



# INDIAN ASSOCIATION OF PHYSICIAN ASSISTANTS

(Regd. 128/1998)

**Head Office:**

**MADRAS MEDICAL MISSION-ICVD  
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## **Election Notification**

**31/08/2023**

Notice is hereby given to all the Life members of the Indian association of Physician Assistants that the election to the office bearers for the term 2023-2026 shall be held during the forthcoming Annual General Body meeting to be conducted at Indian Institute of Technology, Gandhinagar, Gujarat on 22nd September 2023 for the following posts.

President	One Post
Senior Vice-President	One Post
Vice President	One Post
General Secretary	One Post
Joint secretary	One Post
Treasurer	One Post
Executive Members	Six Posts

PFB the eligibility for all the positions.

### **President**

#### **Eligibility**

- He / She should be from the headquarters ( Chennai)
- He / She should be a Life member of IAPA
- He / She should have completed 10 years of service as Physician Assistant
- Should have served in the executive committee

#### **Responsibilities**

- Maintain the code and conduct of IAPA
- Shall preside over the executive committee and general body meetings and regulate the proceedings of the meeting
- Outline the policies and programmes of IAPA at general body meetings
- Approve any new policy before implementation
- Can take individual decisions on matters during emergency in consultation with Senior VP/VP/GS.
- Will participate in all sub-committee meetings

## **Senior Vice-President**

### **Eligibility**

- He / She should be a Life member of IAPA
- He / She should have completed 10 years of service as Physician Assistant
- Should have served in the executive committee

### **Responsibilities**

- To perform the role of the president in his/her absence
- Advise the president on academic and scientific activities
- Key Strategist for policy formulation
- Editor of IAPA magazine/Journal
- Will participate in all sub-committee meetings

## **Vice -President**

### **Eligibility**

- He / She should be a Life member of IAPA
- He / She should have completed 10 years of service as Physician Assistant
- Should have served in the executive committee

### **Responsibilities**

- Head of Scientific Committee
- To oversee CME programmes
- Focus on student training programmes

## **General Secretary**

### **Eligibility**

- He / She Should be a Life member of IAPA
- He / She Should have completed 7 years of service as Physician Assistant
- Should have served in the executive committee

### **Responsibilities**

- Convene meetings of executive committee and Annual General body Meetings
- Prepare the Annual Report and present it in AGM
- Head of Public Relations Committee

## **Joint Secretary**

### **Eligibility**

- He / She Should be a Life member of IAPA
- He / She Should have completed 5 years of service as Physician Assistant
- Should have served in the executive committee

## **Responsibilities**

- Will assist General Secretary in discharging his/her duties
- Will perform the duties of GS in his/her absence
- Keep accurate minutes
- Head of administrative committee

## **Treasurer**

### **Eligibility**

- He / She Should be a Life member of IAPA
- He / She should be from the headquarters ( Chennai)
- He / She Should have completed 5 years of service as Physician Assistant
- Should have served in the executive committee

## **Responsibilities**

- Collect membership fee for the association
- Maintain records of payment for membership
- Prepare balance sheet and submit at AGM after being scrutinised by the auditor
- Handle the income and expenditure of the association with the approval of the executive committee
- Present the Annual budget at the AGM

## **Executive members**

6 executive members are to be elected.

He / She should have completed 2 years of service as Physician Assistant.  
The executive committee members will be divided in to 3 groups comprising of 2 members in each group.

The committees and their responsibilities are as follows:

### **Scientific Committee**

Vice-President will be in-charge of the Scientific Committee

### **Functions**

- Holding Scientific meetings
- Publication of IAPA Magazine / Journal
- In-charge of national certification exams for Physician Assistants
- Conduct awareness programmes among public on health hazards

### **Public Relations Committee**

General Secretary will be in-charge of PR Committee

### **Functions**

- Convene meetings
- Create awareness about PA programme among educational institutions and healthcare industry
- Media relations

### **Administrative Committee**

Joint Secretary will be in-charge of the administrative committee

## Functions

- Holding elections
- Maintain Membership records
- Take care of logistics during conferences
- Establish network among IAPA members

The term of the committee will be 3 years.

Those who hold positions in state chapters will have to resign their position to contest in elections.

Those interested and eligible can file their nomination papers to the returning officer through e-mail mentioning the position applied for. Shri. Leela Krishnan, Consultant, Registration of Societies will be the returning officer. RO reserves the right to reject the nomination papers if filed without fulfilling the terms and conditions under this notification and shall reject the same specifying the reasons for rejecting the nomination form. The e-mail id is [japaelection2020@gmail.com](mailto:japaelection2020@gmail.com).

The deadline for filing of nominations will be 1pm on 14/09/2023. The acceptance / rejection of nomination paper will be communicated to the individual candidate on 15/09/2023.

If more than one nomination paper is received and approved by RO, an election will be conducted by way of a secret ballot for those positions during the AGM and the successful candidates shall be declared elected.

## Regards



R. Shivakumar  
President – IAPA



Jit Adhikary  
General Secretary -IAPA