

Who can run for HOPA's Board of Directors?

Apart from current members of the Nominations Committee, Full Members and Technician Members in good standing are eligible to run for a board position. A member interested in serving as President-Elect must have previously served on the HOPA Board of Directors to be eligible for the President-Elect position.

Can members working in Industry run for a board position?

Due to the nature of their HOPA roles and responsibilities, the President and President-Elect are prohibited from the working for pharmaceutical and/or medical device companies. This restriction does not apply to other Board positions. HOPA recommends checking with your employer prior to running as some employers may have policies or other restrictions, which may limit the ability to run for a Board position. Board members employed by an ACPE* defined "ineligible company" shall not engage in the creation, planning, or delivery of HOPA's educational content. However, such individuals, as part of their role on the Board of Directors, may participate in the review and approval of the overarching educational programming and strategic direction. This is to maintain HOPA's accreditation with the Accreditation Council for Pharmacy Education (ACPE).

Do candidates need official employer/supervisor/representative support?

HOPA requires that you submit the approved *Employer Support Letter* from your employer, supervisor or other relevant representative, to indicate that they support your candidacy for the HOPA Board of Directors.

Who can and cannot nominate an individual for a Board position?

Only Full Members and Technician Members are eligible to nominate a fellow Full/Technician Member for a Board position. Current members of the Board and Nominations Committee are not able to nominate an individual for a Board position during their term. Eligible individuals are able to self-nominate.

Are nominations confidential?

HOPA can disclose your name if you nominate an individual for a position unless otherwise indicated. On the nomination form, individuals can select the option to remain confidential. In this case, your name will not be shared with the nominee or the Nominations Committee. Nominators may be contacted in the event that staff require additional information about how to contact the nominee.

How is the Board Composition Matrix used in the nominations and selection process?

Each current member of the HOPA Board of Directors completes the Self-Assessment of Competencies & Multi-Representational Factors Form annually. Staff compile this information into the Current Board Composition Matrix and submit it to the Nominations Committee for review. The Committee uses the matrix to assess the overall composition of the Board and identify any gaps or areas of need. These insights help guide the Committee's outreach and evaluation of qualified candidates during the current election cycle to support a well-balanced and representative Board.

What should candidates know about the Board election and selection process?

Each year, HOPA is fortunate to receive interest from many qualified and committed members who are eager to serve. The Nominations Committee reviews all applications thoughtfully and considers candidates in the context of the current Board composition, organizational needs, and the overall pool of applicants for that election cycle. While not all qualified candidates may be placed on the election slate or elected in a given year, HOPA encourages members to apply and to consider reapplying in future cycles, as Board needs and candidate pools evolve over time.

If I reapply for a Board position, am I automatically placed on the election slate?

No. Reapplying for a Board position does not guarantee placement on the election slate, even if a candidate has taken feedback or advice provided by the Nominations Committee from a previous election cycle. All applications are reviewed each year, and candidates are evaluated alongside other qualified applicants based on current Board needs, eligibility requirements, and alignment with identified gaps as informed by the Board Composition Matrix.

If there are two open positions for At-Large Member how are those individuals selected through the voting process?

At least two candidates will be identified to each open slot (up to four individuals if there are two openings) and the two individuals with the highest number of votes will be elected to the position(s).

Who can vote?

Full, Technician, Trainee, and Emeritus Members are all eligible to vote. At this time, Associate and Student Members are not eligible to vote.

When does a nominee need to inform HOPA of any changes to employment or conflict of interest (COI)?

HOPA should be notified of any changes to a nominee or candidate's COI as soon as possible, but no later than 7 days following changes in accordance to agreement section within the application form.

Where can I find more information about the Board election process and candidate expectations?

HOPA's Board election process is guided by established policies and guidelines that outline eligibility requirements, roles and responsibilities, timelines, and the nomination and selection process. Members considering candidacy are encouraged to review these materials to better understand how the process works and what to expect throughout the election cycle. [Click here](#) to read the HOPA Election Policies and Guidelines.

As of December 2020: Ineligible companies defined by the Accreditation Council for Pharmacy Education (ACPE) include: *

- Advertising, marketing, or communication firms whose clients are ineligible companies.
- Bio-medical startups that have begun a governmental regulatory approval process.
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers