



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 & Scholarship 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

### **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.

## Available Opportunities

**Education Programming Steering Committee** – 1 chair position and 5 member positions available (*member applications only accepted from February 19–March 26*)  
The Education Programming Steering Committee chair and members will provide guidance to ensure current and future education programming is representative of the professional development needs of the PAEA membership. They will work to identify the educational needs of members based on evidence and best practices in the field, provide input on conference themes, and make recommendations to staff on how to best execute the theme. They will also provide input on the content selected for education programming — including for the Education Forum, workshops, regional education meetings, and the learning management system — establish criteria for evaluating abstracts and conference proposal submissions, and assist in the recruitment of content experts as needed for educational programs.

Member candidates should demonstrate an understanding of the principles of adult learning theory, be excited about innovations in teaching and learning, and have an interest in shaping the profession's faculty development with blended solutions.

Preference will be given to underrepresented minority candidates who demonstrate the qualities named in the call.

**Future Educator Development Steering Committee** – 2 member positions available  
Future Educator Development Steering Committee (FEDSC) 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 steering committee will oversee, initiate, and strategize student engagement and initiatives within PAEA. The steering 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. Steering committee members will work to annually recruit, review, and identify students to attend PAEA’s competitive fellowship. FEDSC members provide strategic input on content development and design, facilitate programming, and serve as a resource to students during their fellowship experience.

FEDSC members should demonstrate a commitment to leadership, teaching, and education and be able to provide both a student and leader/educator perspective.

FEDSC has **two member openings**, one for a PA faculty member, and one PA student/recent graduate.

**Member 1:** Candidates should be an early career PA educator who is new to PA education (less than five years in their position).

**Member 2:** Candidates should be current PA students or recent graduates (within five years) at the time of application who demonstrate a track record of leadership experience and who have a strong interest in becoming involved in PA education after graduation or who are considering a future PA education career. We encourage former Future Educator Fellows to apply!

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**Grants & Scholarship Review Committee** – 1 chair position available  
The Grants & Scholarship Review Committee reviews and selects award winners for the research-focused grants, scholarships, and awards that PAEA offers. Currently, the committee is responsible for proposal review for the Faculty Generated Research Grant, the Don Pedersen Research Grant, the Support to Advance Research award, and research-focused PAEA Education Forum proposals. The chair of the Grants & Scholarship Review Committee is responsible for training the members of the committee in review best practices, providing feedback on member reviews and building reviewer capacity and skills, mediating conflicts of interest, reviewing and updating evaluation rubrics, and ensuring that proposals are fairly and impartially reviewed.

Chair candidates should demonstrate strong expertise and experience in research methods and analysis, as well as a familiarity with research and scholarship in PA education and health professions workforce research. Training in a research-focused

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scientific domain (e.g. epidemiology) is desirable. Previous review experience is required.

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### **Student Academy of the American Academy of Physician Assistants (SAAAPA)**

Liaison - 1 position available

A PA education faculty member will serve as the liaison to the Student Academy of the American Association for Physician Assistants (SAAAPA) and as an ex officio member of the Student Academy Board of Directors for two two-year terms from July 1 to June 30, starting in an even year.

#### **Responsibilities**

- Serve as a full, voting member of the PAEA Future Educator Development Steering Committee (FEDSC)
- Be a mentor and guide for the Student Academy Board of Directors as a non-voting member
- Provide continuity between successive student boards
- Provide continuity and communication between Student Academy Board of Directors, the FEDSC, and the PAEA Board of Directors
- Provide insight into the PAEA mission and strategic plan and serve as a representative of PA member programs
- Attend the FEDSC in-person meeting and Future Educator Fellowship annually
- Attend the AAPA conference and in-person SAAAPA Board meeting in late spring and summer respectively
- Perform other duties as delineated by the Student Academy Board of Directors

#### **Desired Qualifications**

Knowledge of the philosophy, goals, and functions of both PAEA and the Student Academy, as demonstrated by prior participation in PAEA and appropriate interaction with the Student Academy. Working knowledge of PA education and development of the future education workforce is desirable.

#### **Appointment**

PAEA will put out a call for applications and appoint the PA educator of their choice to hold the position. Candidates for the SAAAPA advisor position will be interviewed and appointed by the PAEA staff partner of the FEDSC and the FEDSC chair.

#### **Budget**

PAEA funds this position to attend four meetings annually, the FEDSC in-person meeting, the Future Educator Fellowship, the AAPA conference, and the in-person SAAAPA Board of Directors meeting.

**Terms**

Serves two two-year terms from July 1 to June 30, starting in an even year (opposite of the AAPA SAAAPA Advisor) and cannot serve more than two consecutive terms (i.e. must take two years off if they wish to apply for position again).

**Removal of Liaison**

If such action is necessitated against the liaison, removal will be effected through the PAEA Board of Directors. In the case of a vacancy, the Future Educator Development Steering Committee may appoint an interim liaison while an open call is conducted to fill the position.

**Relationship with PAEA**

The Student Academy encourages a continuing relationship of open communication and cooperation between PAEA and the Student Academy.