



## **Board of Trustees Officer Role & Responsibilities**

### **Purpose of Service:**

- Officers of the Association serve on the Executive Committee and as the leaders of the Board of Trustees and represent the interests of the entire membership while championing the broader mission, vision, and strategic plan of the Ohio Pharmacists Association.

### **Roles and Responsibilities:**

- Serve as a voting member, except for the Treasurer, of the Executive Committee and OPA Board of Trustees, representing the interests and perspectives of the members of the Association
- Serve as a member of the Executive Committee, providing leadership, strategic guidance, and operational oversight in accordance with the Association's bylaws and policies
- 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 Executive Committee and Board of Trustees 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 Executive Committee
- Listen respectfully to diverse viewpoints, engage in constructive dialogue, and support Board decisions once they are finalized
- Assist the President, 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)
- Past or current involvement in OPA and/or pharmacy associations at the local, state, or national level
- Demonstrated leadership experience and ability to guide organizational priorities
- Strong organizational and decision-making skills
- Strong communication and collaboration skills
- Strong commitment to OPA and the roles and responsibilities of the position



### **Term Length:**

- **President:** Four-year term serving in the capacity of Vice President, President-Elect, President, and Immediate Past President. This is an elected position.
- **Pharmacist Executive Committee Member-at-Large / Secretary:** Two-year term with a limit of three consecutive terms (six years total). This is an elected position.
- **Technician Executive Committee Member-at-Large:** Two-year term with a limit of three consecutive terms (six years total). This is an elected position.
- **Treasurer:** One-year term. This is an appointed position by the Board of Trustees.

### **Estimated Time Commitment:**

- The Officers are **expected** to attend all meetings of the Executive Committee 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 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 Officers are **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 Officers are **expected** to attend the following meetings of the Association:
  - Annual Conference & Trade Show including the OPA House of Delegates
  - Long Range Planning
- The Officers are **highly encouraged** to attend other meetings of the Association, such as the midyear meeting or other conferences.