

General Responsibilities of a Board Member

Updated: July 2018

Qualifications for all Board Members

1. In accordance to the bylaws, Board Members are members in good standing. They hold active membership under one of two categories: Full Member or Technician Member. See Article III, Section 1 of the bylaws.

Responsibilities for all Board Members

1. Ensures ongoing communication with the Board of Directors as well as the membership.
2. Serves as the Board Liaison to one or more committees as appointed by the Board of Directors.
3. Maintains relationships with stakeholders
4. Is available to any member by phone, email, or mail to answer questions, provide consultation, and respond to concerns; refers questions to appropriate staff for follow-up.
5. Handles member phone calls and inquiries specific to the field of hematology/oncology pharmacy, when forwarded by staff.
6. Keeps Board of directors and staff informed about issues or trends of concern to members.
7. Reports significant problems or concerns to the appropriate staff, Board member, or committee chair.
8. Assists in carrying out the duties of the Board to help set the strategic direction using available resources of the organization.
9. Becomes familiar with basic parliamentary procedure, HOPA bylaws, policies and procedures, Board functions, and the conduct of effective meetings.
10. Works closely with staff to accomplish position responsibilities.
11. Represents organizational issues to external groups as requested.
12. Before assuming office, is expected to review the Board manual, discuss questions with predecessor, and audit the annual Board meeting.

President

Time Commitment:

1. Approximately 10 to 30 hours a month.
2. Travel commitment averages 2 days a month

Specific Responsibilities

1. Assumes the office of President at the conclusion of the Board Meeting taking place at the Annual Conference (typically March or April). Serves in the role for one year.
2. Presides at all Board of Directors meetings and Annual Business Meeting at Conference.
3. Acts as the official spokesperson for the association.
4. Serves as Vice-Chair of the Finance Committee and as a member of the Health Policy Committee and Executive Committee.
5. Nominates committees and task forces and presents to the Board for approval - with the exception of the chair of the Finance Committee.
6. Serves as an *ex-officio* member of all standing and special committees, except the Governance Committee and Nominations Subcommittee.

7. Assists the President-Elect in recommending Chairs and Vice-Chairs of all standing Committees as well as recommends members to serve on these Committees;
8. Assigns liaisons from the Board of Directors to Councils, Committees and Task Forces.
9. Works with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship and resource development.
10. Works with the Board of Directors to oversee the monitoring and evaluation of the Executive Director and the management company services.
11. Enhances the public standing of the association by serving as an advocate for the membership and the profession.
12. Participates in external meetings with stakeholders on behalf of the association.
13. Authors the *HOPA News* column "Board Update" four times a year.

Immediate Past President:

Time Commitment:

1. Approximately 5 to 10 hours a month.
2. Travel commitment averages 1 day a month

Specific Responsibilities

1. Assumes the office of Past President at the conclusion of the Board Meeting taking place at the Annual Conference (typically March or April). Serves in the role for one year.
2. Presides at all Board of Directors meetings and association events in the absence of the President and President-Elect.
3. Participates in external meetings with stakeholders on behalf of the association at the request of the President.
4. Assists with on-going strategic planning, program evaluation, fiscal stewardship and resource development.
5. Assists with the mentoring and transition of new officers onto the Board of Directors.

President-Elect

Time Commitment:

1. Approximately 10 to 30 hours a month.
2. Travel commitment averages 2 days a month

Specific Responsibilities:

1. Assumes the office of President-Elect at the conclusion of the Board Meeting taking place at the Annual Conference (typically March or April). Serves in the role for one year.
2. Performs the duties of the President in the President's absence.
3. In collaboration with the president, makes recommendations for committee chair, vice-chair and member appointments.

4. Serves as a member of the Finance Committee and participates in developing the annual budget.
5. Maintains regular communication with the President.
6. Make plans for the continued implementation of strategic plan activities when he/she assumes the office of President.
7. Serves as a member of the Health Policy Committee.
8. Provides review and approval for blast e-mail requests from outside organizations (See Blast E-mails policy).

Treasurer

Time Commitment:

1. Approximately 8 to 15 hours a month.
2. Travel commitment averages 1 day a month

Specific Responsibilities:

1. Assumes the office of Treasurer at the conclusion of the Board Meeting taking place at the Annual Conference (typically March or April). Serves in the role for three years.
2. Ensures that approved funds management, investment, and other fiscal policies and procedures are followed, and recommends improvements as appropriate.
3. Serves as chair of the Finance Committee.
4. Attends orientation to the HOPA financial processes with staff.
5. Participates in all Board meetings and presents financial reports to the Board at all Board meetings.
6. Provides Treasurer's Report at the annual meeting.
7. Reviews association expenditures and financial status on regular basis to ensure overall financial integrity.
8. Works with the Board and staff to ensure an audit is prepared by an independent Certified Public Accountant.

Secretary

Time Commitment:

1. Approximately 5 to 10 hours a month.
2. Travel commitment averages 1 day a month

Specific Responsibilities:

1. Assumes the office of Secretary at the conclusion of the Board Meeting taking place at the Annual Conference (typically March or April). Serves in the role for three year.
2. Ensures that minutes of all meetings are accurate and kept.
3. Reviews draft minutes from all Board of director meetings.
4. May assist President with committee appointments.

At-large Member

Time Commitment:

1. Approximately 2 to 10 hours a month.
2. Travel commitment averages 1 day a month

Specific Responsibilities:

1. Assumes the office of At-large Member at the conclusion of the Board Meeting taking place at the Annual Conference (typically March or April). Serves in the role for three year.