



WSPA Board of Directors Resource Guide

Thank you for considering serving the Association and profession as a member of the WSPA Board of Directors. There are many meetings and expectations of our board members and created this resource to help you identify if being a WSPA Board member is a good fit. This Resource guide is meant to be an overview, and to augment the Bylaws, and Governance Documents. There is a Board Orientation at the retreat if you are elected for more details.

WSPA Mission and Vision Statements

- Mission Statement
 - The Washington State Pharmacy Association is the home and voice of pharmacy practice. We advocate on behalf of the profession to ensure pharmacy professionals are uniformly recognized as a vital member of the healthcare team.
- Vision Statement
 - To be an indispensable resource for every pharmacy professional in Washington State.

Values

- Integrity
 - Act with honesty and fairness
 - Embrace organizational excellence
- Innovation
 - Prepare our members for the future of practice
 - Be creative in identifying advancements in our profession
- Inclusion
 - Ensure every pharmacy professional sees themselves as valuable
 - Represent diverse individuals and views
- Inspiration
 - Foster resilience
 - Encourage passion for the profession

Governance Documents

- Articles of Incorporation
 - Filed with the Secretary of State to form a corporation
- Bylaws
 - Legal document
 - Changed by the vote of the membership
 - Describes levels of membership, board responsibilities
- Policy Governance
 - Developed for outlining board expectations to Executives

- Outlines ends (Priorities and Goals for the Association)
- Outlines policies of the Association (Limitations for the Executive – Reported in the Consent Agenda at each meeting)
- Changed by a vote of the Board
- **Budget**
 - Developed annually
 - Board approved at the retreat
- **Meeting Materials**
 - Agenda
 - Consent Agenda – monitoring documents sent to the Board ahead of the meeting for approval at the meeting
 - Minutes
 - CEO Monitoring Report
 - Other documents include staff position updates, Academy and SIG updates, background documents, etc.

These documents are provided to our Board on a Sharepoint site.

Board Of Directors Governance Model

The WSPA Board of Directors has adopted the [Carver Model of Policy Governance](#). This allows board meetings to focus on WSPA's profession and direction instead of a continual micromanaging review of the CEO during meetings. The board directs the CEO and the CEO directs staff.

Board of Directors & WSPA Meetings

Preparation for the meeting is a fundamental part of being a board member. First, you can only participate in board meetings if you come, therefore, please prioritize meeting attendance. Beyond needing a quorum to govern, the members, our profession, and the Association depend on your attendance and engagement at the meeting. Attending board meetings is an investment of your time – and we hope you can make the most out of your investment. Furthermore, you may be removed from the Board following two unexcused absences from the meetings. During each meeting, board members are encouraged to disconnect as much as possible, contribute to discussions, express opinions, and offer dissent. Your participation in the Board is so essential; thank you! To prepare, please review the agenda, minutes, consent agenda, financials, and other materials before the meeting and bring your questions.

The WSPA Board of Directors routinely has four meetings per year. Each one is a little different, so the details of each meeting and the related WSPA event are below:

- **WSPA Board of Directors Retreat**
 - Usually held the last weekend in January or first one in February
 - Goals of gathering: Educate and refresh board members about the responsibilities and roles of being board members; develop strong relationships; plan for the year ahead.
 - Duration: Most often, Friday afternoon to late Sunday morning.

- **Northwest Pharmacy Convention**

- This meeting is hosted in partnership with Montana, Idaho, Oregon, and Alaska state pharmacy associations.
- It is held the week and weekend after Memorial Day in Coeur d'Alene, ID, at the Coeur d'Alene Resort. Thursday thru mid day Sunday.
- The Board meets the Thursday before the convention officially starts, typically 10:00 am – 5:00 pm.
- Board members are highly encouraged to stay for the complete meeting to participate in the receptions, CE, membership meeting and socials.
- Room reservations: Each board member makes their room reservations. DO NOT wait until the last minute; our room block fills quickly! The WSPA covers one night of your stay. WSPA staff works with the resort to apply that one night to our master bill.
- Meeting registration: WSPA staff will register board members for the conference. Board members should call the WSPA Office if they want to register family or friends as a guest, pay for golf, etc.

- **Summer Meeting**

- The WSPA Board of Directors meets as a board at the end of the summer (usually the Monday following Labor Day. We generally meet at the WSPA office in Renton, WA, from 10:00 am - 4:00 pm or 5:00 pm. This is a great time to see the WSPA office and have in-depth discussions.
- WSPA members may attend this meeting as guests.

- **WSPA Annual Meeting**

- The Annual Meeting is held in the fall, often in central to western Washington.
- Meeting registration: WSPA Staff will register you for the event. Please call the office to register guests if you want them to attend any portion of the meeting.
- Room reservations: Board members must make their hotel reservations. Like convention, please make reservations well in advance, as the room block typically fills up before early bird registration ends. WSPA covers one night of the hotel stay.
- The last regular meeting of the year for the WSPA Board is at the WSPA Annual Meeting. The Board Meets the Thursday before the event starts, generally from 10:00 am – 4:00 pm or 5:00 pm at the respective Annual Meeting location. This meeting is open to WSPA members.
- Friday is the kickoff to Annual Meeting and starts with CE, including the Keynote session. Board members are encouraged to stay for the complete meeting on Friday and Sat. Like the Northwest Pharmacy Convention, there is a CE session titled "Current Issues In Practice." This session is the WSPA Membership Meeting, and board members should attend. Following Friday's CE is an Exhibit Hall & Reception. Again, we ask that you attend and engage with vendors, as they are our primary income for these events.

- Saturday includes more CE as well as the WSPA Awards and Leadership Presentation. This has most recently been a Saturday luncheon or evening event. During this event, we recognize outgoing and continuing board members, swear in the new Board, and honor award winners, fellows of the year, and 50-year pharmacists. The Incoming President will give their presidential address during this time. This is a required event! Your family is welcome to attend the luncheon with you.

- **Meeting structure**

The WSPA President chairs WSPA Board Meetings and leads the WSPA Board. The meeting follows a loose Roberts Rules structure where approvals and motions are made, and a call for a vote must be seconded. Meeting start and end times, who attended, discussion topics, motions, and tasks are all documented in meetings notes.

WSPA Board Meetings often open with an icebreaker and introductions. The Consent Agenda portion consists of reports and items sent to the WSPA board members for their review before the meeting. It often includes the CEO Monitoring Report, prior minutes, etc. If a board member has a question about the material, they can pull it out for discussion. Then selected items from the Consent Agenda are approved by the Board.

The rest of the meeting runs as outlined in the meeting agenda. Before the meeting, agenda topics are sought out from board members by the President.

WSPA Committees

- WSPA Awards Committee
 - In the late spring, WSPA puts out a call for award nominations. Most of the Awards are distributed by the WSPA, but a few are national awards given out by partners.
 - Chaired by the Secretary-Treasurer, the Awards Committee includes the Executive Committee and other board members. The Committee meets in the summer to select award winners.
 - Recognizing our shining stars through awards is essential to our profession and Association. We encourage diverse nominations from all across our state and practice settings. WSPA Board Members are encouraged to seek out and submit nominations.
 - Nominations are submitted through a link on the Awards page of the WSPA website. You can also find a description of each award on the same page.
 - WSPA Award winners are notified before the Annual Meeting so they can invite their families, friends, and peers to the Awards and Leadership Event.
- WSPA Nominations Committee
 - WSPA opens up a call for Board of Directors Members in the late spring.
 - The Nominations Committee is chaired by the Immediate Past President and is made up of the Executive Committee and other Board Members. They meet in the summer to vet the candidates and select a slate. To develop a slate of candidates, they weigh diversity of practice settings, geography, and experience.
 - The WSPA members vote on slated candidates prior to the WSPA meeting.

WSPA Representation of Members

WSPA Board of Director Members are elected to represent the interests and concerns of their peers in their practice setting or region. It is important to engage with co-workers, friends, regional meetings, and special interest groups to promote the WSPA and gather information relevant to providing feedback and direction to the Board and CEO. The Membership Committee is chaired by the President-Elect, and supports staff in member-related actions.

WSPA Membership

Board members must maintain their active WSPA membership to be considered members in good standing. Membership can be renewed online, by sending in the membership PDF, or by calling the WSPA office at 425-207-3640.

Classes of WSPA Membership

Pharmacists

- Active, Spouse/Partner, Associate (non-practicing), Graduate B (First full year discounted), Retired (discounted)
- Complimentary

- Graduate A (Graduation-year end), Honorary, Residents/Fellows

Technicians

- Active

Students

- Pharmacists
- Technicians

Associate Non-Pharmacists

Pharmacy Business

- Community Pharmacies (Independent)
- Health System Pharmacy
- Advocate Member (chains most often)

WSPA Academies

WSPA Academies were created after the 2000-2001 merger of the Washington State Society of Health System Pharmacists (WSSHP) and the Washington State Pharmacists Association into the Washington State Pharmacy Association. The Academies are written into the bylaws to create a “home” for the unique areas of practice in our profession.

The WSPA Academies are:

- Ambulatory
- Community Practice
- Health Systems
- Independent Pharmacy
- Long Term Care
- Student
- Technician

Academies have a leadership structure, often including a chair or 3 year chair cycle, a student member, and resident. The Leadership Teams for each Academies work with staff to meet member needs through meetings, calls, newsletters, podcasts, etc.

Special Interest Groups

In the 2020s, a need for more distilled member engagement, including that across academies became apparent. Special Interest Groups were created as a solution for this. To form a SIG, members need to have a chair or leader willing to lead the group, and the interest of approximately 20 or more members. SIGS can meet, have a listserv, or other options to meet member needs.

Current SIGS include:

- Behavioral Health
- Compounding
- Diabetes
- Diversity, Equity and Inclusion (working on a name change)
- Immunizations
- Industry
- New Practitioner
- Technician Academia

Executive Committee

The WSPA Executive Committee comprises the incoming, outgoing, and current Presidents, and the Secretary-Treasurer. In addition to the CEO evaluation, the Executive Committee meets monthly with the CEO to review and approve actions between the Board of Directors meetings.

President

Serves as the Chief Governance Officer, by presiding over all meetings, ensuring Board meets governance responsibilities, represents the Board, interfaces with CEO, appoints committees, leads WSPA membership meetings, hosts the awards ceremony, gives final address at WSPA Membership Meeting at Annual Meeting.

President-Elect

Serves in the absence of the President, chairs Membership Committee, gives incoming address at Annual Meeting, and participates in Awards Ceremony.

Immediate Past President

Adds continuity to the Board, chairs the Nominations Committee, participates in the Awards and Leadership Event by giving the reflection and sometimes with awards. The Immediate Past President is invited to join the WSPA Foundation, which requires a \$1,000 donation to the WSPF.

Secretary-Treasurer

The Secretary-Treasurer oversees maintenance of record of official proceedings and documents. Assure notices are given in accordance with bylaws, chairs Awards Committee. Advise Board and CEO in fiscal policy, oversees funds and financial records, prepares budget for approval, responsible for all financial filings.

WSPA Office

WSPA Office is located at 411 Williams Ave S, Renton, WA 98057. We have staff in the office most days. Staff are asked to be in the office approximately two days per week, except for our Membership Administrator who is in 4-5 days per week. There is a parking strip on the north side of the building that guests are welcome to park in, street parking is available, and a large public parking lot to the west side of the building. The meeting has a small meeting center in the back of the building available for CEs,

board meetings, or member needs. The building is owned and maintained by the Washington State Pharmacy Foundation.

Risk Mitigation

The WSPA carries Directors' and Officers' Insurance to protect our board members in the case of a lawsuit related to their service on the WSPA Board of Directors.