

PROPOSED 1979-80 ORGANIZATIONAL STRUCTURE
OF
AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS NATIONAL OFFICE STAFF

In November 1973 the AAPA/APAP National Office had one employee. Since that time staff growth in numbers has been consistent with our membership growth as well as the expanded activities and services the Academy provides its membership. In January 1979 the Board directed a reduction of \$11,000 in staff salaries. This action resulted in the elimination of three staff positions (Communications Specialist; Membership Assistant; Secretary for General Manager) decreasing the overall staff size from 19 to 16 positions. In April two executive staff submitted their resignations and in August our HEW Contract will end increasing the possibility for more staff reduction.

In light of the foregoing and in order to maintain and to improve upon our efficiency as an Academy, I am proposing to you a new organizational structure. This staff plan has been created around the central mission of the Academy-- that being service to our membership and information gathering and sharing. In addition, attention has been paid to the professional and technical expertise and capabilities of the staff, and care has been taken not to make major or radical alterations in order to adapt quickly to any change. The proposed organizational chart with its interrelationships is discussed below.

Executive Director

In accordance with the Bylaws of the Academy and the Executive Director's position description, the Executive Director reports to the Board of Directors and is responsible for the overall management and operation of the headquarters office. Reporting to the Executive Director are legal and financial consultants (i.e., legal counsel, Certified Public Accounting Firm, and Washington Representative) as well as the Director of Membership and Membership Services, the Director

of Administrative Services and Communications, and the Comptroller. A secretary will be shared by the Executive Director and Director of Administrative Services in order to facilitate the communication and organizational activities of both. The secretary will, however, report to the Director of Administrative Services and Communications.

Membership and Membership Services

In this year and in future years greater activity will occur and must occur in this division. Anticipating continuous membership growth as well as new and improved services to the members, some changes are proposed in the division.

First, the responsibility for planning and coordinating the Annual Conference and other meetings will rest with the director of this division. With assistance from an outside consultant (if approved by the Board of Directors) and an "inhouse" meetings coordinator, these meetings should run smoothly as well as facilitate greater input from our membership via communication with the director of this division. CME activities will remain the responsibility of the Membership Coordinator with assistance from the Membership Assistant. Maintenance of the membership records and constituent chapter relations is a major responsibility of this division.

Administrative Services and Communications

This is a new division for the Academy combining several activities and responsibilities under one executive staff person. First, because of the large volume of information requests ranging from salary information on PAs to bibliographic references to state rules and regulations and hospital bylaws, all information gathering and dissemination for the Academy will be the responsibility of the librarian. This individual will continuously plan and organize efficient and cost-effective means for responding to these requests. All office files, literature, reports, and policies of the Academy will be maintained by the librarian

with assistance from a file clerk/typist. Revenue producing items will be advertised and sold to nonmembers by the staff in this division. The librarian will report to the director of this division.

Secondly, because our communications must be timely and accurate the writing and production of the Chapter Bulletin, Health Practitioner Magazine Newsletter, and other "official" communications (e.g., brochures, etc.) will be the responsibility of the Communications Specialist with assistance from a staff secretary. Should funding become available for the production of a separate newsletter or should the PA Journal be reinstated, staff with additional publishing and technical skills will be employed in this division. Eventually, if we are successful with our publishing endeavors, a separate division for publications will be formed. The Communications Specialist will handle some correspondence for the director of this division.

The receptionist will report to the director of this division and will keep many of her present duties. She will be responsible for keeping the director informed on the type and variety of calls and requests coming into the office. An executive secretary will be employed who will be responsible to the director of this division to assist both the Executive Director and the Division Director with their correspondence and organizational activities.

The director of this division will be responsible for the activities within the division and assist the Executive Director with his communications and organizational activities.

I believe that by centralizing our communication activities and our information gathering and sharing activities in this way, greater efficiency will occur.

Financial

During this fiscal year our effort in the Division of Finance will be to strengthen the bookkeeping capabilities and financial reporting procedures.

Under the direction of the Comptroller an experienced bookkeeper will be employed. Cost centers for our functional activities will be developed and maintained. This will enable us to better report to the membership and those interested in the Academy how our dues money and other revenue is spent to accomplish certain activities and/or projects. Any typing or correspondence needed by the division will be accomplished by the bookkeeper or the receptionist.

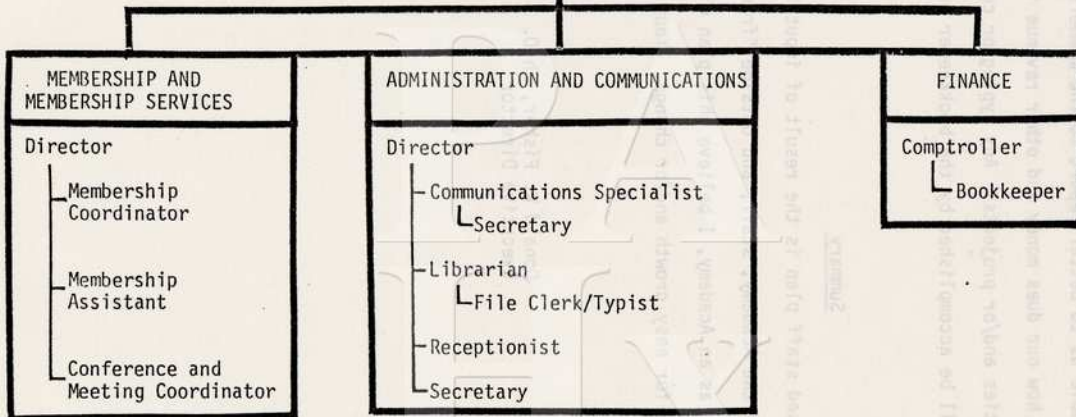
Summary

In summary, my proposed staff plan is the result of input from a number of officers and members of the Academy, staff, and outside "free" consultants. By focusing on our mission as an Academy, I believe this plan will increase our efficiency and provide for easy growth and/or change. Your questions and comments are solicited.

Donald W. Fisher, Ph.D.
Executive Director

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EXECUTIVE DIRECTOR



AAPA PERSONNEL LISTING

June 1979

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