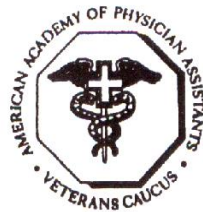


**VETERANS CAUCUS, INC.**  
**AMERICAN ACADEMY OF PHYSICIAN**  
**ASSISTANTS**

**POLICY**  
**AND**  
**PROCEDURE**  
**MANUAL**



**Updated May 2014**

## TABLE OF CONTENTS BY SECTION

	PAGE
Manual Overview	3
Procedure to modify the Policy & Procedure Manual	3
Disclaimer	3
Goals	4
<b>Committees</b>	
Awards	5
Charity	6
Continuing Medical Education	7
Elections	10
Finance	11
House of Delegates	12
Marketing	13
Membership	14
Memorial Day Service	15
Newsletter	17
Scholarships	18
Veterans Health	33
Website	34
<b>Job Descriptions</b>	
Secretary	36
Treasurer	38
<b>Other Policies</b>	
Document retention	40
Whistleblower	42
Conflict of Interest	43
Voluntary Disclosure Statement	44

## **OVERVIEW OF POLICY AND PROCEDURE MANUAL**

This manual serves as guidance to elected members of the Board of Directors of the Veterans Caucus, Inc. of the American Academy of Physician Assistants. It should be consulted whenever questions arise as to the way the Caucus conducts business for the membership of the group. It serves as a reservoir of corporate knowledge that can be amended and adjusted as necessary in order to meet the ever-changing needs of our constituency.

The members of the Board of Directors, at their discretion, can update this manual when circumstances warrant. The process to modernize and upgrade is outlined in the following section.

This manual is the property of the Veterans Caucus, Inc. and can only be reproduced with the expressed written permission of the corporation.

## **PROCEDURE TO MODIFY THIS MANUAL**

When a section of this manual is found to be in need of updating, the Board of Directors will appoint the chairman of the committee whose function it is to oversee the area in question, to submit recommendations and changes needed, to the entire BOD for review and discussion. The President will then inform the Caucus Secretary to update the Policy and Procedure Manual.

## **DISCLAIMER**

The Caucus has no official connection with the Federal Government and therefore, no influence over contracts with the government or military. The Caucus, however, is free to inform its members who its supporters are, what their products are, and to what level support is given. The Caucus does, and will recognize its supporters and sponsors at the annual Memorial Day meeting at the national AAPA Annual Conference in May, at the Annual CME Conference, Topics in the Tropics, each December and in its quarterly newsletter.

## **GOALS OF THE VETERANS CAUCUS Of The American Academy of Physician Assistants**

The Veterans Caucus of the AAPA is made up of people who care. The Caucus represents over 6,000 PA's who are veterans and active duty members of the Uniformed Services. Many of the members continue to serve in the active, reserve or guard components. The Caucus has many affiliate members who are currently or formerly military physicians, nurses, and corpsman who support the Caucus goals. **The goals are straightforward:**

This is a formal document so first person should not be used.

- Develop awareness about the contributions that Veterans have made to both the military and civilian health care system.
- Establish a liaison with other veteran organizations, legislators, military leaders and others involved in veteran affairs.
- Continue to honor those of our peers who provide outstanding service to our country, our profession and our patients.
- Continue to provide awareness concerning contributions that veterans have made and continue to make regarding health care.
- Actively encourage veterans in the pursuit of a profession as a Physician Assistant through scholarships and recruitment, as well as, providing education for veterans in their transition from military to civilian life and
- Promote quality continuing medical education through other organizations as well as our own to enhance growth of the profession.

## AWARDS COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus believes that it should develop an awareness about the contributions that veterans have made to both the military and civilian health care system as well as to honor peers who provide outstanding service to country, profession, and patients. The three wards shall be: Civilian PA of the Year, Uniformed PA of the Year and Veterans Caucus PA of the Year.

### PROCEDURE:

- The chair of the committee shall be the president- elect.
- The committee shall be the Executive Committee of the board of directors.
- The committee shall solicit nominations for the three awards with the deadline for nominations Feb 1.
- The committee shall review all the nominations for and select the best recipient of each award if appropriate
- The chair shall notify the person who nominated the winner of the award. It is hoped that the nominator will ensure that the recipient will be at the Memorial Day Service, when the award is announced.
- It is not necessary to have a winner in each category every year.

### **Key People, Companies and Contacts for this Function**

- **Plaques, etc.: Southern California Trophy**  
**2515 S. Broadway**  
**Los Angeles, CA 90007**  
**213-746-6444**

## CHARITY COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus wishes to thank the host country of its Topics in the Tropics conference held each December and also raise an awareness of the local need.

### PROCEDURE:

Chairperson will be responsible for researching and organizing an organization in need at each Topic in Tropics meeting. (hospital, orphanages, or underserved persons).

- Monies will be given in accordance with finances of the Veterans Caucus.
- The amount to be given will be up to the Board of Directors.
- This will be accomplished with the 50/50 raffle at the Topic in Tropic meeting to benefit a local charity.

## CONTINUING MEDICAL EDUCATION COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus believes that it should promote quality continuing medical education at a reasonable price to address the educational needs of the Physician Assistant. The Caucus also believes that the continuing medical education event is a major source of income in achieving its goals.

### PROCEDURE:

This meeting is conducted the first full week in December. The annual program is called the Topics in the Tropics. The chair shall be a member of the board of directors and will work in cooperation with CME coordinator. The BOD will set the rate of the conference. All board members must attend all CME sessions. The CME coordinator will determine the location of the conference.

### Time sensitive and sequence of events:

#### **1. Site selection**

- done 2 years in advance due to contracts and obtaining adequate space
- negotiate contracts with hotels, airlines, tour agencies and speakers
- contact speakers for commitment of time and topics being presented.

#### **2. Program preparation**

- prepare meeting budget one year in advance
- determine target audience and discipline one year in advance
- design, print and mail the program brochure by the Annual AAPA Meeting
- ensure program is in compliance with accreditation standards
- apply for various credit types by the Annual AAPA Meeting
- procure the appropriate mailing lists by the Annual AAPA Meeting
- ensure the brochure is available for distribution at the Annual AAPA Meeting
- prepare and submit copy for advertisement in appropriate journals for May, July and September

#### **3. Registration**

- registrants
  - process all registrations
  - send confirmation letters
  - deposit funds
  - arrange room reservation
  - arrange travel reservation
  - prepare and mail pre-conference materials
  - prepare credit certificates and name tags

- syllabus materials
  - print and collate at least 4 weeks in advance
  - mail materials to each registrant at least 2-3 weeks prior to the meeting

#### **4. Schedule and coordinate all faculty and board travel arrangements**

- faculty travel arrangements
  - coordinate travel at least 4 months in advance
  - inquire about materials and equipment needed
  - complete request for payments to the Treasurer for any faculty that might have funding from drug companies
- Board travel arrangements
  - Schedule and arrange Board of Directors meeting (Wednesday) at the hotel.
  - CME Chairman and CME Liaison will attend the BOD meeting.

#### **5. Schedule audio-visual equipment, room set-up and other necessary arrangements through the hotel.**

#### **6. Arrange for a social reception with the hotel for Wednesday evening as well as early registration.**

#### **7. Conference**

- all board members will be present at the entire conference
- CME Liaison and staff will act as Registrar at the meeting
- all board members will assist with the reception and registration

#### **8. Post Conference**

- At the direction of the CME chairman, the CME Liaison will:
  - review the final hotel bill with the Treasurer and hotel cashier
  - maintain the master account of the hotel
  - collect and tabulate the evaluation forms
  - mail all paperwork to the accrediting bodies
  - type and mail the thank you letters to the faculty and other appropriate persons
  - handle the Board member's travel reconciliation forms
  - serve on the CME committee
  - attend any BOD meetings pertaining to the CME Conference
  - ensure that all necessary records pertaining to the CME Conference are maintained and retained appropriately

#### **9. List of key persons, companies, organizations, and other key elements for this function:**

- Sharon Hanley – [skhanley@ptd.net](mailto:skhanley@ptd.net) – 570-271-6692
- Melia Hotel Contact for Cancun & Puerto Vallarta Properties is Beatriz
- Contact is [beatrizk@aol-group.com](mailto:beatrizk@aol-group.com)

- Apple Hotel Contact is Violetta Salas
- Contact is [ysales@amresorts.com](mailto:ysales@amresorts.com)

## ELECTIONS COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus believes that in order to function smoothly and in compliance with the by-laws, that it must have a method in the election of the Caucus officers and Board of Directors.

### PROCEDURE:

The chair shall be the President-elect.

### Time Sensitive Points and Sequence of Events

- Ensure that the membership list was sent by the Membership chair to AAPA membership services in December for membership verification.
- Deadline for nomination of officers shall be January 15th of each year.
- All nominees must be a member of the AAPA and the Veterans Caucus
- All nominees are required to submit the following by February 1:
  - Platform on describing the nominees qualifications and why they think they should be elected
  - Recent photo
- After receiving all nominations, and ascertaining which of the nominees do indeed wish to run for office, ballots will be prepared and sent to the membership eligible to vote and verified by the AAPA.
- Ballots will be sent by February 15.
- Ballots will be returned to the elections officer by March 1st.
- Upon receipt of completed ballots, the Elections Committee will count the ballots, and the winners promptly notified by the Elections Committee chair.
- In the event of a tie, the nominees will be notified and a run-off ballot will be mailed to the membership eligible to vote and verified by the AAPA.

## FINANCE COMMITTEE

*Date Reviewed: December 2013*

### POLICY:

The purpose of this committee is to establish transparency and some degree of oversight of the Caucus Finances with the Membership at large.

### PROCEDURE:

This committee shall be Chaired by the Immediate Past- President. He/She may select additional committee members from the Board of Directors or from the membership at large as circumstances dictate or as directed by the Board of Directors. Committee members selected from the membership at large must be current members in good standing.

It shall be the responsibility of this committee to thoroughly investigate any issues or concerns real or perceived in regards to the finances of the Veterans Caucus. It shall meet and conduct its responsibilities at the request of the Board of Directors or any Caucus Member at large that may have concerns of improprieties of the finances of the Caucus.

This committee shall have authority to consult with an attorney as necessary. It shall gather facts, report and make recommendations to the Board of Directors for final disposition.

## HOUSE OF DELEGATES

*Date Reviewed: May 2013, May 2014*

### POLICY:

An important responsibility of the Caucus is to represent veterans in the AAPA House of Delegates. To this end, a representative from the Caucus will participate in developing policies set for the by the AAPA.

### PROCEDURE:

- A delegate will be elected at the time of elections for officers and Board of Directors.
- The delegate shall make known to the membership the issues brought forth to the House of Delegates as soon as they are made known to the delegate. This may be done via the internet.
- Comments of the members regarding the issues must be communicated to the delegate no later than one month prior to the convening of the House of Delegates.
- The AAPA must be notified of the identification of the delegate by July 1 of the year the delegate takes office.

## MARKETING COMMITTEE

*Date reviewed: May 2013*

### POLICY:

- The Caucus believes that it must use sound economic principles to establish marketing strategies to promote the sale of Veterans Caucus items including any and all items bearing the Corporate Seal/Logo or developed in response to or support of a Veterans Caucus endorsed program. In order to do that it must collect and record all gross/net proceeds from sales that will be used at the discretion of the BOD but will generally be used to support the Caucus Student Scholarship Program.

### PROCEDURE:

- The chair shall be appointed by the in-coming President.
- Develop and maintain an up to date brochure of all Veterans Caucus merchandise for sale.
- Promote the sale of Veterans Caucus items at all gatherings where members or potential members are present or as requested.
- Promote the sale of items to membership through mass mailings or newsletter advertisement.
- Maintain a current inventory of all Veterans Caucus items for sale.
- Submit semi-annual reports to BOD regarding items for sale, quantity on hand, and gross/net sales figures.
- Conduct an internal audit of all inventories by a BOD member at least yearly and submit a full report to the BOD.
- Conduct all activities within BOD approved guidelines and in accordance with all Corporate or AAPA policies to maintain IRS Tax Exempt status.
- Maintain a current database of all merchandise suppliers, sponsors, donors and all artwork used in preparation or production of Veterans Caucus, Inc. items
- Submit a yearly budget to BOD for all Marketing Committee activities.
- Search for new items for sale to continue income for the scholarship and charities that Caucus provides services for or funds.
- That all monies collected will be transferred to the Treasurer for depositing.

## MEMBERSHIP COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus believes that in order to function efficiently and serve the members of the Caucus, that a committee be made responsible for managing the membership roster, applications and fees as well as establishing a plan to recruit new members.

### PROCEDURE:

The committee, through the leadership of the chair, shall accomplish the following:

- Submit to the AAPA Membership Services each December for membership verification for election of officers.
- Shall ensure that permanent files are maintained on members with sufficient data to determine the status of the member (i.e., fellow, associate, affiliate, student, corporate or honorary) Also each life member must also have the designation of fellow-life, etc., as well as, any other information which would be important in the maintenance of a complete membership data base.
- Shall ensure that annual renewal billing statements are prepared and sent to membership in a timely manner prior to the date of membership expiration. Membership cycle is June 1 – May 31.
- Assist the Elections Chairman in verifying the Fellow status of candidates for Board offices during the election process.
- Ensure that all membership applications are processed and Membership Cards are mailed to new or renewing members.
- Submit a membership report at all BOD and membership meetings.
- Conduct membership drives as necessary or at the direction of the BOD.
- Other duties as may be requested by the president or as may be dictated by special or unique circumstances and appropriate to be performed by a membership director of an organization. Membership list will not be shared with other organizations.
- Membership recruitment is a constant activity that is carried out throughout the year by way of members and officers soliciting new members. There is also a yearly membership drive during the spring to coincide with the AAPA National Conference and includes recruitment at the conference.

## MEMORIAL DAY COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus believes that all veterans should be honored at the American Academy of Physician Assistants (AAPA) annual conference. The Caucus also believes that those who have made contributions to the country and profession should be honored.

### PROCEDURE:

The chair shall be appointed by the in-coming President.

### TIMELINE:

- Chair shall present the agenda for the next Memorial Day Service to the BOD at the BOD meeting, AAPA/
- Chair and secretary begin work securing the meeting space and reception for the next year's presentation by contacting the AAPA.
- Assign Committee Assignments and BOD tasking
- Present Draft of the Ceremony to the BOD
- Chairman submits budget to BOD for approval.
- Discussion of the Ceremony with BOD and Committee
- Follow up with on availability of meeting space

#### **Winter (Jan-Feb)**

- Write letters to potential speakers, VIP's . Secure hotel reservations for speaker.
- Reserve room for ceremony and food/drink for reception, audio-visual details, programs, invitations, publicity, posters, etc. Establish costs and stay within budget! Informal contact with concerned AAPA staff
- Contact AAPA to insure that the Memorial Day Ceremony is listed

#### **Spring (March-April)**

- Letters or phone calls from speakers(s) confirming participation should have been received. If not, contact the speaker. If primary speaker is not available, develop back-up list and begin contacting alternates.
- Firm agreements for support services, eg bugler, choir, etc.
- Firm agreement from color guard.
- Secure airline reservations for speakers.
- Audio-visual contract or agreement finalized and Memorial Chairman) need more info on how to get AV, who to contact, what a good contract is.

- Audio-visual presentations ready for review; produced, timed and ready for final edit.

### **April – Early May**

- Final AV presentations ready (to include “God Bless the USA”)
- Assignments as to who ships/carries AV materials
- Follow-up calls to all participants enduring participation , send draft program, and let participants know what is expected
- Liaison with AV producer and AAPA staff
- Final Draft of Program

### **AAPA Meeting**

- Rehearsal of Ceremony: (All concerned, directed by Memorial Chairman). Chairman will designate persons to meet support personnel (color guard, choir, etc.)
- Final check on preparations, especially meeting and reception rooms, food & drink
- Final invitations, poster placement, etc. (All: Committee and BOD)

### **Memorial Day**

- All concerned arrive at the Ceremony 2 hours early. BOD and Committee to assist in final preparation of the room, greeting and directing guests, etc.;

## NEWSLETTER COMMITTEE

*Date Reviewed: May 2013*

### **POLICY:**

The Caucus believes that an essential function is to inform its membership of events, past events, opportunities, and information as well as to disseminate information about Caucus projects and activities such as scholarship winners and continuing medical education programs to the membership and other interested parties.

### **PROCEDURE:**

- The chair shall be appointed by the in-coming President.
- The newsletter is produced no less than two times a year.
- Every effort is made to cover Caucus events in a timely manner.
- Articles and information for publishing in the Caucus newsletter should be received by the newsletter chair one month prior to publication of the next published newsletter.

### **Step By Step Sequence For Completion Of This Function:**

- Materials for publication are collected by the chair who forwards a corrected copy to the editor.
- The newsletter is then designed and laid out by the editor and sent to be proofed by the Chair.
- A PDF format is sent to the BOD, the secretary uploads it to the web site and backs it up on CD.
- The secretary then sends an e-mail to the membership announcing its availability.

## SCHOLARSHIP COMMITTEE

*Date Reviewed: December 2013*

### POLICY:

The Caucus actively encourages veterans to pursue the Physician Assistant (PA) profession through the awarding of annual scholarships. It will be the policy of the Caucus to award PA student scholarships annually or as funds permit. These scholarships will be awarded to former or current military and uniformed service members who are actively, and in some cases, their dependents, enrolled in PA training at a PA program that has been accredited by the Accreditation and Review Commission for Physician Assistant Education (ARC-PA). New scholarships may be added in the future to include awards to dependents of former uniformed service members as well as financial need based awards.

### PROCEDURE:

#### **Committee Composition**

The President of the Caucus, with the consent approval of the Board of Directors (BOD), will appoint the Chairperson of the Scholarship Committee. A member of the Board of Directors will retain oversight of this Committee and be assigned this responsibility by the President. This BOD liaison may serve as Chairman or liaison only at the discretion of the Caucus President. Members will be appointed to the Committee at the discretion of the Chairperson and should represent the range of service members within the Veterans Caucus. Membership in the Caucus is required for participation on this Committee. The responsibility of the committee will be to administer the scholarship program including the eligibility, scholarship funding, criteria for selection, and the application process.

#### **Eligibility**

The Veterans Caucus scholarship eligibility will be set by and approved by the Board of Directors. At the present time, physician assistant student in an approved United States program who are honorably discharged veterans, dependents, or current United States military/uniformed service members serving in good standing will be eligible to apply for a scholarship. This includes members of the National Guard and Reserve units. The Veterans Caucus will not discriminate based upon student's service rank, age, sex, length of service, branch of service (unless specified by the donors/sponsor), citizenship or year of Physician Assistant program. The Scholarship Committee will consider all applications that are completed and submitted by the application deadline. The Chairperson of the Scholarship Committee with the approval from the Board of Directors reserves the right to modify the application procedure at any time as long as it does not conflict with the basic premise of the scholarship program stated above.

## **Scholarship Funding**

The funds for these scholarships will be provided from Veterans Caucus revenues and from the sponsors with the approval of the Veterans Caucus Board of Directors. These funds will be deposited into a separate category called the “Scholarship” category of the Caucus Treasury and dispersed only after approval of the Board of Directors. General Caucus revenues will not be used to fund scholarship awards unless approved by the Board of Directors. The Board of Directors are responsible to develop fund-raising activities to support the scholarship program not only directly financing the scholarships but also can be used for administration of the scholarship program to include prizes, certificates, printing costs or other costs associated with the general administration and fund-raising activities.

The caucus may fund each scholarship through full funding by the caucus and/or matching funds with the sponsor. The Board of Directors can augment the scholarship funds making the award greater than that provided by the sponsors and distribute these funds equitably among the scholarships available for that year.

## **Criteria For Selection**

The scholarships will be awarded based upon written objective criteria approved by the Scholarship Committee and the Board of Directors. These criteria include: (1) military honors or awards, (2) academic and scholastic honors or awards, (3) civic, community, church, and school activities, (4) professional memberships and activities, (5) student potential for future achievement provided by the student’s program director, and (6) grade point average for current curriculum. These criteria are taken from the student application information and the student’s Program Director recommendations. These criteria may be modified as deemed necessary by the Scholarship Chairperson with the approval of the Board of Directors. The awarding of a scholarship will be at the discretion of the chairperson. Some scholarships may not be awarded as determined by the Chairperson ie lack of applicants for that special scholarship or the students not meeting the professional basis of the scholarship. The grading criteria will not be released to the general public since this could compromise the integrity of the selection process and potentially provide undue advantages to individuals with this information.

## **Applications Process**

The application process begins in October of the year before and ends March 1<sup>st</sup> of the following year. The applications are electronic through the Veterans Caucus website and includes the application that contain personal and professional information about the applicant, their DD214 or copy of military record, and a personal statement. Applicants who are currently serving on active duty or active guard/reserve status may substitute a certification letter from their current commander or adjutant. The manner and form of the application process will be at the discretion of the Scholarship Committee with the approval from the Board of Directors and is subject to change at

any time. The application also includes the Program Director's recommendation but is left to the student applicant if they want to include this in their application. The chairperson or his/her designate will accept the applications, organize them and disseminate them among the scholarship committee members for grading purposes. The applications and the grading will be organized to award the available scholarships. All applications will be retained for one year following the award cycle year and will follow the document destruction policy. This is the responsibility of the chairperson. The completed applications are the property of the Veterans Caucus. Due to confidentiality considerations, a member of the Caucus outside the Scholarship Committee may only view these completed applications after submitting a written request detailing the intent of the review.

### **Categories of Student Scholarships:**

At the present time, scholarships can be awarded to former or current uniformed service members enrolled in PA training as well as to dependents of uniformed service members. Descriptions of the scholarship categories are included in this Policy and Procedure.

As of this revision, the Board of Directors approves the following scholarship categories:

1. American Legion Post 40, Danville Pennsylvania  
Provided by the American Legion Post 40 in Danville, Pennsylvania, this honors an outstanding veteran of the United States military currently enrolled in a PA program
2. Bruce Cunningham  
Provided by retired Navy Bruce Cunningham to any qualifying veteran of any military branch.
3. Chan-Padgett Special Forces  
Provided by Major John Padgett (USAR, Ret) and Major Vicki Chan-Padgett (USAF, Ret), this honors a dependent of a US Army Special Forces member or a former Special Forces member currently enrolled in a PA program. The scholarship recognizes the courage, sacrifice and duty to country demonstrated by members of the US Army Special Forces.
4. Dallas and Donna Lipscomb  
Provided by Dallas (USAF Ret) and Donna Lipscomb to a qualifying veteran who is a single parent. If none apply, then the award will honor an Air Force veteran.
5. Donna Jones Moritsugu Memorial  
Provided by RADM Dr. Ken Moritsugu, the scholarship is in memory of his late wife and honors any veteran enrolled in a PA program. Mrs. Moritsugu was a multi-talented woman, often described by RADM Moritsugu as the "wind beneath his wings."
6. Grogan Memorial  
Provided by Rodney Grogan and his wife, this is in memory of CMSgt USAF retired Kenneth Grogan and his wife, Ernestine and Bryce Grogan, son of Rodney and his wife. This scholarship is open to an outstanding veteran or dependent of a veteran from any branch of the military.
7. Jeremiah Tenhet US Army Military Intelligence

Provided by SFC Richard A. Tenhet (US Army) and his wife, Blanca Tenhet, PAC (US Army), this scholarship serves to recognize the achievement of an outstanding veteran or dependent of a US Army veteran who has served in Afghanistan and is enrolled in a PA program.

8. Jesse Edwards

Provided by friends in memory of Jesse Edwards, this scholarship.....

9. Ken Gartzke

This scholarship is made possible through the contributions of friends of Mr. Gartzke who contributed in his memory upon his untimely death. It is for a deserving veteran of any of the Uniformed Services. Mr. Gartzke served in the Air Force and contributed greatly to the Veterans Caucus.

10. Lt. Col. David Gwinn

Made possible through the contributions of friends of Lt. Col. David Gwinn, this scholarship is for a deserving veteran of the US Air Force. Loved by everyone who knew him, he helped to develop the Veterans Caucus and served in every capacity on the Board of Directors until his untimely death.

11. SSGT Robert V. Milner Memorial

This is provided by Rear Admiral Mile Milner, PAC, US Public Health Service and his wife, Patricia Castillo, PAC and recognizes a dependent of a former US Air Force veteran. It serves to memorialize the life and faithful service to his country of his father, SSGT Robert V. Milner, who served during the Korean War and Berlin Airlift.

12. SSGT Craig Ivory Memorial Scholarship

Provided by Pat and Terry Ivory to honor the memory of their son, Craig, an army medic.

13. Vikki Lianne Moritsugu Memorial

This scholarship is in honor of the late Vikki Moritsugu, the loving daughter of RADM Dr. Kenneth and the late Donna Moritsugu. The Moritsugu family and friends remember Vikki's passion for life and learning through scholarship.

The dollar amount and number of each scholarship category will be determined annually and approved by the Board of Directors based upon the previous year's fund-raising activities.

## **Part 1 - DD-214**

### Eligibility Criteria:

1. Any Honorably Discharged Veteran of any Uniformed Service of the United States, or active member of the Guard or Reserve of any Uniformed Service of the United States enrolled in Civilian Physician Assistant Training at an accredited PA program in the USA.
2. Some Scholarships with special requirements;
  - a. Chan-Padgett - sons or daughters of any United States Army Special Forces members (must have SF Regiment designation) may compete for the Chan-Padgett Scholarship. (Applicants for this scholarship must include a scanned DD-214 for the US Army Special Forces member who was their sponsor). Please indicate your submission for this special scholarship in the comments section of the online application.
  - b. SSgt Robert V. Milner Memorial - family members of any honorably discharged United States Air Force members may apply for the SSGT Robert V. Milner Memorial scholarship. (Applicants for this scholarship must include a scanned DD-214 for the US Air Force member who is their sponsor). Please indicate your submission for this special scholarship in the comments section of the online application.
  - c. Jeremiah Tenhet -

### Application Process:

1. Electronic applications will be accepted starting October 1st each year for the following yearly cycle that ends on March 1<sup>st</sup> of the follow year.
2. Deadline for all application material to be submitted electronically is 2400 hours March 1st of each year.
3. Student and faculty advised of selection generally by May 1st of each year.
4. Scholarship checks mailed to PA Program Director for presentation by May 15th of each year.
5. All applicants for these scholarships must upload a scanned DD-214 for themselves or from the honorable discharged veteran of the special scholarships offered that year. Important: You cannot continue with the Scholarship Application unless this first step is done. Acceptable formats: .PDF, .JPG, .GIF, .PNG.
6. NO FAX DOCUMENTS CAN BE ACCEPTED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT THE FORMS REQUESTED IN THE PROPER FORMAT.
7. Applicants will be contacted by e-mail when a completed application is received.

### Instructions for completing the Scholarship Application

1. Upload the DD-214 as a PDF file (First Name Last Name DD-214.PDG)
2. Submit the rest of the online application. Suggestion: make a copy of your document before you hit the submit key.
3. Complete Student Section of the Director Recommendation form and email to your Program Director.
4. Request that Program Director complete Recommendation form and submit online. Suggestion: make a copy of your document before you hit the submit key. Note: If you need help with the PDF file format go to <http://createpdf.adobe.com/>.

DD-214 Acceptable  
formats: .pdf, .jpg, .gif,  
.png

### **Sample Student Application**

---

## RecommendationForm from Program Director

To be completed by the PA Program Director Only.

Students Name (First MI Last)	
GPA	Student Scholastic Achievement (based on a scale of A=4; B=3; C=2; etc. for all course work attempted in the current professional program.)
Students potential for future achievement:	
Your Name	
Title	
Address	
Phone Number	

## Scholarship Application Scoring Criteria

### **Veterans Caucus Scholarship Award Rating Form**

**Applicant Name** \_\_\_\_\_ **Service** \_\_\_\_\_

**Instructions:**

Rate each category of the Application Form using the scales below. Try not to compare individuals to each other, but instead compare individuals to the criteria of the rating scale. Anchors are provided for each point value of each category. **No Activities in a category, then award 0 points for that category.**

**1. Military Honors or Awards:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1-3 Awards or Honors</b>	<b>4-6 Awards or Honors</b>	<b>7-9 Awards or Honors</b>	<b>10-12 Awards or Honors</b>	<b>13 or more Awards or Honors</b>

**2. Academic and Scholastic Honors or Awards:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1-3 Awards or Honors</b>	<b>4-6 Awards or Honors</b>	<b>7-9 Awards or Honors</b>	<b>10-12 Awards or Honors</b>	<b>13 or more Awards or Honors</b>

**3. Civic, Community, Church and School Activities:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>0 school or civic activities</b>	<b>1 school or civic activities</b>	<b>2 school or civic activities</b>	<b>3 school or civic activities</b>	<b>4 or more school or civic activities</b>

**4. Professional Memberships, Activities:** award two points for holding office  
(Award for activities related to the PA profession **Not** social or sports clubs)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1 membership activity in 1 organization</b>	<b>2 membership activity in 3 organizations</b>	<b>3 membership activity in 5 organizations</b>	<b>4 membership activity in 7 organizations</b>	<b>5 membership activity in 8 or more organizations</b>

--	--	--	--	--

**Rating Form (page 2)**

**Applicant Name** \_\_\_\_\_

**5. Student's potential for future achievement:**

(This category score is based upon the recommendation of the PA Program Director and is subjective. Please do not consider any prior knowledge you may have of the PA Program Director when scoring this section.)

1	2	3	4	5
Student perceived as able to make an average contribution to the profession		Student perceived as able to make an above average contribution to the profession		Student perceived as able to make an exceptional contribution to the profession

**6. Grade Point Average for current PA Curriculum:**

1	2	3	4	5
<b>GPA</b> 2.49 or less	<b>GPA</b> 2.50 to 2.74	<b>GPA</b> 2.75 to 3.24	<b>GPA</b> 3.25 to 3.74	<b>GPA</b> 3.75 to 4.0

**Cumulative Totals:**

**Category 1** \_\_\_\_\_pts

**Category 2** \_\_\_\_\_pts

**Category 3** \_\_\_\_\_pts

**Category 4** \_\_\_\_\_pts

**Category 5** \_\_\_\_\_pts

**Category 6** \_\_\_\_\_pts

**Cumulative is calculated automatically in spreadsheet. Maximum of 30 points**

**Scholarship Committee Notes:**

---

---

---

### Scholarship Recognition Certificates

The attached certificate is an example similar to the award certificates that are currently being used. The winning students PA Program Director present the certificate along with the award check.

.



### **Example of AAPA News Release for publication:**

#### **AAPA Veterans Caucus Awards Scholarships to Outstanding PA Students**

The Veterans Caucus of the American Academy of Physician Assistants has been awarding scholarships to outstanding former military Physician Assistant students since 1992. To date, over 100 scholarships have been awarded, each for at least \$1000.

The Veterans Caucus PA Student Scholarship Program is available to any former honorably discharged military veteran of any service branch, those serving on active duty or in the Guard or Reserve forces and select dependents of Army Special Forces or Air Force members who is currently enrolled in an accredited Physician Assistant Program. Eligible students must possess a DD Form 214 (Military Discharge Record), and be in good standing with their respective PA program. The PA Program Director must endorse the applicant's nomination and submit a statement of the student's grade point average. The deadline for completed applications is 1 March of the current year. Mike Valdez, PA-C, Scholarship Chairman, can be contacted for additional details.

The funding for these awards is made possible through generous contributions by members of the Veterans Caucus as well as participants in the annual ***"Topics in the Tropics"*** Continuing Medical Education Conference held in December each year. Additional support to the Veterans Caucus PA Student Endowment Fund is being made by pharmaceutical companies and members of the Caucus through grants and living memorials to spouses and family members. If you are interested in finding out more about making a contribution to this program, please contact Mike Valdez, PA-C at this website.

This year's awards will be announced at the National AAPA Conference held in Philadelphia, PA on Memorial Day, 2007. Each year the Veterans Caucus holds a Memorial Day observance in conjunction with the AAPA conference to honor those men and women who have gone before us, who were "Lifesavers then....Caregivers now".

For 2006, 15 awards will be made with values ranging from \$2000 to \$1250. At the conclusion of this year's gathering, the award ceremony will be held and the 15 PA Student Scholarship winners will be announced. If you are attending the National AAPA conference, please come to the Memorial Day observance and the awards ceremony.

### **Scholarship Application Process and Approximate Timeline**

- a. Application modifications are made by chairperson and sent to Webmaster to insert before October 1 of the academic year cycle.
- b. Applications are solicited from PA programs. APAP can supply an electronic list of approved PA programs including email addresses for PA program directors. Contact is made with PA programs to announce the application availability as soon as possible after website change is verified.
- c. A Scholarship Committee member is identified and made responsible for monitoring and responding to correspondence from student applicants after 1 October of the cycle year. This email address should be provided to the webmaster so that electronic notification process is edited and updated.
- d. Donors are solicited by the Committee Chairperson in the fall of each year to seek continued support. Donations are requested to be submitted to the Caucus Treasurer by 1 March of each year.
- e. Those applications that are completed as of 2 March are divided and forwarded to review sub-committee members for scoring and the overall scores are tabulated and maintained by designated committee member.
- f. See Tech Manual for specific instructions for working with the online database of student applications.
- g. Tabulating officer (usually the Chairperson) will identify the winners of the various categories (Army, Navy, Air Force) as well as the other approved categories for that award
- h. The Scholarship Committee Chairperson or their designate will contact the PA program director of all proposed award candidates to verify the current “good academic / professional standing” of the student.
- i. Once verified, the Chairperson will notify the Board of Directors of the proposed selectee’s names and the Caucus BOD then certifies these as the winners for that award cycle. The final BOD approved list of selected students and the scholarship category will be transmitted by the BOD President to the Secretary/Treasurer for check preparation.
- j. Changes made to any proposed award selectee will be done with the concurrence of the Chair and the Scholarship Committee.
- k. Checks are requested for the amounts approved from the Caucus Secretary/Treasurer and certificates are created; they are then sent by the committee or Chair along with the check and congratulatory letter from the Caucus President and Board of Directors to the winning students PA program director for presentation by or about 15 May of the award cycle year. Chair will request a digital photo of

the scholarship award winner taken during the presentation for publication in the Caucus Newsletter.

- l. All non-selected students will be notified by the committee as soon as the Board of Directors approves final selections.
- m. Names and addresses of all applicants will be forwarded to the Caucus Office Manager so that a complementary student membership can be sent and the names added to the Caucus Student membership roster.
- n. Letters of Appreciation will be sent to all Scholarship Committee members when the award cycle year is completed. Members whose service is found to be in keeping with the stated values of the Caucus will be invited to continue serving on the Committee.
- o. Donors will be sent a letter of appreciation and statement of contribution for tax purposes when the Scholarship Committee Chairperson receives notice of the donations from the Caucus Secretary/Treasurer. This is the responsibility of the Caucus Secretary/Treasurer (and can be delegated to the Office Manager in writing)
- p. A short biography of each winning student will be generated from information contained in the student's application and forwarded to the AAPA News Service and the groups or individuals who co-sponsor scholarships before the AAPA National meeting in May of each year.
- q. This information will also be submitted to the Webmaster for inclusion on the Veterans Caucus webpage, **"Past Scholarship Recipients"** section.

## Sample Scholarship Raffle Ticket

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Donation \$: \_\_\_\_\_

2006 Veterans Caucus  
PA Student Scholarship Fund  
Raffle Ticket

**Grand Prize Trip to Puerto Vallarta, Mexico**  
for the 15th Annual  
**"Topics in the Tropics"**  
Continuing Medical Education Conference  
December 7 - 9, 2006  
Donation \$10 each or 3 tickets for \$25

Donation is Tax Deductible to a Veterans Service Organization: Veterans Caucus, Inc. Thank You

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Donation \$: \_\_\_\_\_

2006 Veterans Caucus  
PA Student Scholarship Fund  
Raffle Ticket

**Grand Prize Trip to Puerto Vallarta, Mexico**  
for the 15th Annual  
**"Topics in the Tropics"**  
Continuing Medical Education Conference  
December 7 - 9, 2006  
Donation \$10 each or 3 tickets for \$25

Donation is Tax Deductible to a Veterans Service Organization: Veterans Caucus, Inc. Thank You

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Donation \$: \_\_\_\_\_

2006 Veterans Caucus  
PA Student Scholarship Fund  
Raffle Ticket

**Grand Prize Trip to Puerto Vallarta, Mexico**  
for the 15th Annual  
**"Topics in the Tropics"**  
Continuing Medical Education Conference  
December 7 - 9, 2006  
Donation \$10 each or 3 tickets for \$25

Donation is Tax Deductible to a Veterans Service Organization: Veterans Caucus, Inc. Thank You

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Donation \$: \_\_\_\_\_

2006 Veterans Caucus  
PA Student Scholarship Fund  
Raffle Ticket

**Grand Prize Trip to Puerto Vallarta, Mexico**  
for the 15th Annual  
**"Topics in the Tropics"**  
Continuing Medical Education Conference  
December 7 - 9, 2006  
Donation \$10 each or 3 tickets for \$25

Donation is Tax Deductible to a Veterans Service Organization: Veterans Caucus, Inc. Thank You

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Donation \$: \_\_\_\_\_

2006 Veterans Caucus  
PA Student Scholarship Fund  
Raffle Ticket

**Grand Prize Trip to Puerto Vallarta, Mexico**  
for the 15th Annual  
**"Topics in the Tropics"**  
Continuing Medical Education Conference  
December 7 - 9, 2006  
Donation \$10 each or 3 tickets for \$25

Donation is Tax Deductible to a Veterans Service Organization: Veterans Caucus, Inc. Thank You

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Donation \$: \_\_\_\_\_

2006 Veterans Caucus  
PA Student Scholarship Fund  
Raffle Ticket

**Grand Prize Trip to Puerto Vallarta, Mexico**  
for the 15th Annual  
**"Topics in the Tropics"**  
Continuing Medical Education Conference  
December 7 - 9, 2006  
Donation \$10 each or 3 tickets for \$25

Donation is Tax Deductible to a Veterans Service Organization: Veterans Caucus, Inc. Thank You

FRONT

## BACK

### Prize includes:\*

- Round-trip airfare via commercial carrier\*\*
- 4 nights hotel accommodations at the Melia, Puerto Vallarta, Mexico.
- Free registration for CME conference (18 hours AMA approved CME)
  - \* Prize is subject to terms, conditions and restrictions. See contest rules for complete details.
- \*\* Prize is non-transferable. Reservations must be made through the Caucus travel agency at 1-800-272-6692. \$500 value applied to airfare with winner responsible for any additional fare.
- \*\*\* Prize has a \$500 cash value if not used for the intended purpose.

Drawing will be held in May 2006 during  
Veterans Caucus Memorial Day and Awards Ceremony in San Francisco, CA.  
Winner need not be present to win.

### Prize includes:\*

- Round-trip airfare via commercial carrier\*\*
- 4 nights hotel accommodations at the Melia, Puerto Vallarta, Mexico.
- Free registration for CME conference (18 hours AMA approved CME)
  - \* Prize is subject to terms, conditions and restrictions. See contest rules for complete details.
- \*\* Prize is non-transferable. Reservations must be made through the Caucus travel agency at 1-800-272-6692. \$500 value applied to airfare with winner responsible for any additional fare.
- \*\*\* Prize has a \$500 cash value if not used for the intended purpose.

Drawing will be held in May 2006 during  
Veterans Caucus Memorial Day and Awards Ceremony in San Francisco, CA.  
Winner need not be present to win.

### Prize includes:\*

- Round-trip airfare via commercial carrier\*\*
- 4 nights hotel accommodations at the Melia, Puerto Vallarta, Mexico.
- Free registration for CME conference (18 hours AMA approved CME)
  - \* Prize is subject to terms, conditions and restrictions. See contest rules for complete details.
- \*\* Prize is non-transferable. Reservations must be made through the Caucus travel agency at 1-800-272-6692. \$500 value applied to airfare with winner responsible for any additional fare.
- \*\*\* Prize has a \$500 cash value if not used for the intended purpose.

Drawing will be held in May 2006 during  
Veterans Caucus Memorial Day and Awards Ceremony in San Francisco, CA.  
Winner need not be present to win.

### Prize includes:\*

- Round-trip airfare via commercial carrier\*\*
- 4 nights hotel accommodations at the Melia, Puerto Vallarta, Mexico.
- Free registration for CME conference (18 hours AMA approved CME)
  - \* Prize is subject to terms, conditions and restrictions. See contest rules for complete details.
- \*\* Prize is non-transferable. Reservations must be made through the Caucus travel agency at 1-800-272-6692. \$500 value applied to airfare with winner responsible for any additional fare.
- \*\*\* Prize has a \$500 cash value if not used for the intended purpose.

Drawing will be held in May 2006 during  
Veterans Caucus Memorial Day and Awards Ceremony in San Francisco, CA.  
Winner need not be present to win.

### Prize includes:\*

- Round-trip airfare via commercial carrier\*\*
- 4 nights hotel accommodations at the Melia, Puerto Vallarta, Mexico.
- Free registration for CME conference (18 hours AMA approved CME)
  - \* Prize is subject to terms, conditions and restrictions. See contest rules for complete details.
- \*\* Prize is non-transferable. Reservations must be made through the Caucus travel agency at 1-800-272-6692. \$500 value applied to airfare with winner responsible for any additional fare.
- \*\*\* Prize has a \$500 cash value if not used for the intended purpose.

Drawing will be held in May 2006 during  
Veterans Caucus Memorial Day and Awards Ceremony in San Francisco, CA.  
Winner need not be present to win.

### Prize includes:\*

- Round-trip airfare via commercial carrier\*\*
- 4 nights hotel accommodations at the Melia, Puerto Vallarta, Mexico.
- Free registration for CME conference (18 hours AMA approved CME)
  - \* Prize is subject to terms, conditions and restrictions. See contest rules for complete details.
- \*\* Prize is non-transferable. Reservations must be made through the Caucus travel agency at 1-800-272-6692. \$500 value applied to airfare with winner responsible for any additional fare.
- \*\*\* Prize has a \$500 cash value if not used for the intended purpose.

Drawing will be held in May 2006 during  
Veterans Caucus Memorial Day and Awards Ceremony in San Francisco, CA.  
Winner need not be present to win.

## VETERANS HEALTH COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

It is the feeling of the Caucus that one of the benefits of membership is receipt of information pertinent to the membership population.

### PROCEDURE:

This Committee is responsible for the dissemination of veteran medical issues to the membership. This is done via the Caucus Newsletter with submission of articles either written or approved for publishing by the Committee and/or thru the Caucus website.

- The chair shall be a member of the board of directors.
- The Committee must work closely with the Newsletter chair to ensure that articles or points of information are submitted in a timely matter for publication.
- The Committee should alert the membership to time sensitive issues that affect Veterans Health Care via the website.
- All information submitted to the website regarding veterans health must be reviewed by the committee prior to posting.

## WEBSITE COMMITTEE

*Date Reviewed: May 2013*

### POLICY:

The Caucus believes that in order to function efficiently and provide the best service to its members, that it must have a vehicle in order to communicate with its members and those that are interested in the Caucus. In order to accomplish this, the Caucus has established a website.

### PROCEDURE:

- This Committee will be responsible for oversight and upgrading of the Veterans Caucus, Inc. website.
- The committee will monitor the information provided to the membership and public at large for accuracy and timeliness.
- The website requires frequent monitoring to update information provided. The Committee will review materials posted on the site for accuracy at least quarterly.
- Biannual reports to the Board of Directors are required in written form and will include the following items:
  - a. Date of website review
  - b. List of content items modified, deleted or added.
  - c. Certification that reviews of all website links has been reviewed and is approved to continuous linkage to the Caucus website.
  - d. Anticipated changes that will be needed in the subsequent 6 month period
  - e. Estimate of charges incurred for the anticipated changes and updates (obtained from webmaster and ISP)

### **Key areas of website that require frequent update:**

- Caucus Leadership page including accurate e-mail addresses
- Scholarship pages including the student application instructions (dates change yearly); the student application file by date changes yearly; the file by date on the Program Directors page; and the e-mail forwarding address to the Scholarship Committee Chairperson or designate to receive applications.
- Caucus CME announcement page should be updated as soon as information is available for the upcoming CME.
- Caucus merchandise page updated when new items are added or deleted.
- Caucus History should be updated annually to report on accomplishments.
- Past Scholarship Recipients page needs annual update for accuracy.
- Caucus Links require frequent monitoring to ensure that other sites linked to our site do not expose values inconsistent with our values and mission.

### **Key People, Companies and Contacts for this Function:**

- Website Address: [www.veteranscaucus.org](http://www.veteranscaucus.org)
- Internet Service Provider Contact: [www.icdsoft.com](http://www.icdsoft.com)
- Primary Webmasters:  
Mr. Frederick Brace – [fbrace@veteranscaucus.org](mailto:fbrace@veteranscaucus.org)

## SECRETARY

*Date Reviewed: May 2013*

The Secretary is an elected position with a term of four years

### **POSITION PURPOSE:**

- To provide clerical and administrative support to the Board of Directors of the Veterans Caucus. Answers directly to the President of the Veterans Caucus. Oversight is the responsibility of the Executive Committee.

### **NATURE & SCOPE:**

- To support the daily operational functions of the Veterans Caucus in a professional and efficient manner. Responsible for a variety of clerical and administrative activities including general office support, record keeping, assisting with membership and the website under the direction of the President of the Veterans Caucus. Serves as an advisor on each Committee for history and continuity of the Veterans Caucus.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Board Meetings**

- Arrange for the meeting room and tape the meeting
- Arrange for any refreshments if necessary
- Prepare the agendas and send to the necessary people
- Prepare minutes of all meetings to be dispersed to all Board members no later than 90 days from the adjournment of the meeting
- Coordinate with the President regarding correspondence, notice of meetings, list of members of the corporation to be present, and any other duties as ordered by the Board of Directors and/or President.

#### **Membership**

- serves on the Membership Committee
- mails all dues notices
- collects and sends deposits to the Treasurer
- mails membership cards

#### **Fund Raising for Scholarship Committee**

- has the tickets printed
- mails the raffle tickets to the membership
- collects and sends deposits to the Treasurer
- brings tickets to Annual AAPA Meeting for drawing

#### **Newsletter**

- serves on the Newsletter Committee
- proofs the Newsletter
- uploads Newsletter to the website

### **Elections**

- E-mails/mails the call for nominations to the membership
- contacts the nominations to confirm they are willing to serve
- checks to make sure the nominees are in good standing with the Caucus & AAPA
- collects and reports to the Board the results
- mails the final ballots
- reports the results to the Elections Chair
- after Chair notifies BOD and winners, send them P&P manual and other Caucus info.

### **Memorial Day/AAPA Conference**

- prepares the paperwork to secure space at the national meeting
- works with the hotel at the national meeting for Mem Day and BOD mtg
- attends the Board of Directors meeting
- prints and mails the Memorial Day invitations
- prepares the Memorial Day posters
- typesets and prints the final program
- arranges travel for guests
- assist the Memorial Day Chairman day of service
- arrange for the membership party after the Memorial Day Service

### **Web Site**

- Serves as Webmaster
- Acts as e-mail administrator

### **Other Duties:**

- maintains master files
- prepares reports as needed
- oversee mailings, correspondence and filing
- ensures special arrangements as necessary
- triaging phone calls and e-mails
- provide assistance to the membership wherever needed
- perform duties as required or assigned by the Board
- secure corporate documents
- maintains historical documents and Caucus papers

## TREASURER

*Date Reviewed: May 2013*

The Treasurer is an elected position with a term of four years

### **Responsibilities are the following:**

Attend all Board meetings

Provide a bi-annual report of the financial status of the Caucus. This will be presented at the Topics in the Tropics meeting (December) and the AAPA meeting (May) and will be subject to approval from the Board of Directors.

The following, at a minimum, will be included in the report:

1. Detailed description of income and expenditures for the following categories:
  - Scholarship
  - Memorial Day
  - Topics in the Tropics
  - Office expenses
  - Web Site
  - Merchandise
  - Donations to philanthropic organizations
  - Raffle
2. Current status of CDs on record
3. Detailed transaction report of all monies received and expended
4. The fiscal year will begin on the first day of January and end on the last day of December in that year.

Accomplish all financial responsibilities as required to ensure the fiduciary sovereignty of the corporation to include paying of invoices, purchasing of Certificates of Deposit, issuance of scholarship recipient checks, and any other duties regarding income and output. The Treasurer will maintain copies of all bills and invoices, as well as all deposits, to substantiate each transaction.

Procure an independent certified accountant to review the books annually and prepare taxes in a timely manner prior to May 15. The Board must approve this expenditure.

Procure a financial institution, approved by the Board of Directors, and in accordance with this, ensure that signature cards are current to include the Treasurer, current President, and Past President. This will be accomplished at the May meeting. In accordance with the by-laws, only one signature, the Treasurer, will be required to negotiate funds.

Maintain a debit card on behalf of the Veterans Caucus.

As legal counsel has already been procured, act as liaison between such and the Board of Directors.

Maintain all records and correspondence as related to the position

Inform the Board of Directors of any changes to any financial institution

1. Any changes will incur a lapse in services
2. Transfer of responsibilities include
  - Obtaining a new debit card
  - Obtaining (or continuing with current) a new financial institution
  - Procuring (or continuing with current) an accountant
  - Negotiating, or renewing, CD's, in possession
  - Negotiating (or continuing with current) a legal counsel
  - Ensuring that all committee members and members of the Board of Directors know of changes so that any contracts previously agree upon will continue
  - Ensure that the Veterans Caucus remains solvent so as to avoid the dissolution of the corporation secondary to financial impropriety.

Coordinate with the Accounting Firm of Ward, McGinnis and Webb to file the annual income tax no later than May 15 of each year. Treasurer will maintain the same accounting program suitable to the accounting firm.

Each year will inform the legal firm of Stephen Gold, Oakton, Virginia, of the new Board of Directors so the Incorporation of the organization will continue to be legal. This should be completed by the end of May each year.

**Key People, Companies and Contacts for this Function:**

<b>Financial Institution</b>	<b>Accounting Firm</b>	<b>Legal Firm</b>
M&T Bank 1229 Bloom Road Danville, PA 17821 570-275-1111	Ward, McGinnis & Webb 285 Olmsted Blvd., Suite 11 Pinehurst, NC 28374	Stephen Gold, LLC 2960 Chainbridge Road Suite 300 Oakton, Virginia 22124
<b>Financial Manager</b>	<b>Contact</b>	<b>Contact</b>
Jim Minniti 570-220-6337	T. Robert Ward 910-295-4143, ext 14	Stephen Gold 703 938-5916

## Document Retention/Destruction Policy

This policy specifies how important documents of the AAPA Veterans Caucus (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

### ***Document Retention Schedule***

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

#### **Corporate Records**

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt status	Permanent
Letter of Determination (for example, from the IRS in the USA) granting tax exempt status	Permanent
By Laws	Permanent
Board policies	Permanent
Board meeting minutes	Permanent
Tax identification number designation	Permanent
Annual corporate filings	Permanent

#### **Financial Records**

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent
Check registers/books	7 years
Business expenses documents	7 years
Bank deposit slips	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Property/asset inventories	7 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

#### **Tax Records**

Annual tax filing for the organization (IRS Form 990 in the USA)	Permanent
--	-----------

#### **Insurance Records**

Directors and Officers Insurance policy	Permanent
General Liability Insurance policy	Permanent

#### **Contracts**

All insurance contracts	Permanent
Vendor contracts	7 years
Warranties	7 years

**Donations / Funder Records**

Grant dispersal contract	Permanent
Donor lists	7 years
Grant applications	7 years
Donor acknowledgements	7 years

**Scholarships**

Applications	1 year
DD214's	1 year
Directors Recommendations	1 year

***Document Protection***

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

***Document Destruction***

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

***Provision of Documentation for Investigations or Litigation***

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Board President will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

## Whistleblower Policy

If any Board of Director reasonably believes that some policy, practice, or activity of The AAPA Veterans Caucus is in violation of law, a written complaint must be filed by that person with the Board President. It is the intent of The AAPA Veterans Caucus to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all Board members is necessary to achieving compliance with various laws and regulations. A Board member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of The AAPA Veterans Caucus and provides The AAPA Veterans Caucus with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to Board members that comply with this requirement.

The AAPA Veterans Caucus will not retaliate against a Board member who in good faith, has made a protest or raised a complaint against some practice of The AAPA Veterans Caucus, or of another individual or entity with whom The AAPA Veterans Caucus has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The AAPA Veterans Caucus will not retaliate against Board members who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of The AAPA Veterans Caucus that the Board member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

---

Board Member Signature

---

Date

## **THE AAPA VETERANS CAUCUS CONFLICT OF INTEREST POLICY & DISCLOSURE STATEMENT**

### **Conflict of Interest Disclosure Policy**

Decisions made by the officers, committees and others on behalf of the American Academy of Physician Assistants Veterans Caucus have far-reaching implications for the profession, the Academy, and the volunteers individually. The wide range of diverse interests within the Caucus serve the Academy well by bringing many areas of expertise together for the benefit of the profession.

Situations may arise in which an individual participating in the Veterans Caucus decision-making may have outside interests or organizational involvements, which could be perceived as a conflict of interest for the individual or the Veterans Caucus objective determinations or which potentially put the AAPA or the Veterans Caucus at a competitive or other disadvantage as a result of divided loyalties. These situations include, but are not limited to, relationships with products, devices, government, companies such as pharmaceutical and equipment manufacturers, and non-AAPA organizations addressing PA issues.

The Veterans Caucus does not wish to exclude individuals who are experts in their given fields from policy formulation and recommendations merely because they have potential conflicts of interest due to their expertise or their organizational affiliation. However, the AAPA and the Veterans Caucus have a particular interest in avoiding situations that could prove detrimental for the organization.

To assist in avoiding any real or perceived conflict of interest, each volunteer applicant shall sign a statement of disclosure of conflict of interest at the time of application for election, appointment, or change of position. If a change in situation is to occur, notification must be made to the Veterans Caucus as much in advance as possible.

The Veterans Caucus does not wish to exclude individuals who are experts in their given fields from policy formulation and recommendations merely because they have potential conflicts of interest due to their expertise. If a perceived conflict is identified through this notification process or by other means, it is the responsibility of the Chair of the Ethics Committee to discuss the potential ramifications with the individual volunteer. However, it will remain the decision of the volunteer to recuse himself/herself from discussion that may lead to undue influence resulting from the perceived conflict and to take any appropriate action as the board deems necessary. At a minimum, an individual with a personal or organizational conflict of interest on an issue should abstain from voting on that issue or recuse themselves completely from the discussion of that issue. In situations of more generalized conflict of interest where the conflict may occur on more than one issue, the board may request that the individual resign from that position. In all situations an open and honest approach with as much full disclosure as possible should be taken by all volunteers to any situation of potential or real conflict of interest.

**THE AAPA VETERANS CAUCUS  
CONFLICT OF INTEREST POLICY  
VOLUNTARY DISCLOSURE STATEMENT**

I declare that if I have any direct or indirect financial interests, or any personal, family or other relationships that conflict (or have the appearance of conflicting) with my duties, responsibilities, and exercise of independent judgment as an officer of The AAPA Veterans Caucus, I shall voluntarily disclose that a conflict (potential or real) exists. I will also abstain from voting and from drafting any Veterans Caucus policy statement or other communication on the Veterans Caucus matter which could be influenced by the conflict and will take such other actions as may be deemed necessary or appropriate by the AAPA Veterans Caucus Board of Directors under the circumstances they present to manage the conflict of interest.

I have read the AAPA Veterans Caucus's policy entitled "**Conflict of Interest Policy**" and I agree to comply with its terms.

---

Signature

---

Date

---

Printed Name

Approved 6/19/10