

**Society of Emergency Medicine Physician Assistants  
2023-2025 Secretary-Treasurer Platform Statement Form**

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

**Secretary-Treasurer Position Duties/Description**

The Secretary-Treasurer shall:

- Attend all meetings of the SEMPA Board.
- 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.
- Give notice, and when assigned report cause of special meetings of the SEMPA Board and record the proceeding of such a meeting.
- Provide over site of the corporate funds and securities.
- Assure full and accurate accounts of receipts and disbursements in books belonging to the SEMPA.
- Assure the assets of the SEMPA are maintained in accordance with the investment policy of the SEMPA.
- Assure that the depositing of all moneys and other valuable effects in the name and to the credit of SEMPA are in such depositories as may be designated by the SEMPA Board in accordance with the investment policy of the SEMPA.
- Assure the disbursement of SEMPA funds as may be ordered by the SEMPA Board, in accordance with the stated purposes of SEMPA, assuring the receipt of proper vouchers for such disbursements, and rendering to the president and the SEMPA Board at its regular meetings or when the SEMPA Board so requires an account of all SEMPA transactions under the over site of the Secretary-Treasurer and a report the financial condition of the SEMPA.
- Assure preparation of required tax returns and related forms and filings.
- Communicate regularly and work in conjunction with the Chief Financial Officer to assure compliance with SEMPA financial policies.

I wish to serve as the 2023-2025 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)

Attach 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 Secretary-Treasurer position description.

Signature

Date

Please submit the form and other materials in accordance with the instructions outlined at [www.sempa.org](http://www.sempa.org).