

SPOCUS Board of Directors (BOD) – Member Descriptions (6.16.2026)

Qualifications:

- President-Elect, President, Past-President, Secretary, and Treasurer roles are limited to certified PAs.
- Directors at Large can be non-PAs but not students.
- Student Directors are to be PA students.

President Elect

The President Elect serves a one-year term, then succeeds the exiting President to become President of the Society in the following year for a term of 1 year. This individual continues on the Board as past president, leading to a total term of service of 3 years. For the full extent of their appointed board term, the President Elect must maintain an active SPOCUS membership, AAPA Fellow membership, and NCCPA certification as a PA-C.

The President Elect is responsible for:

- **EXECUTIVE:**
 - Working together with the President on all presidential SPOCUS duties, both as an advisor and as one learning in preparation of assuming that role.
 - Serving as Chair of the Elections Committee for the next election
 - In the absence of the president, assuming all presidential duties until the President's return to service.
- **GENERAL:**
 - Remaining fair and impartial during organizational decision-making processes
 - Maintaining contact with other organizations which further the interests of SPOCUS
 - Representing SPOCUS at official functions (in conjunction with other Board members)
 - Performing such other duties as shall be assigned by the President or Board of Directors.

President

The President-Elect, after completion of their elected term, will continue their service as President for 1 year. For the full extent of their appointed board term, the President must maintain an active SPOCUS membership, AAPA Fellow membership, and NCCPA certification as a PA-C.

The President is responsible for:

- **EXECUTIVE:**
 - Leading all SPOCUS Meetings, following an agenda created in conjunction with the Secretary/Treasurer and the President Elect
 - Ensuring that ongoing SPOCUS functions (e.g. Train the Trainer, iScan) are intact, functioning well and supplied with all necessary resources
 - Keeping up to date on information regarding membership and budget, in conjunction with the Secretary/Treasurer
 - Coordinating website maintenance and updating with web management, in conjunction with the Secretary/Treasurer
 - Leading the BOD annually in creating a vision for the future of SPOCUS that includes a 1-year and 5-year plan
 - Investigating possible beneficial paths forward for SPOCUS collaboration with other existing groups
 - Assigning tasks to members of the SPOCUS Board as necessary

- Working in conjunction with the President Elect on all SPOCUS duties in order to prepare the future President for the role.
- GENERAL:
 - Remaining fair and impartial during organizational decision-making processes
 - Maintaining contact with other organizations which further the interests of SPOCUS
 - Representing SPOCUS at official functions (in conjunction with other Board members)

Past President

After completing their term as President, the exiting President then succeeds the exiting Past President to serve a one-year term as Past President. For the full extent of their appointed board term, the Past President must maintain an active SPOCUS membership, AAPA Fellow membership, and NCCPA certification as a PA-C.

The Past President is responsible for:

- EXECUTIVE:
 - Working together with the President and President Elect on all presidential SPOCUS duties, as an advisor.
- GENERAL:
 - Remaining fair and impartial during organizational decision-making processes
 - Maintaining contact with other organizations which further the interests of SPOCUS
 - Representing SPOCUS at official functions (in conjunction with other Board members)
 - Performing such other duties as shall be assigned by the President or Board of Directors.

Secretary

The Secretary serves a one-year term. For the full extent of their appointed board term, the Secretary must maintain an active SPOCUS membership, AAPA Fellow membership, and NCCPA certification as a PA-C.

The Secretary is responsible for:

- SECRETARIAL: Maintaining effective records and administration of SPOCUS including:
 - Upholding legal requirements governing communication and correspondence.
 - Documenting SPOCUS Board Meetings, including notifying members of meetings, creating and distributing an agenda for each SPOCUS meeting, ensuring meetings are effectively documented, and distributing minutes of each meeting for approval of all Board members after the meeting takes place.
 - Preparing and Maintaining the SPOCUS calendar of events and keeping a record of all SPOCUS activities.
 - In the absence of the Treasurer, assuming all Treasurer duties until the Treasurer's return to service.
- GENERAL:
 - Remaining fair and impartial during organizational decision-making processes
 - Maintaining contact with other organizations which further the interests of SPOCUS
 - Representing SPOCUS at official functions (in conjunction with other Board members)

Treasurer

The Treasurer serves a one-year term. For the full extent of their appointed board term, the Treasurer must maintain an active SPOCUS membership, AAPA Fellow membership, and NCCPA certification as a PA-C.

The Treasurer is responsible for:

- FISCAL: Managing the financial oversight and documentation of the SPOCUS treasury including:

- Tracking and recording membership status, including past-due dues
- Ensuring that the Board understands its financial status and obligations, and keeps accurate financial records
- Maintaining a financial history
- Preparing an annual budget, in conjunction with the President and President-Elect
- Coordinating annual tax filings, in conjunction with the President and President-Elect
- GENERAL:
 - Remaining fair and impartial during organizational decision-making processes
 - Maintaining contact with other organizations which further the interests of SPOCUS
 - Representing SPOCUS at official functions (in conjunction with other Board members)

Director at Large (Multiple Positions)

The SPOCUS board includes multiple Director at Large positions. Each Director at Large serves a two-year term. For the full extent of their appointed board term, the Director at Large must maintain an active SPOCUS membership and an AAPA membership relevant to their professional type (e.g., Fellow or Affiliate). Directors at Large may be PAs or other healthcare professionals.

The Director at Large is responsible for:

- Attending and participating in board meetings, contributing their expertise to conversations relevant to activities/functions of SPOCUS.
- Advising the Board on topics related to SPOCUS
- Creating and/or participating in SPOCUS activities as requested/ agreed upon with the President/President Elect
- With other Board members, researching and reporting on information necessary for informed decision making regarding future SPOCUS endeavors.
- Remaining fair and impartial during organizational decision making processes
- Maintaining contact with other organizations which further the interests of SPOCUS
- Performing such other duties as shall be assigned by the President or Board of Directors.
- Representing SPOCUS at official functions (in conjunction with other Board members)

Student Director (Multiple Positions)

The SPOCUS board includes multiple Student Director positions. Each Student Director serves a one-year term. For the full extent of their appointed board term, the Student Director must maintain an active SPOCUS membership and an AAPA membership.

The Student Director is responsible for:

- Serve as a liaison between the Board of Directors and all student members of the organization
- Assist in carrying out the affairs of the organization as directed by the President
- Promote and encourage student participation and involvement across all health professional committees, teams, and initiatives