



Board of Trustees District or Regional Trustee Role & Responsibilities

Purpose of Service:

- District or Regional Trustees represent the interests of the district or region in which they serve while championing the broader mission, vision, and strategic plan of the Ohio Pharmacists Association.

Roles and Responsibilities:

- Serve as a voting member of the OPA Board of Trustees, representing the interests and perspectives of their district or region
- Act as a liaison between the Board of Trustees and district or region members by:
 - Communicating Board updates, activities, and decisions to district or region members, as needed/appropriate
 - Bringing district or region feedback, concerns, and priorities to the Board
 - Serving as a primary contact and advocate with legislators within the district or region, as appropriate
- Fulfill fiduciary responsibilities by monitoring the financial health, programs, and overall performance of the organization to ensure alignment with OPA's mission and strategic goals
- Attend all scheduled Board meetings and actively participate in discussions, deliberations, and decision-making processes
- Support the organization's sustainability by assisting with membership growth, identifying emerging leaders, and encouraging succession planning within the district or region
- Listen respectfully to diverse viewpoints, engage in constructive dialogue, and support Board decisions once they are finalized
- Serve as a Board Liaison to assigned committee or workgroup by:
 - Facilitating two-way communication between the Board of Trustees and the assigned committee or workgroup
 - Ensuring activities and recommendations are aligned with priorities and strategic direction of the Association
- Assist the OPA Board of Trustees, when necessary, in the hiring, support, evaluation, and transition of the Chief Executive Officer
- Abide by the bylaws and the policies of the Association, including but not limited to conflict of interest, confidentiality, and code of conduct policies
- Act in the best interest of the Association as a whole, exercising sound judgment, integrity, and professionalism while advancing the mission and values of OPA



Qualifications:

- Active member of the Association for at least one year (Required). *This requirement is temporarily waived for technician member applicants for the 2026-2027 election cycle.*
- Lives and/or works within the district or region the trustee represents
- Past or current involvement in OPA and/or pharmacy associations at the local, state, or national level
- Strong communication and collaboration skills
- Strong commitment to OPA and the roles and responsibilities of the position

Term Length:

- Each trustee term is two years in length with a limit of three consecutive terms (six years of total served on the Board of Trustees). This is an elected position.

Estimated Time Commitment:

- The Trustee is **expected** to attend all meetings of the Board of Trustees and are **expected** to notify the President via email if a conflict arises and they are unable to attend
 - In-Person Meetings: There are four in-person meetings per year at the OPA Office in Columbus. In-person meetings are day long meetings and are generally held in May, August, October, and February.
 - Virtual Meetings: There are five to seven virtual meetings per year. Virtual meetings are one-hour meetings and are generally held in months where there is no in-person meeting scheduled.
- The Trustee is **expected** to attend all meetings of the committee or workgroup if assigned as a Board liaison.
- The Trustee is **expected** to attend the following meetings of the Association:
 - Annual Conference & Trade Show including the OPA House of Delegates
 - Long Range Planning
- The Trustee is **highly encouraged** to attend other meetings of the Association, such as the midyear meeting or other conferences.