

SDPA State Affiliate

Policy and Procedure

POLICY NUMBER 1.1

POLICY NAME **SDPA STATE AFFILIATE PURPOSE & GUIDELINES**

PURPOSE SDPA State Affiliates provide a means for local collaboration and serve as a vital link between SDPA members within the Affiliate, as well as between the State Affiliate and the SDPA national office.

1.0 POLICY SDPA State Affiliates support and implement the mission of the SDPA at the local/State (constituent) level.

2.0 AFFILIATION GUIDELINES To be affiliated with the SDPA, an Affiliate agrees that it will comply with the following:

1. Promote SDPA membership.
2. Participate in the securing of funds at the local/state level to promote the continuing education of Derm PAs
3. Serve as a monitor for public policy issues related to Derm PAs at the local/State level.
4. Identify, recruit, engage, and develop members for local/State leadership.
5. Develop alliances at the local/State level to advance the Dermatology PA profession
6. Serve as a channel of communication among the Affiliate's members, network of State Affiliates and SDPA.

3.0 AFFILIATION BEST PRACTICES

1. Adopt national uniform bylaws for SDPA Affiliates
2. Implement all 6 Affiliation Standards (as noted above)
3. Implement a conflict of interest policy
4. Adopt financial policies (including all SDPA amendments)
5. Conduct a year-end audit
6. Meet state and national tax filing requirements

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POLICY NUMBER	1.2
POLICY NAME	SDPA STATE AFFILIATE FORMATION
PURPOSE	To assist newly formed State Affiliates.

1.0 POLICY	1.	Compile a membership list of at least 10 members to charter the Affiliate
	2.	Hold a meeting(s) of all people interested in forming an SDPA Affiliate
	3.	Consider holding 2-3 meetings in various geographic areas of the state
	4.	Identify inaugural board of directors and slate of officers in compliance with the SDPA recommend Affiliate standards bylaws
	5.	Submit "Application for Affiliate Formation" to the SDPA Constituent Relations Committee with roster of inaugural board of directors
2.0 After SDPA Approval is Received	1.	Obtain an Employer Identification Number (EIN) – IRS Form SS-4
	2.	File Articles of Incorporation with the state. It is the obligation of each local Affiliate to comply with all state laws. These requirements may vary from state to state.
	3.	Adopt league bylaws as required in the Standards for Affiliation and send to the SDPA.
	4.	Familiarize your new Affiliate board with SDPA resources for Affiliates
	5.	Survey the entire State Affiliate membership to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit

committee members.

6. Develop a mission statement, goals, objectives and a simple strategic plan.
7. Develop a budget to ensure financial independence
8. Adopt a Conflict of Interest policy for the board – to be reviewed and signed annually

3.0 Start Up Funds For Newly Approved Affiliates

SDPA will provide funds as follows:

1. The new Affiliate will receive a flat \$500

3.1 RECOMMENDED AFFILIATION GUIDELINES IMPLEMENTATION SCHEDULE FOR NEW AFFILIATES:

(After Affiliate receives provisional status from the SDPA Board)

1. Months One to Six:

- a. State Affiliate holds official board meeting
- b. State Affiliate begins implementation of Affiliation Guidelines
- c. State Affiliate agrees to adopt SDPA model Bylaws

2. Months Six-Twelve

- a. State Affiliate submits articles of incorporation, bylaws, first strategic plan, signed conflict of interest and proposed budget to SDPA Constituent Relations Committee.

3. Months Twelve – Twenty-Four

- a. State Affiliate begins programming and member outreach.
- b. SDPA Constituent Relations Committee makes recommendations to the State applicant regarding progress towards full Affiliation status.

Revision Dates:

DERM PA AFFILIATE

Policy and Procedure

POLICY NUMBER **1.3**

POLICY NAME **DERM PA AFFILIATE ANNUAL ACTIVITIES**

PURPOSE 12-month Suggested Activity Calendar.

	Activity	Responsible Party
JANUARY	<ol style="list-style-type: none">1. Based on Board leadership cycle, prepare Derm PA Affiliate website and launch member outreach campaign2. Review and approve scheduled programming and monitor budget for Spring/Summer offerings3. Correspond with members via newsletters, email. Etc.4. Establish or renew membership in State AAPA chapter	Board of Directors
FEBRUARY	<ol style="list-style-type: none">1. Conduct scheduled programming and monitor budget.2. Correspond with members via newsletters, email. Etc.3. Schedule Affiliate Networking time at upcoming SDPA Conferences	
MARCH	<ol style="list-style-type: none">1. Conduct scheduled programming and monitor budget2. Correspond with members via newsletters, email. Etc.	
APRIL	<ol style="list-style-type: none">1. Conduct scheduled programming and monitor budget2. Correspond with members via newsletters, email. Etc.	

1. By June 30th, submit **Update Form** with the following supporting documents:
- Membership growth statement
 - Financial health statement
 - Taxes filed statement
 - Proof of continuous programming/outreach to members
 - Proof that there is an SDPA corresponding Fellow option for PAs collaborating with a dermatologist
 - Proof of (5) minimum board members at all times
 - All board members are Fellow members of the SDPA in good standing at all times
2. Conduct scheduled programming and monitor budget
3. Correspond with members via newsletters, email. Etc.
4. Participate in conference call with SDPA Constituent Relations Committee
5. Review bylaws and structure to ensure compliance with SDPA Affiliate Agreement

President

JUNE

1. Review and approve scheduled programming and monitor budget for Fall/Winter offerings
2. Conduct scheduled programming and monitor budget
3. Correspond with members via newsletters, email. Etc.

JULY

1. Sign SDPA Affiliate Agreement
2. Conduct scheduled programming and monitor budget
3. Correspond with members via newsletters, email. Etc.

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| AUGUST | <ol style="list-style-type: none"> 1. Prepare website and launch member outreach campaign 2. Conduct scheduled programming and monitor budget 3. Correspond with members via newsletters, email. Etc. |
| SEPTEMBER | <ol style="list-style-type: none"> 1. Schedule Affiliate networking time at SDPA Fall Conference 2. Conduct scheduled programming and monitor budget 3. Correspond with members via newsletters, email. Etc. |
| OCTOBER | <ol style="list-style-type: none"> 1. Conduct scheduled programming and monitor budget 2. Correspond with members via newsletters, email. Etc. |
| NOVEMBER | <ol style="list-style-type: none"> 1. Review and approve scheduled programming for new year 2. Conduct scheduled programming and monitor budget 3. Correspond with members via newsletters, email. Etc. 4. Participate in call with Constituent Relations Committee |

November 15	File the annual Form 990/990EZ if budget year ends June 30	Treasurer/designee
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| DECEMBER | <p>Planning New Year Programming</p> <ol style="list-style-type: none"> 1. Host a minimum of one educational event 2. Host at least one members meeting 3. Hold elections for Executive Officers and Board Members. Reconstitute committee membership. Sign all conflict of interest forms for the program year. 4. Review and document progress on Strategic Plan. 5. Create new Strategic Plan for coming year (include any changes reflected in DERM PA AFFILIATE Mission, Values and Goals) 6. Review proposed budget and record actual income and |
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expense. Create proposed budget for coming year

7. Perform audit of financial records (internal or external)

Revision Dates:

DERM PA AFFILIATES

Sample Structure of Board Roles & Responsibilities

1.	President	<ul style="list-style-type: none">▪ Acts as the executive officer and administrator of all business of the Affiliate as stated in the bylaws to ensure sustainability and mission-driven activities of the Affiliate.▪ Leads annual evaluation of the Strategic Plan with the Board of Directors.▪ Prepares a calendar and agenda for all Board of Directors and member meetings.▪ Leads all Affiliate meetings using appropriate parliamentary procedure.▪ Facilitates committee appointments with recommendations by the Board of Directors for all committees.▪ Delegate responsibilities outlined in the Affiliate bylaws to the Board of Directors or committees.▪ Oversees communication of the business, projects and activities of the Board of Directors to the membership.▪ Ensures at least one members meeting and one program or event that support the purposes and goals of the Affiliate are held during each fiscal year.▪ Ensures attendance of self or board member at SDPA State Affiliate meetings▪ Ensures conflict of interest statement are signed and filed for each board member annually.▪ Arranges an orientation meeting, following the installation of new board members and committee chairs, to facilitate the transfer of duties and responsibilities.▪ Ensures compliance and submission of annual update to SDPA in a timely manner.▪ Participates in <i>SDPA Constituent Relations Affiliate Network Leaders</i> conference calls.▪ Ensures all Board of Directors are SDPA members.▪ Creates and appoints members to special task forces as needed.▪ Promotes SDPA and SDPA Affiliate membership.
2.	President-Elect OR Vice President	<ul style="list-style-type: none">▪ Succeed into the presidency at the end of a two-year term of office or in the event that the president vacates his/her office during the two-year term.▪ Communicates to the public the purpose of the Affiliate.▪ Learns the Affiliate operations and facilitates the achievement of Affiliate goals and mission of the SDPA.

		<ul style="list-style-type: none"> ▪ Perform the duties of the president in the president's absence. ▪ Chairs the Strategic Planning Committee to review. ▪ Assists the President with preparation of the annual update to SDPA ▪ Oversees the planning of Affiliate programs ensuring that at least one program or event that support the Affiliate's purposes and goals is held each year. ▪ Mentors committee chairs. <p>Reports to: President</p>
3.	Secretary	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors and Executive Committee ▪ Attend monthly board meetings, Affiliate events and committee meetings ▪ Act as coach, advisor and counselor to assigned committees ▪ Support and defend policies and programs adopted by the Board of Directors ▪ Report on the strategies, successes and challenges of assigned committees to Board ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Responsible for applicable budget items <ul style="list-style-type: none"> ▪ Records and writes the minutes for each Board of Directors and members meeting. ▪ Establishes and maintains a post office box for the Affiliate ▪ Establishes and maintains online survey tool, email system and website to communicate with Affiliate members ▪ Distributes minutes to all members of the Board of Directors. ▪ Keeps an official record of the minutes of all Board of Directors and members meetings to present to the succeeding secretary. ▪ Keeps records of all governance documents such as the Bylaws, incorporation notification etc. ▪ Creates, with Board of Directors, and maintains the annual Affiliate event calendar. <ul style="list-style-type: none"> ▪ Maintains the current membership list and assist with membership correspondence. ▪ Promotes Affiliate membership. ▪ Manage the member recruitment, retention, marketing, and new-member open-houses. ▪ Communicate strategic issues relating to membership to Board of Directors

		<ul style="list-style-type: none"> ▪ Approve all bills of the committees within the Membership category and forward appropriate paperwork to the Treasurer. ▪ Assists the President with preparation of the annual elections ▪ Assists the President with preparation of the annual update to SDPA <p>Reports to: President</p>
4.	Treasurer	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors and Executive Committee ▪ Chair the Budget & Finance Committee ▪ Attend monthly board meetings, Affiliate events and committee meetings ▪ Report on the successes and challenges of assigned committees to Board ▪ Act as coach, advisor and counselor to assigned committees ▪ Support and defend policies and programs adopted by the Board of Directors ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned. ▪ Conduct transition meeting with successor ▪ Perform other duties that may be delegated by the President and/or Board ▪ Specific Responsibilities ▪ Provides prudent stewardship of Affiliate funds to ensure financial health. ▪ With the Executive Committee, encourages sponsor outreach to fund educational offerings ▪ Completes all financial transactions in a timely manner and maintains bank and/or investment accounts. Provides a financial standing report at all meetings of the Board. ▪ Prepares and submits an annual budget to the Board of Directors with input from the Finance Committee. ▪ Ensures an annual internal or external fiscal audit is completed and presented to the Board of Directors. ▪ Obtains and files the necessary tax forms for the Internal Revenue Service. ▪ Manages the investment plan of the Affiliate with support from the Board of Directors. ▪ Creates and submits to the President the financial form for the Affiliate annual update

		<ul style="list-style-type: none"> ▪ Annually reviews and maintains fiscal policies and procedures in collaboration with the Finance Committee and with the Board of Directors. ▪ Manage and supervise Affiliate financial efforts, including: <ul style="list-style-type: none"> ○ Strategic Alliances - Sponsorships, partnership marketing ○ Affiliate Administration – Bookkeeping, accounts payables/receivables, reconciliations, budget maintenance and forecasting, investments ○ Accounting for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices ○ (If applicable) Fundraising – fundraising events, auction ▪ Ensure safekeeping of Affiliate funds in such banks, trust companies, and/or investments as approved by the Board of Directors ▪ Review and renew all permits & authorized post office boxes ▪ Establish and maintain a QuickBooks Online account or similar tool ▪ Establish and maintain a simple membership database ▪ Prepare annual operating budget and ensure compliance once approved by the Board ▪ Ensure Affiliate is incorporated according to Affiliate minimum bylaws ▪ Comply with all governmental tax regulations and file Affiliate tax reports as required ▪ Ensure Affiliate complies D&O insurance requirements (i.e. Directors and Officers Insurance coverage) ▪ Review present current financial statements at each Board of Directors meeting ▪ Research current funding, partnership and investment trends and topics pertinent to the Affiliate and report findings to Board of Directors <p>Reports to: President</p>
5.	Vice President Communication	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors and Executive Committee ▪ Attend monthly board meetings, Affiliate events and committee meetings ▪ Act as coach, advisor and counselor to assigned committees ▪ Support and defend policies and programs adopted by the Board of Directors ▪ Report on the strategies, successes and challenges of assigned committees to Board

		<ul style="list-style-type: none"> ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Responsible for applicable budget items ▪ Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the Affiliate, including <ul style="list-style-type: none"> ▪ Marketing - Website/technology ▪ Publications - Newsletter, Directory, Annual Report ▪ Public Relations - Media Relations, Press Releases ▪ Advocacy - Government Affairs ▪ Communicate strategic issues relating to communications/technology to Board of Directors ▪ Research current communications/technology trends and report findings to Board of Directors ▪ Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Treasurer. <p>Reports to: President</p>
6.	Vice President Education	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors ▪ Member of Executive Committee ▪ Attend monthly board meetings, Affiliate events and committee meetings ▪ Act as coach, advisor and counselor to assigned committees ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Report on the strategies, successes and challenges of assigned committees to Board of Directors ▪ Manage the following budget line items: <ul style="list-style-type: none"> ▪ Education Programs (income/expenses) ▪ Monthly Programs (income/expenses) ▪ Ensure the fiscal responsibility of the committee(s) to which position is assigned ▪ Support and defend policies and programs adopted by the Board of Directors ▪ Conduct transition meeting with successor ▪ Perform other duties that may be delegated by the President and/or Board of Directors <p>Specific Responsibilities:</p>

		<p>Manage and supervise Affiliate educational efforts, including:</p> <ul style="list-style-type: none"> ▪ Monthly Programs - Registration, Site Selection & Logistics ▪ Professional Development - Educational Content, Speaker Sourcing and CEUs ▪ Special Educational Projects as determined by the President and/or Board of Directors ▪ Develop annual education plan in accordance with Affiliate strategies and standards ▪ Communicate strategic issues relating to professional development to Board of Directors ▪ Research current education trends and topics pertinent to Derm PAs within region and report findings to Board of Directors ▪ Approve all bills of the committees within the Education category and forward appropriate paperwork to the Treasurer <p>Reports to: President</p>
7.	Director of Marketing	<ul style="list-style-type: none"> ▪ Website and E-mail marketing ▪ Develop and manage operation and implementation of Affiliate website to ensure timely updates that keep site fresh and informative ▪ Perform annual review of Affiliate website to ensure its efficiency as a primary Affiliate communications device. ▪ Promote Affiliate website to members ▪ Research and offer suggestions on ways that technological advances can assist the Affiliate ▪ Liaise with Directors to ensure promotion of Affiliate activities <p>Reports to: VP of Communications</p>
8.	Director of Publications	<ul style="list-style-type: none"> ▪ Coordinate all details of publishing and distributing monthly e-newsletter, and any other Affiliate publications to membership ▪ Develop and enforce editorial calendar for all publications and solicit submissions ▪ Facilitate production, writing, proofreading and design of Affiliate printed materials to ensure professional appearance and consistent 'look'

		<ul style="list-style-type: none"> ▪ Appoint Affiliate photographer and coordinate placement of photos into Affiliate publications and social media ▪ Liaise with Directors to ensure promotion of Affiliate activities ▪ Provide an open channel of communications between committees to facilitate flow of information to newsletter editor ▪ Perform annual review of Affiliate publications to ensure efficacy as Affiliate communications tools. <p>Reports to: VP of Communications</p>
9.	Director of Strategic Alliances & Sponsorship	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors ▪ Attend monthly board meetings, Affiliate events and committee meetings ▪ Act as coach, advisor and counselor to assigned committees ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Report on the strategies, successes and challenges of assigned committees to Board of Directors ▪ Responsible for the following budget line items: (list) ▪ Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned ▪ Support and defend policies and programs adopted by the Board of Directors Conduct transition meeting with successor ▪ Perform other duties that may be delegated by the President and/or Board of Directors <p>Specific Responsibilities:</p> <ul style="list-style-type: none"> ▪ Develop strategies to establish strategic partnerships with Affiliate members ▪ Monitor industry trends to discover best practices in strategic alliances by other organizations ▪ Work with appropriate committee to develop and/or manage strategic alliance programs ▪ Ensure promotion of strategic alliance efforts ▪ Report on strategic alliance strategies to the Board of Directors ▪ Ensure that promised sponsor benefits are received by the sponsor

		<ul style="list-style-type: none"> ▪ Review all sponsorship agreements • Updating sponsorship opportunities package <p>Reports to: Treasurer</p>
10.	Director of Professional Development	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors ▪ Attend monthly board meetings, Affiliate events and committee meetings ▪ Act as coach, advisor and counselor to assigned committees ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Report on the strategies, successes and challenges of assigned committees to Board of Directors ▪ Ensure the fiscal responsibility of the committee(s) to which position is assigned ▪ Support and defend policies and programs adopted by the Board of Directors ▪ Conduct transition meeting with successor ▪ Perform other duties that may be delegated by the President and/or Board of Directors <p>Specific Responsibilities:</p> <ul style="list-style-type: none"> ▪ Develop annual education plan in accordance with Affiliate strategies ▪ Ensure promotion of annual education plan ▪ Liaise with SDPA headquarters on educational opportunities available to the Affiliate, including SDPA speakers ▪ Ensure content of educational programs is considered to be relevant to all members ▪ Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings ▪ Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements <p>Reports to: VP of Education</p>
11.	Director of Special Events	<ul style="list-style-type: none"> ▪ Serve as voting member of Board of Directors ▪ Attend monthly board meetings, Affiliate events and committee meetings

		<ul style="list-style-type: none"> ▪ Report on the strategies, successes and challenges of assigned committees to Board of Directors ▪ Act as coach, advisor and counselor to assigned committees ▪ Submit agenda items for Board of Directors meetings in advance of meetings ▪ Responsible for the Special Events budgets ▪ Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned. ▪ Support and defend policies and programs adopted by the Board of Directors ▪ Conduct transition meeting with successor ▪ Perform other duties that may be delegated by the President and/or BOD <p>Specific Responsibilities:</p> <ul style="list-style-type: none"> ▪ Develop strategies to establish special events or other special networking events. ▪ Monitor industry trends to discover best practices in special events by other organizations ▪ Ensure promotion of special event efforts ▪ Work with appropriate committee to develop and/or manage special events programs ▪ Ensure there's a silent auction coordinator on each event committee to address administrative and onsite auction needs. ▪ Work with Director of Sponsorship to solicit favorable agreements ▪ Report on special event strategies to the Board of Directors <p>Reports to: Treasurer</p>
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