

Pennsylvania Pharmacists Association
Educational Foundation
Board of Directors
Position Description

Overview:

The Board of Directors consists of the following: President, Vice-President, Secretary-Treasurer (PPA's CEO), Immediate Past President, and fourteen other members as Directors, for a total of 18. A quorum is ten. The Board is charged with the creating the direction for the Foundation and raising funds. Every effort is made to include a good mix of pharmacists from various practice settings, academia, associate members, new practitioners, students, and a variety of experience. Members of the Foundation Board are elected by the PPA Board of Directors.

General Responsibilities and Requirements: Each member of the Board of Directors provides leadership and direction to the Foundation so that it fulfills its mission and direction. The Board is responsible for ensuring the Foundation's long-term financial stability and integrity. Board members must have knowledge of the Foundation's history, mission, and goals and must be committed to building a strong Foundation which compliments the work of PPA.

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 the officers and any student representatives, serve for three-year terms. These terms run as a calendar year – January 1 through December 31. They are eligible to serve two consecutive three-year terms; but, must then remain off the Board for a one-year period, unless moving to an officer position. Officers serve one-year terms and may serve two of these. Students serve one-year terms from July 1 through June 30. If a vacancy occurs due to a resignation, the Board may elect someone to fulfill the unexpired term.

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 and two conference calls.

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 Foundation's direction and future
- Make a difference in the profession
- Help advance the pharmacist role in patient care

- 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
- Be an active and vocal supporter of the Foundation and its mission to pharmacists throughout the state.
- Make a financial contribution at least annually to support the Foundation
- Participate in an Orientation session designed to cover the organization of the association and its decision making authority, the mission and goals of the Foundation and other important information.
- Participate in the development and evaluation of the short-term goals and the long-range plans of the Foundation 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.
- 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 along with state and federal laws regarding charitable and tax exempt organizations.
- Evaluate committee structure and action plans to ensure compliance with the Foundation's mission, direction, and strategic plan, while ensuring alignment with the same for PPA.

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

I, _____, have read and understand the above responsibilities. I will make every effort to fulfill the Foundation's Board of Directors member responsibilities, as outlined above.

Signed _____ *Date* _____