

JOB DESCRIPTIONS OF THE PRESIDENT ELECT AND COMMITTEE CHAIRPERSONS OF THE ALASKA PHARMACISTS ASSOCIATION

PRESIDENT ELECT:

In addition to the duties as outlined in the By-Laws of the Association, the President-Elect should oversee the various committees as assigned by the President. This role should not be seen as a “do” function, but rather a “liaison” function. The President-Elect should maintain contact with the assigned chairs to ensure their committee is performing. The President-Elect should be in contact with the President to report on the progress of their committees. The President-Elect should also be prepared to give the committee reports when the chair is unable to attend the meetings when such reports should be given.

COMMITTEES:

In general, all committee Chairs should seek help from fellow Pharmacists in the performance of that committee’s effort. The Chair is responsible for calling of the meetings and the assignment of tasks that need to be done to complete the effort. The Chair should recognize the importance of “delegation of responsibility”. The Chair should maintain contact with the President-Elect and be prepared to give updated reports to the Board at their meetings.

Continuing Education: Per AkPhA Policy Four.

Legislative: An important committee that oversees all legislative affairs that affect pharmacy. This committee should be in direct contact with the lobbyist when one exists, maintain an updated list of elected State officials as well as Federal. The committee should be a watchdog on all bills that might affect pharmacy. If Pharmacy wished to introduce legislation, it should be done through this committee.

Membership: This committee develops marketing ideas for increased membership, application form development, mailing and issuance of membership cards or such matter. It should also maintain a list of all Registered Pharmacists in the State as well as members of the Association.

Convention: This committee should maintain contact with the Convention site, coordinate the schedule with the CE committee, work with the Executive Director, meal plan for the convention, set a budget, develop a time slot for the business meeting of the Board and one for the new Board, find door prizes if applicable, identify entertainment if applicable, MC the functions of the convention, request manufacturer and wholesale funding, help coordinate the display area and ensure the Convention notices go out in a timely manner.

Constitution and By-Laws: Fields all proposed changes to the documents, review for constitutionality, recommends changes and present any changes to the Board for action. The mechanism for both Constitution and By-Law changes are outlined in the documents themselves.

Nominations: Procedures for nominations is outlined in the By-Laws. It is this committee’s responsibility to ensure the time frames are met and qualified candidates for office are found and presented to the membership for vote. This committee is sometimes combined with Awards.

Audit: This committee is not to be confused with a professional audit. The task of this committee is to review the books when requested by the Board or by the membership to ascertain that the finances are in good order. If a discrepancy is found and cannot be resolved satisfactorily, a professional audit should be initiated by the Board.

Scholarship: This committee develops the criteria for the issuance of a Pharmacy student scholarship. In addition, should develop fund raising ideas, maintain a list of the life memberships, issue proper recognition for donations and present the scholarship at the annual meeting of the Association if one is to be given.

Awards: Select recipients for professional awards and nominate for national awards. The process should begin in the fall for presentation at the annual meeting. Sometimes combined with the Nominations Committee.

Community Affairs: This committee should promote and advocate the profession to the community through programs such as Poison Prevention Week, National Pharmacy Week, Brown Bag programs, and Health Fair participation. This committee will promote and educate the public (community) as to positions and issues on pharmacy and drug issues in a balanced manner.

Technician Advocacy: Represent the interests of technicians to the association board and promote professional and educational opportunities for technicians.

Committee Chairs/Board Members/Volunteers/ Committee Targets:

- **Nomination Committee**

Chair	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Melanie Gibson	Gerry Brown	Wendy Barton Sharon Hamrick	<ul style="list-style-type: none"> • Provide update on candidates for office as necessary
		Shirley Evans	<ul style="list-style-type: none"> • Provide update on status

		Joan Bittner Freddy Kaniki	of election process to ensure time frames are met
		Dave Campana	<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Scholarship**

Chair	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Wendy Barton	Lara Nichols Nancy Bright Margaret Soden	Dan Nelson Sharon Hamrick Angie LeBoeuf Charity Garno Steve Turner	<ul style="list-style-type: none"> Provide update on any proposed changes to the scholarship process for final approval by board of directors
			<ul style="list-style-type: none"> Provide suggestions and oversight of fund raising activities in support of the scholarship
			<ul style="list-style-type: none"> Provide update on means of recognition for significant contributors (> \$250) to the scholarship fund
			<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Convention/Vendor Relations**

Co-Chairs	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Dan Nelson Sara Doran-Atchison	Amber Briggs Margaret Soden Kathy Crowther Jeffrey Gaarder	Michell Mathews Glenna Edwards-tech Coleah Martin	<ul style="list-style-type: none"> Provide report on the financial impact (revenues and expenses) as related to the convention
	Christina Eldridge Kara King	Amanda Hays Elaine Reale Kevin Denny Jason Mitzen	<ul style="list-style-type: none"> Provide an update on the facilities and any significant issues impacting the committee
		Renee Robinson Anne Marie-Bott Kristen Maves	<ul style="list-style-type: none"> Provide update on the collaboration with the continuing education

		Sharon Hamrick Charity Garno Clinton Smith	committee as related to the educational activities associated with the convention
			<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Awards**

Chair	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Melanie Gibson	Kara King Gerald Brown Christina Eldridge	Roger Penrod Judy Thompson Dave Campana	<ul style="list-style-type: none"> Provide an update of potential candidates for various awards
		Sharon Hamrick Freddy Kaniki Joan Bittner	<ul style="list-style-type: none"> Develop strategies for identification of worthy candidates for awards
		Wendy Barton Charity Garno	<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Continuing Education**

Chair	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Sara Doran-Atchison	Amber Briggs Margaret Soden Kathy Crowther Jeffrey Gaarder Christina Eldridge	Dan Nelson Kevin Denny Michell Mathews Sharon Hamrick Elaine Reale Glenna Edwards-Technician	<ul style="list-style-type: none"> Provide an update on the potential topics, speakers and sponsorship (if applicable) for educational offerings at the annual convention
		Kristen Maves Renee Robinson Anne Marie Bott	<ul style="list-style-type: none"> Provide an update on educational offerings throughout the year
		Amanda Hays Coleah Martin	<ul style="list-style-type: none"> Provide an update on the status and activity of co-sponsorships
		Charity Garno Clinton Smith	<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Community Affairs**

Chair	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Renee Robinson	Amber Briggs Christine Eldridge Sheila Fullbright	Charles Decker Joan Bittner Amanda Hays Ed Farnes	<ul style="list-style-type: none"> • Provide an update on partnership opportunities to promote pharmacy practice
		Mike Beiergrohslein Kristen Maves	<ul style="list-style-type: none"> • Provide an update on recent outreach activities
		Jason Mitzen Roger Penrod Rita Grenier Scott Watts Sharon Hamrick	<ul style="list-style-type: none"> • Coordinate state-wide outreach activities for poison control, national pharmacy month and health fair opportunities
		Chantele Muffoletto Tami Estep Coleah Martin-tech Robin Cooke Charity Garno Kevin Denny Sharon French Steve Miller	<ul style="list-style-type: none"> • Develop and report efforts to recruit volunteers to support the committee work

• **Bylaws & Constitution**

Chair	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Amber Briggs			<ul style="list-style-type: none"> • Provide an update to the board of any proposed changes to the Bylaws & Constitution
			<ul style="list-style-type: none"> • Develop and report efforts to recruit volunteers to support the committee work

• **Membership**

Co-Chairs	Board Members	Volunteers	Committee Targets and/or Reporting Criteria
Cate Kowalski	Kathy Crowther Christina Eldridge	Glenna Edwards Sharon Hamrick Charity Garno	<ul style="list-style-type: none"> • Provide an update on new members joining the Association
		Rita Grenier Kristen Maves	<ul style="list-style-type: none"> • Share membership drive techniques with the board
		Scott Watts Freddy Kaniki	<ul style="list-style-type: none"> • Identify and report values of membership for use in

		Vivian Foote	recruiting efforts
		Cindy Audet	<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Legislative**

Co-Chairs	Board Members	Volunteers	Committee Targets/Reporting Criteria
Barry Christensen Dirk White	Amber Briggs Gerald Brown Sheila Fullbright	Cindy Audet Kevin Denny Bill Altland Mary Mundell	<ul style="list-style-type: none"> Ensure a lobbyist report is available on a regular (weekly) basis for the board to review and consider
		Leif Holm Roger Penrod Scott Watts Elaine Reale Jasper Wethington	<ul style="list-style-type: none"> Provide an overview of current legislative initiatives having both positive and/or negative impact on the profession of pharmacy
		Cate Kowalski Charity Garno	<ul style="list-style-type: none"> Maintain an updated list of elected State officials
		Romie Deschamps Robin Cooke Brian Schilling	<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers to support the committee work

• **Audit**

Chair	Board Members		Committee Targets and/or Reporting Criteria
Vicki Keefer		<ul style="list-style-type: none"> Develop and report efforts to recruit volunteers 	<ul style="list-style-type: none"> Provide a regular update to the board indicating the financial process is being followed.

• **Newsletter**

Chair	Board Members Amber Briggs Kathy Crowther	Volunteers Gabriel Florit, Bob Niebert Preston Van Curen, Charity Garno
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• **Technology/Website**

Chair	Board Members	Volunteers
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- **Rx Technician Advocacy**

Chair	Board Members	Volunteers
Kathy Crowther	Amber Briggs Lara Nichols Deb Cieplak	Janet Roberts, Ron Hamman, Jason Mitzen Michael Harmon, Bonny Holm, Robin Grewe Nancy Edlund, Phillip Brown, Else Smith Coleah Martin, Valerie Card King, Rachel Runyan Maria Terch, Melanie Gibson, Charity Garno

- **AkPhA-PAC**

Chair	Board Members	Volunteers
Barry Christensen		Leif Holm, Bob Niebert

- **Pharmacy Education**

Chair	Board Members	Volunteers
Brian Schilling	Amber Briggs Deb Cieplak Margaret Soden Lara Nichols Sara Doran-Atchison	Kathi Baldwin, Robin Cooke, Elaine Reale, Kristen Maves, Dan Nelson Vince Greear

Revised 5/17/10