



ASSOCIATION OF PHYSICIAN ASSOCIATES IN OBSTETRICS & GYNECOLOGY

APAOG Board of Directors Information Sheet

The Board of Directors shall consist of President, Vice-President, Immediate Past President, Secretary, Treasurer, two Directors at Large, two Student Representatives, and a non-PA Representative.

The President, Vice-President, Secretary, and Treasurer shall be a fellow member in good standing of AAPA for the duration of their term.

The Board of Directors shall control and manage the affairs of APAOG.

The Board of Directors shall hold meetings at such times and places designated by the President, but in no event shall there be less than one meeting in any calendar year. An absolute majority of the membership of the Board shall constitute a quorum for purposes of transacting business.

The board officers shall serve a two-year term. Terms may be staggered so that officers are elected each year. An officer may only serve two consecutive two-year terms. Any officer may resign at any time. Such resignation shall be in writing to the board and shall take effect at the time specified therein.

DUTIES OF OFFICERS

The **President** shall preside at all APAOG business meetings and of the Board of Directors. The officer shall make a full report of the year's activities at the annual APAOG meeting. The President shall coordinate agendas for future meetings, preside at all meetings and maintain order, and set up forums for discussion. The officer shall appoint all standing committees and designate their chairperson, subject to the approval of the Board of Visitors. The President will serve as the AAPA House of Delegates.

The **Vice President** shall assume the duties of the President during an absence or vacancy. The Vice President will organize and conduct, with the assistance of the Secretary, all annual elections and be chairperson of the Elections Committee. The officer shall periodically review and recommend revision of the APAOG bylaws and policies.

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

The **Secretary** shall keep minutes of all APAOG meetings, be responsible for all organization communications, notification of meetings, and assist the Vice President on elections.

The **Treasurer** shall maintain accurate records of the financial status of the organization, oversee yearly dues from relevant members, deposit into APAOG's account all money received by the organization, and with the President's approval, pay all bills approved by APAOG, and record all receipts of those payments. The Treasurer's record shall be audited every year and upon leaving the office. The method of an audit will be determined by the Board of Directors.

Director(s) at Large shall prepare for and participate in the board meetings and conference calls. The officer(s) will mentor potential leaders of APAOG, develop and carry out APAOG business, and serve on

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assigned committees. The Director(s) at Large will also perform other duties as delegated by the President or Board of Directors.

Non-PA representatives shall prepare for and participate in the board meetings and conference calls. The office will advocate for the PA profession and the mission of APAOG. The Non-PA Representative will perform other duties as delegated by the President or Board of Directors.

Student Representative(s) shall communicate between the Board of Directors and all student members of APAOG. The Student Representative(s) will govern the student liaisons from PA programs. The officers(s) shall assist in conducting affairs of APAOG as delegated by the President or Board of Directors.