

Roles & Responsibilities

Specific responsibilities of the Board include the following:

- Adhere to the financial policies of the organization.
- Assist in carrying out the duties of the Board to help set the strategic direction using available resources of the organization.
- Attend the HOPA Annual Conference with a waived registration fee.
- Become familiar with basic parliamentary procedures, HOPA Bylaws, policies, Board functions, procedures, and the conduct of effective meetings.
- Before assuming office, must review the Board orientation materials, discuss questions with predecessors, and attend a Board meeting as a guest.
- Carefully read and respond to all communication from staff, committees, and members
- Communicate regularly with staff to promote the overall operation of the association.
- Conduct meetings that are open to members to attend, unless otherwise noted.
- Develop and approve policies and procedures for the organization.
- Direct the association based on the overall mission of HOPA.
- Ensure accurate and timely signed agreements as outlined in the Policy Manual
- Ensure ongoing communication with the Board as well as membership.
- Exercise fiduciary responsibility by ensuring that finances are responsibly managed and approve budgets.
- Handle member inquiries specific to the field of hematology/oncology pharmacy
- Keep the Board and staff informed about issues or trends of concern to members.
- Maintain relationships with stakeholders.
- Oversee and evaluate HOPA programs and initiatives to assure that strategic objectives and responsibilities are met.
- Participate in ad-hoc committees, groups or task forces as requested by the President.
- Participate in Board working groups as assigned.
- Perform all acts and functions consistent with the HOPA Bylaws.
- Remain available to any member by phone, email, or mail to answer questions, provide consultation on HOPA, and respond to concerns; refer questions to appropriate staff.
- Report significant problems or concerns to appropriate staff, Board member, or committee chair
- Represent organizational issues to external groups as requested.
- Respond to questions or concerns from members and direct them as appropriate.
- Retain professional management, legal counsel, and independent auditors.
- Serve as a Board Mentor as appointed by the President which includes providing mentorship and lending support to those serving in Council and Committee leadership positions within HOPA, offering guidance and clarity about HOPA's strategic plan and related initiatives, communicating important messages on behalf of the Board, helping orient new leaders, and attending meetings as requested.
- Support membership recruitment and retention.
- Work closely with staff to accomplish position responsibilities.

Board President Responsibilities

The time commitment for the President is 10-30 hours per month with an average travel commitment of 2 days per month. The President is responsible for the following:

- Acting as the official spokesperson for the association.
- Assigning Board Mentors to Councils/Committees.

- Assisting the President-Elect to nominate volunteer leadership and membership to present to the Board for approval, with exceptions of the Finance Committee, Board and Executive Committee.
- Assuming the role of President at the conclusion of the Incoming President Remarks session at the Annual Conference. Will serve in the role for one year.
- Authoring the *HOPA News* column “Board Update” up to four times per year.
- Enhancing public understanding of the association by serving as an advocate for the members and the profession.
- Participating in external meetings with stakeholders on behalf of HOPA.
- Presiding over all Board of Director meetings and the Annual Business Meeting.
- Serving as the Vice Chair of the Finance Committee, and Chair of the Executive Committee, and serves as a member of the Public Policy Committee and as the Board Mentor to Advisory Groups, specifically the Industry Advisory Group.
- Serving as ex-officio (non-voting) member for standing and special committees as needed, except for the Governance Committee and the Nominations Subcommittee.
- Working with the Board to oversee, monitor and evaluate the Executive Director and association management services.
- Working with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.

Immediate Past President Responsibilities

The time commitment for the Immediate Past President is 5-10 hours per month with an average travel commitment of 1 day per month. The Immediate Past President is responsible for the following:

- Assisting with ongoing strategic planning, program evaluation, fiscal stewardship, and resource development.
- Assisting with the mentoring and transition of new officers onto the Board of Directors.
- Assuming the office of Past President at the conclusion of the Annual Conference. Serves in this role for one year.
- Participating in external meetings with stakeholders on behalf of HOPA at the request of the President.
- Serving as a member of the Executive Committee and the Public Policy Committee.
- Presiding over Board meetings and association events in the absence of the President and President-Elect.

President-Elect Responsibilities

The time commitment for the President-Elect is 10-30 hours per month with an average travel commitment of 2 days per month. The President-Elect is responsible for the following:

- Assuming the office of President-Elect at the conclusion of the Annual Conference. Serves in this role for one year.
- Develop plans for the continued implementation of the strategic plan activities when assuming the role of President.
- Maintains regular communication with the President.
- Performing the duties of the President in their absence.
- Providing review and approval for e-blast email requests from outside organizations as outlined in the policies.
- Serving as a member of the Finance Committee and assist with developing the annual budget.

- Serving as a member of the Executive Committee and the Public Policy Committee.
- Serving as a Board Mentor to the Industry Advisory Group.
- Working with the President to make recommendations for committee leadership and membership appointments.

Treasurer Responsibilities

The time commitment for the Treasurer is 8-15 hours per month with an average travel commitment of 1 day per month. The Treasurer is responsible for the following:

- Assuming the office of Treasurer at the conclusion of the Annual Conference. Serves in this role for three years.
- Attending orientation to the HOPA financial processes with staff.
- Ensuring that approved funds management, investment, and other fiscal policies and procedures are followed and recommends improvements as appropriate.
- Participating in all Board meetings and presenting financial reports.
- Providing a Treasurer's Report at the Annual Conference.
- Reviewing association expenditures.
- Serving as the chair of the Finance Committee.
- Working with the Board and staff to ensure an audit is prepared by an independent Certified Public Accountant.

Secretary Responsibilities

The time commitment for the Secretary is 5-10 hours per month with an average travel commitment of 1 day per month. The Secretary is responsible for the following:

- Assisting the President with committee appointments, as needed.
- Assuming the office of Secretary at the conclusion of the Annual Conference. Serves in this role for three years.
- Ensuring that the minutes of all meetings are kept and accurate.
- Reviewing draft minutes from all meetings of the Board .

At-Large Member Responsibilities

The time commitment for an At-Large Member is 2-10 hours per month with an average travel commitment of 3-4 weeks per year. At-Large Members are responsible for the following:

- Assuming the office of At-Large Member at the conclusion of the Annual Conference. Serves in this role for three years.
- Ensuring adherence to all general Board member policies and responsibilities outlined in the Policy Manual.

Annual Timeline – General

The Board meets every 6 weeks for a call and meets in-person up to four times per year; once in January for a retreat, once during the Annual Conference, once during the summer and once in the fall, around the IRC Summit and Practice Management meetings.

Note: *If travel is limited, Board members can participate virtually*