



# INDIAN ASSOCIATION OF PHYSICIAN ASSISTANTS

(Regd. 128/1998)

**Head Office:**

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

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 2024-2026 shall be held during the forthcoming Annual General Body meeting to be conducted at Madras Medical Mission, Chennai on 11th May 2024 for the following posts.

<b>President</b>	<b>One Post</b>
<b>Senior Vice-President</b>	<b>One Post</b>
<b>Vice President</b>	<b>One Post</b>
<b>General Secretary</b>	<b>One Post</b>
<b>Joint secretary</b>	<b>One Post</b>
<b>Treasurer</b>	<b>One Post</b>
<b>Executive Members</b>	<b>Six Posts</b>

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 scrutinized 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 from the state committees who wish to contest for any of the above positions may do so. However, if selected, they must resign from their current posts within the state chapter.

Those interested in applying for any positions are requested to download the appropriate form, complete it, and send it to the returning officer via email.

Alternatively, you may submit your nominations directly by emailing Ms. Asha and Prof. Jayshree, with your proposers sending separate emails to her, clearly stating the contestant's name and the position applied for, along with the other necessary details. 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 [iapa.election@gmail.com](mailto:iapa.election@gmail.com)

The deadline for filing of nominations will be 1pm on 03/05/2024. The acceptance / rejection of nomination paper will be communicated to the individual candidate on 04/05/2024. The list of candidates will be published on 10/05/2024

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

**Regards**

A handwritten signature in black ink, appearing to read "Jit Adhikary", written in a cursive style.

Jit Adhikary

General Secretary -IAPA