

**Society of Emergency Medicine Physician Assistants
Election Nomination
2011-2013 Secretary-Treasurer
(Two-year term)
Platform Statement Form**

The Secretary-Treasurer position is a two (2) year term.

Secretary-Treasurer Position Duties/Description

The Secretary/Treasurer shall:

- a. Attend all meetings of the SEMPA Board and record all the proceedings of the meetings of the SEMPA Board in a book to be kept for that purpose and perform like duties for the standing committees, when required.
- b. Give, or cause to be given, notice of special meetings of the SEMPA Board, and perform such other duties as may be prescribed by the SEMPA Board or President, under whose supervision the Secretary-Treasurer shall serve.
- c. Have custody of the corporate funds and securities.
- d. Keep full and accurate accounts of receipts and disbursements in books belonging to the SEMPA.
- e. Maintain the assets of the SEMPA in accordance with the investment policy of the SEMPA.
- f. Deposit all moneys and other valuable effects in the name and to the credit of SEMPA in such depositories as may be designated by the SEMPA Board in accordance with the investment policy of the SEMPA.
- g. Disburse SEMPA funds as may be ordered by the SEMPA Board, in accordance with the stated purposes of SEMPA, taking proper vouchers for such disbursements, and shall render to the president and the SEMPA Board at its regular meetings or when the SEMPA Board so requires an account of all his or her transactions as Secretary-Treasurer and of the financial condition of the SEMPA.
- h. Prepare required tax returns and related forms and filings.
- i. If required by the SEMPA Board, the Secretary-Treasurer shall give SEMPA a bond in such sum and with such surety or sureties as shall be satisfactory to the SEMPA Board for the faithful performance of the duties of his or her office and for the restoration to the SEMPA, in case of the Secretary-Treasurer's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the treasurer's possession or under his or her control belonging to the SEMPA.

I wish to serve as the 2011-2013 Secretary-Treasurer for the Society of Emergency Medicine Physician Assistants.

Name _____

Address _____

City, State, ZIP _____

E-mail _____

Phone _____ Cell _____

SEMPA Member ID Number _____

(If you need your Member ID number, call 877.297.7594 and ask for the Member Services Department)

Attached your platform statement to this completed form. Your platform should include the reasons for your seeking this position, your skills and experience and the goals you would like to accomplish during your term. (600 word limit)

I have read and understand the duties of the SEMPA President-Elect position description.

Signature_____

Date_____

Please submit the form and other materials in accordance with the instructions outlined at www.sempa.org.