

Office Management Committee (OMC) Report – Spring Meeting 2019

Chair: Zubair M Syed, MD

Co-Chairs: Sajid Mahmood, MD
Rahat Sheikh, MD

Advisor: Tariq Butt, MD

Members:	Mansoor Alam, MD	Samina Hijab, MD	Amera Rahman, MD
	Omar Nasib, MD	Tariq Rahim, MD	Farrukh Aijaz, MD
	Shahid Badar, MD (TX)	Haider Afzal, MD (TX)	Iftikhar Hussain, MD (OK)
	Ahmed Mehdi Malik, MD (WI)	Shakaib Razzaq, MD (WI)	Sujood Ahmed, MD

Director of Operations: Following the departure of long time Director of Operations, Jennifer Watson, at the end of 2018; Nicholas Suh was named the new Director of Operations on January 3, 2019. Nicholas has been with APPNA since 2012 and has served in many capacities. In this new role, Nicholas will be managing an office staff of three (two full-time, one part-time) and oversee the day-to-day operations ensuring that the office meets the needs of the membership, committees, component societies, Executive Committee and Board of Trustees. In addition to the duties as Director of Operations, Nicholas will continue to oversee the technology requirements of APPNA, as well as oversee APPNA's CME program. Office Personnel Policies have been updated and submitted for review and approval. Nominations for 2019 election are also being received and reviewed. Under the leadership of Dr. Naheed Usmani, the annual component society certification requirements were collected and reviewed. Nicholas coordinates with the president and OMC chair to ensure the proper approvals are received before financial disbursements are made.

Membership/Admin Assistant: Lauren Niewold, the membership coordinator has been processing membership applications since the beginning of the year and is working to maintain up-to-date information in the member database. Lauren also works with committees to coordinate teleconference meetings and provides invitation letter for guests attending APPNA meetings.

Meetings/Projects: Carlos Duncan, the meetings coordinator, oversees the various meetings of APPNA. The 2019 Strategic Planning Meeting was recently completed, and work is continuing on spring, summer, fall and winter meeting. As well as for the international meetings. Office staff attends all domestic meetings to facilitate onsite work. Carlos also coordinates the bazaar exhibitors and ensures that all vendors are properly registered and in compliance with APPNA rules for the vendor area. Carlos also works with various committees to facilitate their efforts in successfully executing their projects, i.e. APPNA Medical Corp.

Financial: Sehba Khan is APPNA's bookkeeper, responsible for recording the financial transactions of the organization. With Jennifer's departure, Sehba has taken on additional financial responsibilities and will now be working more closely with the with APPNA's accountants and auditors to complete the annual audit and tax filing requirements. Sehba keeps the EC up-to-date on financial matters through the regular disbursement of financial statements.

CME: APPNA is an accredited CME provider through the Accreditation Council for Continuing Medical education (ACCME). Our accreditation is set to expire in November of this year. Nicholas is working with the RESA committee towards renewal of APPNA's accreditation. A self-study report will be submitted ACCME, who will review APPNA's processes for compliance with their policies. Six past CME programs will be audited and scrutinized for compliance with ACCME policies.

Respectfully submitted,

Zubair M Syed, MD

Office Management Committee Chair, APPNA 2019