds that include alcohol, tobacco, adult entertainment or weaponry.

2. Budget

WAPA will create and maintain an annual budget to be approved prior to the beginning of each fiscal year by the Board.

WAPA shall follow standard accounting procedures in reconciling the budget by re-evaluating revenue and expenses. WAPA will strive to maintain funds providing 5 months of regular operating funds in its accounts.

3. Audit

WAPA shall conduct receive a business audit on a bi-annual basis and will consider any recommendations. This is performed by the CFO of WSMA or by an outside accounting firm if WSMA is not available.

4. Credit Card

WAPA shall have an account with a major credit card organization for official WAPA business. The Executive Secretary, President, President Elect, Immediate Past President and/or other WAPA Directors/Committee Chairs may have a card in his/her name as needed. The card(s) shall be used for travel expenses, selected meals, and other approved business expenses. All expenses will be paid from WAPA funds. Expenses will be monitored and reviewed by the Treasurer (or designated alternate officer).

5. Discretionary Spending

WAPA will establish and maintain a discretionary funding program to include the following categories: Student Affairs, Grants and Projects, and Miscellaneous Requests. The number of awards and available funds for each category will be determined based on the budget for each fiscal year.

Student Affairs funding will be directed toward PA student scholarships, orientation and/or graduation activities, emergency/hardship grants, and other PA student related funding requests approved by the WAPA Board of Directors. Recipients must be students of an accredited Physician Assistant program within the state of Washington and be a student member of WAPA.

Grants and Projects requests will be considered for projects or services which advance the physician assistant profession or enhance local or global community health. Projects or services for consideration should meet one or more of the following criteria; (a.) provide direct services to people or communities to improve human conditions in emergency or non-emergency situations, (b.) lead to an educational health intervention that will improve local conditions for individuals or communities, and (c.) study the effectiveness of health-related activities on a local level or lead to heightened social awareness of a major health focus. Applications will be considered only from WAPA members. Each recipient must maintain active WAPA membership through completion of each awarded project.

Miscellaneous Requests include those which do not fit in either category above. Examples include disaster relief or other charitable causes as determined by the Board. Requests must be made in writing to the committee chair, and be approved by a simple majority of the board of directors.

WAPA will consider applications for discretionary funding throughout the year. Applicants must provide a completed application and proof of professional liability insurance or institutional review board approval (if applicable) in order to be considered. Applications for student related funds must be in accordance with the policy of their Physician Assistant Program. Award recipients for all non-student related projects must submit a written report of their work (with photos if available) to a member of the WAPA executive board within 60 days of completing their project. Reports and photos may be utilized by WAPA in the newsletter or other public relations materials.

C. Directors and Officers Insurance

WAPA will maintain appropriate board and officer liability insurance. Anyone holding an elected WAPA position, the Executive Secretary, Chairpersons/Liaisons, and committee members of both standing and ad hoc committees shall be covered by the board insurance.

Directors and Officers and General Liability Policy renewed annually.

D. Personnel

1. Staff

WAPA will employ sufficient professional staff to conduct ongoing business. Funding for these services will be reviewed each year and the budget determined annually.

The WAPA Executive Secretary is an employee of Washington State Medical Association (WSMA).

Funding will be provided for the Executive Secretary to attend the AAPA annual meeting. An anticipated budget amount including registration, transportation, hotel, meals, and incidental expenses will be determined for each fiscal year and be approved as part of the annual budget.

2. Lobbyist

The Washington State Medical Association (WSMA) is contracted to provide lobbying services for WAPA. Additional lobbying services may be obtained with the approval of the WAPA board.

WAPA BOD voted to employ Kate White Tudor, JD as policy advisor to WAPA.
Effective: 11/15/15

