

# GENERAL DUTIES AND RESPONSIBILITIES OF FPA OFFICERS, COMMITTEE AND COUCIL CHAIRS



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## **MODEL JOB/POSITION DESCRIPTION FOR: REGIONAL DIRECTORS TO FPA BOARD OF DIRECTORS**

Preamble: The basic assumption is that the Region Director to the FPA Board of Directors serves as the principle liaison between the Association and the particular FPA Unit Association(s) that are represented within a given region. Implicit in this assumption is that the Region Director serves to facilitate two-way communication between the FPA and the regions. The Region Director should be the FPA advocate to the region and encourage Unit Association(s) activity and FPA involvement.

- a) Ideally, the Region Director should be someone who has a working knowledge of the FPA and has served the FPA in some capacity, such as having been a delegate to the FPA House of Delegates, has served or currently serves on an FPA Council or Committee, has been or is currently an officer in an FPA Unit Association.
- b) Must be a voting member in good standing with the Florida Pharmacy Association.
- c) Attendance is required at all meetings of the FPA Board of Directors. If the Region Director is not able to attend a particular meeting, then a substitute individual must be present, one that is arranged for by the Region Director him/herself.
- d) Shall be expected to attend all FPA organized functions and events held in their region and shall be expected to attend the FPA Annual Meeting and Convention each year.
- e) Shall be required to disseminate copies of all information emanating from the FPA Board of Directors, or FPA office that may be sent to him/her, to at least the President of the various FPA Unit Associations and FSHP Regional Societies (if applicable) that he/she represents.
- f) Shall provide timely written reports to the FPA Board of Directors about events, issues, etc., involving the pharmacy group(s) that he/she represents in a particular region.
- g) Must be prepared to be regional spokesperson for the FPA on any professional or legislative issue. Should be prepared to be an active participant in the FPA's legislative network.
- h) Shall serve as a facilitator of dialogue among the Presidents of the FPA Unit Associations that he/she represents.

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## **MODEL SELECTION PROCESS DESCRIPTION FOR: REGIONAL DIRECTOR**

Preamble: The selection of a Region Director to the FPA Board of Directors is an important process which should be approached by all FPA Unit Association Presidents with appropriate high regard. When the time comes to select a Regional Director to the FPA Board of Directors, the existing individual holding the seat up for consideration should help facilitate the selection process for his/her replacement by working with the FPA's Nominating Committee.

- a) This selection process is facilitated by a ballot vote to the general membership of the FPA of the region. Such a process may inherently be applicable for FPA Unit Associations that are, in themselves, also recognized as their own region on the FPA Board of Directors.
- b) There are nine regional Board Directors who shall serve two-year terms. Nominees must be a Florida registered pharmacist in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy. Additionally, Board Directors must be a member of at least one the FPA Unit Associations within their region where appropriate. Board Directors terms are staggered such that even numbered regions shall be elected in even numbered years and odd numbered regions shall be elected in odd numbered years. All newly elected Board of Directors Regional Directors shall take office on the last day of the annual meeting and shall continue in office until the last day of annual meeting of the second ensuing year.

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## **MODEL JOB/POSITION DESCRIPTION FOR: FPA UNIT ASSOCIATION PRESIDENTS**

Preamble: The FPA Unit Association President is a recognized local pharmacist leader who acts and serves to represent the pharmacists residing within the boundaries of his/her Unit Association, as well as be the liaison (or appoint a liaison) between the Florida Pharmacy Association and the members of his/her Unit Association.

- a) The Unit Association President should give strong consideration to being a member of the Florida Pharmacy Association.
- b) He/She shall be expected to attend all FPA events and meetings held within the domain of their Unit Association, and he/she shall be encouraged to attend the FPA Annual Meeting and Convention each year.
- c) He/She should have prior Organizational/Association experience.
- d) When possible, he/she should be the presiding officer over all programs and other events conducted by the Unit Association that he/she represents. The Unit Association President should recognize his/her responsibility in assuring that continuing education programs offered by the Unit Association for the benefit of its members meets the requirements set forth for such events by the Florida Board of Pharmacy.
- e) Should possess a knowledge of and maintain regular communication with the Region Director who represents his/her Unit Association on the FPA Board of Directors.
- f) Should be encouraged to attend the FPA House of Delegates, and it be preferred that he/she head up his/her delegation to the FPA House of Delegates.
- g) Should be encouraged to attend the FPA's Unit Leadership Conference and budget permitting the President-Elect leadership retreat held each year.
- h) Unit Presidents are encouraged to respond in a timely manner, information requested from the FPA on a number of important issues, such as awards nominations, naming of delegates to the FPA House of Delegates, the naming of new Unit Association officers upon the conclusion of local elections each year, the naming of selected Region Representative to the FPA Board of Directors, the timely submission of resolutions to the FPA House of Delegates, etc.

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## MODEL ELECTION GUIDELINES FOR CANDIDATES SEEKING OFFICE IN THE FLORIDA PHARMACY ASSOCIATION

Preamble: The running for an elected office in the Florida Pharmacy Association by any potential candidate is an act which is deserving of as impartiality and integrity as may be possible. The following guidelines are offered to help guide the potential candidates as to the type of behavior that each should follow in order to help assure a fair and impartial election process for the office being sought in the FPA.

- a) Candidates should sign a pledge stating that they are of high moral character and that they will conduct honorable campaigns for the office that they seek.
- b) Candidates are discouraged from distributing lettered T-shirts, coffee cups, key rings, hats, campaign buttons, or other promotional gimmicks to FPA members at any organized FPA event or function prior to their actual slating for the office sought by the FPA Nominating Committee, or during the period leading up to and during the actual balloting/election process.
- c) Candidates should refrain from the use of regional and/or statewide mailings of any campaign promotional materials prior to their actual slating for the office being sought by the FPA Nominating Committee, or during the period leading up to and during the actual balloting/election process.
- d) Candidates are encouraged to submit a biographical sketch and statement of qualification for and reasons why they seek a particular FPA elected office, not to exceed the space of a single side of 8½ x 11 paper, to the Managing Editor of the *Florida Pharmacy Today* Journal, to the FPA Executive Vice President or to the FPA Nominating Committee for inclusion in the mail ballot to all active voting FPA member by the deadlines specified for each vehicle by the individuals overseeing their distribution to the FPA members.
- e) A candidate for elected office must be a Florida registered pharmacist who is willing and able to carry out the duties and responsibilities of the office they are seeking.
- f) The FPA By-Laws specify that any subdivision or any member in good standing may nominate one person for the office of President-Elect and one person for the office of Treasurer. A President-Elect shall be elected every year and shall assume the duties of the President on the last day of the annual meeting of the year following election as President-Elect. The treasurer shall serve a two-year term and may succeed to one consecutive term of office in that capacity. Nominees must be Florida registered pharmacists in good standing with the Florida Pharmacy Association and the Florida Board of Pharmacy.

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## DIRECT DUTIES OF OFFICERS

### **President. The President of the Florida Pharmacy Association:**

- I. Sets goals, themes and topics to be addressed by the councils/committees and chairs.
- II. Announces appointments of council/committee members and chairs for standing councils/committees.
- III. Chairs a leadership retreat, if funding allows, with incoming council/committee chairs and leadership to serve as an introduction to the President's theme and goals for the year.
- IV. Chairs the President's Committee that reviews and decides on issues in between Board of Directors meetings
- V. Shall form and appoint members to ad-hoc committees, on an as needed basis, to address topics of concern to the profession.
- VI. Participate in the Budget and Finance Committee and appoints the one at-large member, in coordination with the President's Committee.
- VII. May appoint delegates to represent the FPA and Florida Pharmacy to other state or national associations, governmental and/or other commercial bodies.
- VIII. Represents the FPA by attending appropriate pharmacy-related events and activities.
- IX. Uses all forms of communication to relate issues and topics to FPA membership and stakeholders. This communication includes contributions to the Florida Pharmacy Today Journal, STAT newsletter, website, or other media as issues require.
- X. Appoints the Nominating Committee.
- XI. Appoints the Canvassing Committee.
- XII. Presides and Chairs the annual business meeting at the convention.
- XIII. Presides over and inducts the Board of Directors at the President's breakfast.

### **President-Elect. The President-Elect of the Florida Pharmacy Association:**

- I. Chairs the Advisory Council on Pharmacy Practice meeting.
- II. Substitutes for the President in the event the President is unable to participate in activities.
- III. Reviews and approves the slate of officers of the political action committee Board of Directors.

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- IV. Considers selection of upcoming council/committee members and chairs for standing councils/committees.

**Chairman of the Board. The Chairman of the Board of the Florida Pharmacy Association:**

- I. Coordinates recommendations from Advisory Council on Pharmacy Practice.
- II. Chairs the Board of Directors meeting.
- III. Ensures the President-Elect reaches out to the chairs of FSHP L & R Committee and the FPA GAC and invites them to attend each meeting.

**Treasurer. The Treasurer of the Florida Pharmacy Association:**

- I. Will work with the Executive Vice President and President to develop an annual budget for presentation to the Budget and Finance Committee and/or President's Committee;
- II. Will review the Association's expenditures and receipts prior to each Board of Directors meeting;
- III. Has oversight authority of the Budget and Finance Committee and will provide written certification to the Board of Directors during each Board of Directors Meeting;
- IV. Will as immediate past treasurer, serve on the Nominating Committee as an Ex-Officio member to screen nominees for the position of Treasurer and President-Elect;
- V. Will make a written Annual Report to the membership and present an oral report at the Annual Business meeting and be prepared to respond to questions;

**Speaker. Speaker of the House of Delegates of the Florida Pharmacy Association**

- I. Will preside over the meetings of the House of Delegates
- II. Will ensure a quorum is established, call the meeting to order, maintain proper decorum, and proceed under Roberts Rules of Order
- III. Will be a delegate in case there is a tie breaker situation
- IV. Will be responsible for producing a report of the actions of the House of Delegates to the members of the Florida Pharmacy Association

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**Vice Speaker. Vice Speaker of the House of Delegates of the Florida Pharmacy Association**

- I. Will assist the Speaker in the performance of the Speaker's duties and/or perform such as specified by the House of Delegates.
- II. In the event of a vacancy in the position of Speaker of the House, or in the event the Speaker is unable to perform the duties of the office during a meeting of the House of Delegates, the Vice Speaker shall assume the duties of the Speaker.
- III. Will be the FPA liaison to local affiliated units and conduct their meeting at the FPA Annual Meeting.
- IV. Will be elected during the FPA Annual Meeting by the House of Delegates

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## DUTIES OF COMMITTEE AND COUNCIL CHAIRS

In many organizations, the position of a committee chairperson is important. When properly used, the committee can lead to the success of an organization. Although the chairperson plays an influential role in terms of duties and responsibilities; the position is not considered a full-time job. In addition, it does not carry a salary. Within the FPA the committee or council chairperson acts as a link between the volunteer active members and the Board of Directors through the President and CEO. Advisory committee and council chairs along with committee and council members are not authorized to act or speak on behalf of the Florida Pharmacy Association.

The chairperson is a leader; and to that end, he or she should play the part. The chair should guide the committee or council toward its assigned task as commissioned by the FPA President and or Board of Directors, so as to meet its goals and objectives. Committee or Council chairs should encourage everyone to support the organization's vision and promote the success of the organization. In addition, the chair should ensure that there is no conflict of interest among committee members. All tasks performed by the committee or council should tie in with the FPA's mission, vision, core value statements and strategic plan.

Committee or council chairs should adhere to the following guidelines for meetings:

- I. Be familiar with all arrangements for meetings of committees and councils including meeting sites, dates and time of meetings,
- II. Prepare and plan for a meeting agenda and distribute to committee members and the FPA President at least 2 weeks prior to scheduled meetings.
- III. Study the agenda carefully and encourage committee and council members to do the same before you come to the meeting. Agenda items that are not clear should be clarified.
- IV. Start and end all meetings within the timeframe allocated
- V. Stick to the agenda during the meeting. Bring up new business only at the appropriate time and only if the new business item is related to the FPA's mission, vision, value statements, strategic plan and assignments by the FPA Board or President
- VI. Determine what the exact purpose of the meeting is and decide in advance how and what you will want to get from it, what you expect of your committee and council members and what is expected of your committee or council
- VII. Keep discussions brief and on point
- VIII. Discourage cross dialog within committee and council meetings and have all comments directed through you as the chair

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- IX. Repeat remarks if you think they weren't heard or understood
- X. If remarks are lengthy or involved, encourage closure and summary
- XI. Avoid doing the work of the committee or council and encourage participation
- XII. Encourage feedback by all members of your committee or council and watch for those members of your group that are not engaged or becoming disinterested.
- XIII. The proceedings (minutes) of meetings should be prepared and provided to the FPA President and FPA staff within 2 weeks of the end of the meeting. Minutes should contain action items on issues discussed and do not need to include a transcript of conversations.
- XIV. Action items that go before the Board of Directors should have a clear statement of purpose and intent and if there is a fiscal impact an analysis on how the action item is to be funded.
- XV. Action items that require FPA Board of Director review and approval are best presented at least 2 weeks in advance of a Board meeting and with enough documentation for the Board to make an informed decision
- XVI. Proceedings of council and committee meetings should be according to the following format:
  - a. Call to order (Time)
  - b. Roll Call (members present, members unable to attend, guests present)
  - c. Approval of previous meeting minutes
  - d. Consent agenda
  - e. Old business
  - f. New business
  - g. Other business
  - h. Meeting Recessed
  - i. Meeting Adjourned (Time)
- XVII. Be prepared to draft a summary of your committee or council's activity for the year to be included in the FPA's annual report to the members at the convention

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## SUMMARY

Volunteer service in the Florida Pharmacy Association can be a very rewarding experience and be a training basis for higher career pathways. Many of our elected and appointed leaders have gone on to serve in national organizations or have taken on advanced leadership roles. Being a part of the FPA team provides the satisfaction that the work done will be beneficial for the thousands of pharmacists, pharmacy technicians and student stakeholders of our profession. The guiding principles that we work under are included in this compilation of duties, our constitution, bylaws, code of ethics, antitrust, conflict of interest and our various financial policies. It is our hope that the experienced gained is passed on to future FPA leaders and that we seek out individuals who have an interest in making a difference in the quality of health.

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