



SEPTEMBER 2017

Steering Committees, Review Committees, and Boards

The eight PAEA steering groups include:

1. Awards & Honors Review Committee
2. Education Programming Steering Committee
3. Finance Steering Committee
4. Future Educator Development Steering Committee – *term exceptions*
5. Governance & Ethics Board
6. Government Relations Steering Committee – *term exceptions*
7. Grants & Scholarships Review Committee
8. JPAE Editorial Board

Annual Work

In December of each year, the group's chair and staff partner work together to develop annual objectives (*overall qualitative goals*) and key results (*specific and measurable outcomes*) for their shared work. These objectives and key results will be approved by the Board during their January meeting to ensure they align with and advance PAEA's broader strategy.

Deliverables

Steering committees, review committees, and boards will have different kinds of deliverables depending on the group's focus area (exam development, conflict of interest review, finance, etc.). Specific deliverables for each group will be identified by the group's chair and staff partner when they develop their annual objectives and key results.

Board Liaisons

Board liaisons to steering groups serve as intermediaries between the two groups. Board liaisons do not hold membership or voting rights, but will hold quarterly calls with the group chair(s).

- **The BOD Student Member at-Large (SMAL)** serves as liaison to the Future Educator Development Council.
- **The BOD President-Elect** serves as liaison to the Governance & Ethics Board.
- **The BOD Treasurer** is the exception and chairs the Finance Steering Committee for the length of their board term, holding full membership and voting rights.

Staff Partners

Steering committees, review committees, and boards will partner with the staff person who is directly responsible for the corresponding area of work in the staff organization. This ensures volunteers and staff stay in alignment and their work stays integrated.

- **Awards & Honors Review Committee:** LaToya Mason
- **Education Programming Steering Committee:** Zach Britt, Interim
- **Finance Steering Committee:** Lynn Heitzman
- **Future Educator Development Steering Committee:** Kendall Mealy
- **Governance & Ethics Board:** Ashley Smith
- **Government Relations Steering Committee:** Athena Abdullah
- **Grants & Scholarships Review Committee:** Xin Yuen
- **JPAE Editorial Board:** Libby Alesbury

Meetings

Steering committees, review committees, and boards will have one annual in-person meeting. Conference calls are held as necessary, based on the group's scope of work, rather than on a fixed schedule – this might be a monthly call for some groups, quarterly for some, and only during certain times of the year for others.

Composition

Steering groups may have a minimum of five and maximum of eight members including one chair and one vice chair, all with full membership and voting rights.

Terms

Chairs are eligible to serve two three-year terms from January 1 – December 31. Chairs must have Board support to continue into their second three-year term.

- All chairs will serve one year as vice chair and maximum five years as chair (*e.g. year one as vice chair, year two and year three as chair, then second term, years four to six as chair*).
- The vice chair's first term year starts in the chair's final term year.
- The vice chair will be mentored into the chair position.

Member terms will be two two-year staggered terms from January 1 – December 31. Members must have chair support to continue into their second two-year term.

Term Exceptions

Future Educator Development Steering Committee

Chairs are eligible to serve two two-year terms from January 1 – December 31. Chairs must have Board support to continue into their second two-year term. Chair applicants must be a PA faculty member within five years of graduation from a PA program.

Members are eligible to serve one three-year term from January 1 – December 31. Member applicants must be a student at the time of application to the committee, but need not be a student for the entire length of their term.

Government Relations Steering Committee

Members are eligible to serve one three-year term and one two-year term from January 1 – December 31. Terms will be staggered to ensure committee continuity. Members must have chair support to continue into their second term.

JPAE Editorial Board

Members are eligible to serve two three-year terms from January 1 – December 31. Members must have chair support to continue into their second term.

Available Opportunities

Awards & Honors Review Committee – 3 positions available

Awards & Honors Review Committee members are responsible for promoting and recognizing outstanding contributions to PA education by developing PAEA's national awards and recognitions. This committee establishes the criteria for the PAEA awards, considers opportunities for future recognition, carefully evaluates submitted nominations for award recipients, and oversees the Pi Alpha Honor Society. Members often collaborate with other PAEA groups, as well as other national organizations, including AAPA. Members must maintain confidentiality of the awards process and nominations. Previous experience with research and scholarship is preferred but not required.

Finance Steering Committee – 2 positions available

Finance Steering Committee members monitor PAEA's finances, prepare an annual budget, and make recommendations to PAEA's Board of Directors that ensure growth and stability of PAEA's revenue base. Since PAEA's budget is driven by its strategy, members become well-versed in the goals and direction of the Association. Members are intimately aware of the fabric of the Association, including its products and services, and are among the first to know of any new initiatives with financial implications. Members should have experience with creating budgets and the ability to understand financial statements. Members are not expected to create financial statements or PAEA's detailed line-by-line budget, but will participate in a strategic review at their annual meeting. Members should maintain confidentiality of all committee materials.

Future Educator Development Steering Committee – 1 chair position available and 1 member positions available

Future Educator Development Steering Committee members serve as the voice of PA students and early career PAs and work to bridge resources to develop a diverse and inclusive clinician-to-preceptor and educator pipelines. This committee will oversee, initiate, and strategize student engagement and initiatives within PAEA. The committee is responsible for the strategic planning of the Future Educator Fellowship, which is designed to explore foundations in teaching, expose students to the current educational environment, and expand professional development and leadership opportunities for students. Members will work to annually recruit, review, and identify students to attend PAEA's competitive fellowship. Finally, members provide strategic input on content development and design, facilitate programming, and serve as a resource to students during their fellowship experience.

Chair candidates should be a recent PA graduate and an early career PA who is new to PA education (less than five years in their position). The chair should understand student leadership opportunities.

Member candidates should be current PA students at the time of application, demonstrate a track record of leadership experience, and have a strong interest in becoming involved in PA education after graduation or considering a future PA education career. Candidates should also demonstrate a commitment to leadership, teaching, and education and be able to provide both a student and leader/educator perspective.

Government Relations Steering Committee – 3 positions available

The Government Relations Steering Committee is responsible for contributing to the advancements of PAEA's advocacy agenda and working with the team to

provide strategy, input, and feedback to the Government Relations staff and Board of Directors. Members will also be responsible for maintaining an awareness of federal policies, legislation, and regulatory activity and understanding political issues. They must possess the ability to maintain confidentiality and discretion with sensitive legislative and regulatory issues.

Grants & Scholarships Review Committee - 2 positions available

Grants & Scholarships Review Committee members contribute to the PAEA's research agenda, working with the GSC chair, the PAEA director of research, and the PAEA research manager to ensure PAEA funding and scholarship opportunities are broadly promoted to membership, that applications are fairly and impartially reviewed, and that award recipients are likely to build scholarly contributions to the profession. Members currently participate in the review of applications to the Don Petersen Research Grants Program, the Faculty-Generated Research Grant, and the Support to Advance Research (STAR) program. Candidates should demonstrate a familiarity with research and scholarship within PA education, the PA workforce, or training in a research focused scientific domain (e.g., epidemiology). Previous review experience is not required, but is desirable. Members must be able to treat all materials in a confidential and professional manner.

JPAE Editorial Board – 2 positions available

The role of the JPAE Editorial Board is to advise and serve as a sounding board for the editor in-chief and journal staff on the direction of the journal. The editorial board provides input on a variety of issues related to the journal, including content, layout, and distribution. The board meets in-person twice per year and communicates otherwise via email and conference calls as scheduled. Members are funded for an in-person meeting in PAEA offices and are encouraged to attend, but not supported for, the meeting during the Education Forum. Candidates should have a strong publishing record, including in JPAE, and a demonstrated history of achievement in scholarly work.