



***TEXAS ACADEMY  
OF  
PHYSICIAN ASSISTANTS***



***TAPA STUDENT DIRECTOR  
HANDBOOK***

## **Student Affairs Committee**

### **SAC-100.0.0 The Student Council**

The student council is comprised of one representative from each of the Texas PA programs. The summation of each student representative from one of the seven Texas PA programs consists of the student affairs committee.

### **SAC-100.1.0 Definitions**

#### **SAC-100.1.1.0 TAPA Student Director**

The TAPA student director is a student elected or appointed by their student society as a representative to the Texas Academy of Physician Assistants. The members of the student council must be TAPA members in good standing for the duration of their term.

#### **SAC-100.1.1.1 Duties**

The student council is responsible for relaying information on TAPA activities to their respective PA programs. Additionally they shall bring any student concerns to the TAPA Board of Directors (BOD).

#### **SAC-100.1.2 Elections**

All members of the Student Affairs Committee shall be elected or appointed by their student society in the manner set forth in AAPA's Student Academy's Policy and Procedure Manual.

#### **SAC-100.1.3 Term of office**

Term of office shall not exceed one-year, commencing on July 1st and terminating on June 30<sup>th</sup> of the following calendar year.

#### **SAC-100.1.4 Vacancies**

In the event of a vacancy in the student council it will be responsibility of the program to elect or appoint a new student in good standing to represent the program.

#### **SAC-100.1.5 Student in good standing**

A student currently enrolled in a(n) (provisionally) accredited PA program in good academic standing. The student council member must be and remain as student members in good standing of TAPA for the duration of their term in office.

**SAC-200.0.0            Voting**

All TAPA student directors are voting members of the student affairs committee.

**SAC-200.1.0            TAPA BOD voting student member**

There is *one* voting student member per TAPA BOD meeting.

**SAC-200.1.1**

The members of the student affairs committee elects one student during each board meeting as the voting student member. Each student member is encouraged to participate as the voting student member for one board meeting per year. The voting student director is responsible for communicating board activities to the student affairs committee and presenting student interests to the board.

**SAC-200.1.2**

Student directors who officially attend the board meeting (i.e. the delegated voting student representatives) will be responsible for drafting a brief synopsis of the meeting for dissemination to the committee chair, to other SAC members and for placement on the student affairs section of the TAPA website.

**SAC-200.1.3**

The voting student member will have all the rights and privileges of a board member, including voting, except in matters relating to AAPA. The voting student member shall be identified during roll call for all scheduled board meetings.

**SAC-300.0.0            Membership**

**SAC-300.1.0            SAC members**

The student affairs committee is composed of an appointed chair, an appointed committee advisor, the student council and other such members as appointed by the chair with the recommendation of the committee.

**SAC-300.1.1            Other appointed student members**

TAPA student directors are encouraged to recruit additional student members from their respective programs in hopes of increasing student involvement in the organization. *Appointed Student Leadership Positions* can be created by a majority vote of the Student Affairs Committee.

**SAC-300.1.2**

Appointed student members to the SAC will share the same duties and responsibilities of the seven TAPA student directors. Appointed student members must remain in good

standing as documented in policy SAC-100.1.5.

### **SAC-300.1.3**

Appointed student members are *non-voting* members of the student affairs committee

## **SAC-400.0.0                    SAC Responsibilities**

### **SAC-400.1.0**

The TAPA student director shall:

- a) attend all TAPA board of directors meetings;
- b) Report to your fellow students and student societies about the activities of the TAPA board, particularly those issues that are important to your future practice (such as licensure, prescriptive privilege, etc);
- c) help maintain student society continuity from year to year by assisting the incoming class with the elections of TAPA student representatives;
- d) increase interaction between the student society, TAPA, the Student Academy, and the AAPA national office;
- e) inform the incoming class about the importance of professional involvement and TAPA membership;
- f) educate student society members on local and national PA issues;
- g) attend any committee meeting for which he or she is assigned;
- h) coordinate the student mixer held at the regional and annual conferences;
- i) submit a biannual report of activities as deemed necessary by the TAPA BOD;
- j) prepare publication for disbursement to student societies consisting of PA week activities, political affairs, diversity, internal and external affairs;
- k) maintain regular communication with the SAC chair and the board of directors;
- l) perform such other duties as delineated by the TAPA BOD.

### **SAC-400.2.0**

The SAC chair shall:

- a) be a mentor and guide for the TAPA Student Directors;
- b) present a quarterly report of activities to the TAPA President as he/she requires;
- c) provide continuity between successive student boards;
- d) provide continuity and communication between TAPA Board of Directors and the Student Affairs Committee;
- e) provide political advice and insight about graduate issues;
- f) attend any meetings necessary to conduct the business of the SAC
- g) perform such other duties as delineated by the TAPA Board.

## **SAC-500.0.0                    Funding**

TAPA regional and annual conference registration will be funded for student directors.

**SAC-500.1.0            Voting student member**

The student member, selected by their peers as the “voting student member,” will be *fully funded* to the board meeting. Reimbursement for travel and meals are pending submission of travel reimbursement forms and original receipts.

**SAC-500.1.1            Non-voting student member**

Non-voting student members to the TAPA BOD are *not fully funded* to board meetings. Students will be responsible for travel to and from the regional and annual conference as well as “*meals on your own.*” A \$50.00 reimbursement stipend will be given to help with cost pending the submission of travel reimbursement forms and original receipts.

**SAC-500.2.0            Hotel Accommodations**

TAPA will reserve two rooms for the student directors. One room will be reserved for the male student directors and the other for the female student directors. In the event that there are no male student directors or vice versa, the two rooms shall be shared among the students in attendance.

**SAC-500.2.0.1**

Only during the TAPA Board Retreat will *all* (7) students receive their own hotel room and shall be fully funded pending travel reimbursement forms with original receipts.

**SAC-500.2.1**

Student directors are required to submit hotel reservation forms, whether attending board meetings or not. All forms should be submitted to the TAPA executive director to ensure housing accommodations.

**SAC-500.3.0            Travel Reimbursement**

Travel reimbursement forms are due to the TAPA executive director within *ten* business days after the board of directors meeting. Reimbursement of funds is granted, pending the complete submission of a travel reimbursement form and original receipts.

# Board Meetings

## **Strategic Planning Meeting / Board Retreat**

This is the first TAPA Board of Directors (BOD) meeting of the year. All student affairs committee members are *fully funded* to this meeting. The direction for the BOD for the upcoming year is decided at this meeting. During this meeting, you will also receive your orientation. **Attendance is mandatory.** Please make all necessary arrangements with your program to ensure attendance. This meeting occurs in July and locations vary each year.

## **Fall CME Conference**

This meeting usually occurs in September or October. The second face-to-face board meeting will occur at some point during this conference. A special student track and social event are planned for the Fall CME. The site of this meeting will also vary from year to year.

## **Spring CME Conference**

The final face-to-face board meeting of the year occurs at the Spring CME. This is usually in February or March. Historically, it is held in the Dallas, Fort Worth area. A special student track is planned for the Spring CME conference as well. A Student Social is usually planned with drawings for books and money. The Texas Medical Student Challenge Bowl is also held during this time.

## **"The Other Board Meetings"**

Historically the board meets monthly. Usually these additional meetings are held as conference calls. At other times there may be a fly-in/fly-out meeting. Generally these occur primarily in years proceeding the legislative session. You will be assigned as "voting" student members during these monthly conference calls.

## **Attire**

Generally speaking the board members dress either casual or business casual.

## **Special Events**

### **PA Day**

This is an annual event that occurs October 6-12 in honor of our profession. The first class of PAs graduated on October 6<sup>th</sup> thirty-some years ago. There were three in the class. Activities in honor of this day are encouraged and details on the event are appreciated. There are ideas for activities on the AAPA website. Each student director will write an article on their programs activities for submission in the TAPA newsletter.

## **Special Opportunities**

### **President's Philanthropic Project**

This is an annual fund raising drive for the Texas PA Foundation. The TAPA president chooses the recipient of the funds raised for this project. The Foundation also supports students through scholarships and grants.

### **Mentoring**

As the current student representative from your program, you should receive some mentoring/advice from your predecessor. You should also be prepared to reciprocate to the person who follows you. You will also have the opportunity to be partnered with a mentor on the TAPA board to help you with any questions you may have.

### **Legislative Summit**

This is a special event that involves preparation for lobbying efforts. It is a worthwhile opportunity and students are encouraged to participate. It usually occurs in February or March of legislative years. The Texas legislature meets in odd numbered years from January to May. In 2003 TAPA offered each program a \$500 grant to subsidize at least five students to attend.

### **Scholarships and Grants**

Previously TAPA offered five educational grants for \$750.00 and two scholarships for \$1000.00. Now the TPAF handles these disbursements. The deadline for applying is December/January. It is a future goal of the TPAF to be able to offer a \$500 grant and a \$1000 scholarship to recipients at each program each year. Please promote these opportunities at your program. We anticipate having applications available on the TAPA website. Please visit the Texas PA Foundation website regarding updated scholarship information for dissemination to your program.

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