



## Board of Directors Position Description

### **Overview:**

The Board of Directors consists of the following: President, President-Elect, Vice-President, Immediate Past President, Regional Directors, one from each region as determined by the Board of Directors, and Practice Directors, as determined by the Board of Directors. The Board is charged with the creating the direction for the Association, establishing appropriate policy, and implementing decisions of the Corporation.

**General Responsibilities and Requirements:** Each member of the Board of Directors provides leadership to the Association so that it can continue to meet the needs of its membership now and into the future. The Board is responsible for ensuring the association's long-term financial stability and integrity. Board members must have knowledge of the association's history, mission, and goals and must be committed to maintaining a strong association that is responsive to its membership. They should also have a working knowledge of the association's bylaws and policies.

The role of Board members is to be tactful, enthusiastic, committed individuals who communicate effectively, motivate other members, take responsibility, follow-through with assignments, and work well individually and in a group.

**Term:** All members of the Board of Directors, except officers and the Academy of Student Pharmacists Academy Director, serve for two-year terms. These terms coincide with the Association's fiscal year – July 1 through June 30. Directors are eligible to serve two consecutive two-year terms; but must then remain off the Board for a one-year period, unless moving to an officer position. The initial implementation of the two-year terms will include some staggered for only one-year.

**Attendance Requirements:** Members of the Board of Directors must attend the meetings of the Board. Meetings are to be a minimum of four times a year, two of which typically coincide with the association conferences. Any Board member who misses two consecutive meetings without an acceptable excuse approved by the President and CEO, will be asked to resign their position.

**Reimbursement:** There is no compensation for serving on the Board of Directors.

**Benefits of Serving on the Board of Directors:** Each Board member has the opportunity to:

- Help to shape the association's direction and future
- Increase knowledge of association activities and resources
- Make a difference in the profession
- Promote and develop leadership in others while augmenting their own leadership abilities
- Work with colleagues that are leaders in the profession and enhance their teambuilding skills

**Responsibilities:** Each member of the Board shall:

- Attend all meetings of the Board of Directors as an active, prepared participant.
- Participate in an Orientation session designed to cover the organization of the association and its decision-making authority, the mission and goals of the association.
- Effectively represent and communicate with the association’s membership and their specific constituency
- Participate in the development and evaluation of the short-term goals and the long-range plan of the association and take an active role in supporting and implementing these objectives
- Properly prepare for Board of Directors meetings by reading and reviewing all advance materials, committee reports, and other information sent to you as a Board member.
- Participate in leadership development by identifying and recruiting individuals within the Association with potential to serve in volunteer positions such as committee members and chairs, academy chairs, regional directors, etc
- Develop and advocate policies, positions, and programs of the Association.
- Hire and annually evaluate the CEO.
- Fulfill their fiscal responsibility for the association by reviewing the periodic financial reports for accuracy and monitoring them for adherence to the budget and financial policies.
- Ensure that an annual independent audit (or review in alternate years) is conducted of association’s finances.
- Participate in the legislative activities of the association including such things as legislative day, organizing legislative visits, contributing to PharmPAC, the PPA Educational Foundation, etc.  
Aid the Association in the recruitment and retention of members and evaluate and promote member benefits, programs, and services.
- Evaluate committee structure and action plans to ensure compliance with the Association mission, direction, and strategic plan.

*If you become unable to perform these duties, it is your obligation to notify the CEO and Association President as soon as possible.*

*I, \_\_\_\_\_, have read and understand the above responsibilities. I will make every effort to fulfill the association’s Board of Directors member responsibilities, as outlined above.*

Signed \_\_\_\_\_

Date: \_\_\_\_\_