Please take a few moments to review all of the opportunities available through the Volunteer Activity Center. We have included general information about each committee, subcommittee and task force as well as some information about the type and number of individuals we are seeking to fill these volunteer positions. Other information has been included to help you get a better understanding of the time commitment required and the times of peak activity throughout the year. Please note that the formal committee/subcommittee/task force charges are being finalized and will be provided to all groups before terms begin on June 1st.

**Annual Conference Abstract Review Subcommittee**

**Description:** The Annual Conference Abstract Review Subcommittee will review abstracts for research posters that are submitted to the Annual Conference.

**Committee Member Skill Set:**
- Seeking members with practice management experience. Skill set should include:
  - Must have experience with hematology/oncology pharmacy research.
  - Knowledge of sound research practices.
  - Knowledge of current trends and needs of hematology/oncology pharmacy research.
  - Some members must have 3+ years of practice management experience.
- Prior experience reviewing abstracts desired.

**Composition:**
- 15 Members + 1 Board Liaison
- One year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: Late September through late February
- Valleys: Mid-March through June/July (some work in August, but very little)

**Annual Conference Committee**

**Description:** The Annual Conference Committee will plan and coordinate the Annual Meeting.

**Committee Member Skill Set:**
- Committee members are selected to represent various practice areas and commitment to quality educational programs. Each member should have:
  - Experience developing, implementing and evaluating continuing education programs for pharmacists.
  - Knowledge of current trends and educational needs of hematology/oncology pharmacy.
  - Familiarity with experts in the field of hematology/oncology pharmacy.
  - Some members must have 3+ years of practice management experience.
Composition:
- Up to 13 Members + 1 Board Liaison. Includes Chair and Vice-Chair
- One year, renewable terms

Estimated Hours Per Week: 1-2 hours per week

Peak Activity:
- Peaks:
  - June/July (planning calls and In-Person Planning Meeting)
  - October (reviewing session information and learning objectives)
  - December/January (reviewing 1st draft of presentation slides)
  - March/April (Moderating at Annual Conference – attendance not required as part of committee membership)
- Valleys: August/September and February/March

Annual Conference Session Subcommittee

Description: The Annual Conference Session Subcommittee will assess proposals submitted for the Annual Conference.

Committee Member Skill Set:
- Members represent a mix of experience to ensure broad knowledge. Qualifications of subcommittee members include:
  - Knowledge of current trends and educational needs of hematology/oncology pharmacy.
  - Some members must have 3+ years of practice management experience.

Composition:
- Up to 13 Members + 1 Board Liaison. Includes Chair and Vice-Chair
- One year, renewable terms

Estimated Hours Per Week: 1-2 hours per week

Peak Activity:
- Peaks:
  - June/July (planning calls and In-Person Planning Meeting)
  - October (reviewing session information and learning objectives)
  - December/January (reviewing 1st draft of presentation slides)
  - March/April (Moderating at Annual Conference – attendance not required as part of committee membership)
- Valleys: August/September and February/March

Basic & Translational Sciences and Grant Reviewers Committee

Description: The Basic & Translational Sciences and Grant Reviewers Committee develops and promotes research funding and developmental opportunities related to translational and basic sciences.

Committee Member Skill Set:
- Qualifications for committee members include:
  - Must have experience with hematology/oncology pharmacy research.
  - Knowledge of sound research practices.
  - Knowledge of current trends and needs of hematology/oncology pharmacy research.
- Some members of the committee should consist of members with practice management or health-services research experience.
- Some members of the committee should have experience with basic and translational science.

**Composition:**
- Up to 15 members + 1 Board Liaison
- One-year, renewable terms.
- Terms will be staggered to ensure continuity.

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: June-August (LOI Review) and September-November (Grant Review)
- Valleys: January-May

**BCOP Annual Conference Program Subcommittee**

**Description:** The BCOP Annual Conference Program Subcommittee determines the BCOP topics and review the presentations and questions to be presented at the Annual Conference.

**Committee Member Skill Set:**
- The members of the BCOP Conference Program Subcommittee must be:
  - BCOP Certified
  - Experi [ ... ]
  - Preferred experiences include:
    - Previous involvement on the BCOP Conference Program Subcommittee
    - Past BCOP speaker
    - Item writing proficiency with the PSAP modules or other BCOP recertification activities

**Composition:**
- Up to 12 + 1 Board Liaison
- One year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: Late July/Early August (reviewing Breakout Session proposals/selection calls)
- Valleys: Late August-May

**BCOP Prep/Recertification Subcommittee**

**Description:** The BCOP Prep/Recertification Subcommittee helps to review and revise the pre/recertification course.

**Committee Member Skill Set:**
- To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas. The members of the BCOP Prep/Recertification Subcommittee must:
  - Be BCOP Certified.
  - Have experience and familiarity with BCOP recertification process.
Preferred experience includes previous experience on a BCOP committee, a past BCOP speaker or other BCOP recertification activities.

**Composition:**
- 10 members + 1 Board Liaison
- One year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: January and July for semi-annual review of the course
- Valleys: Fall and Spring

### BCOP Self-Study Subcommittee

**Description:** The BCOP Self-Study Subcommittee helps to determine the topics to be covered for the self-study program and will develop each of the sections by the committee members.

**Committee Member Skill Set:**
- To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas. The members of the BCOP Self-Study Subcommittee must:
  - Be BCOP Certified.
  - Have experience and familiarity with BCOP recertification process.
  - Preferred experience includes previous experience on a BCOP committee, a past BCOP speaker or other BCOP recertification activities.

**Composition:**
- 15 Members + 1 Board Liaison
- One year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: Oct-early December and February-July
- Valleys: Mid-late December, January, August, September

### BCOP Updates Course Subcommittee

**Description:** The BCOP Updates Course Subcommittee determines the BCOP topics and review the presentations and questions to be distributed for the Updates Course.

**Committee Member Skill Set:**
- To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas the members of the subcommittee must have:
  - BCOP Certification
  - Experience and familiarity with the BCOP recertification process
- Preferred experience includes previous experience on the BCOP Conference Programming, Field Testing Subcommittee, BCOP Self-Study & Webinar Courses, or as a past speaker, in addition to item writing experience with the PSAP modules or other BCOP recertification activities.
Composition:
- To ensure expertise on a variety of topics, committee members are chosen from diverse practice areas.
- The committee will consist of 10-12 members + 1 Board Liaison.
- One year, renewable terms

Estimated Hours Per Week: 1-2 hours per week

Peak Activity:
- Peaks: June, October-November, Early December, January (Chairs work continues Feb-April)
- Valleys: February-June and August and September

BCOP Oversight Committee

Description: The BCOP Oversight Committee coordinates and reviews all activities related to BCOP including reporting to BPS.

Committee Member Skill Set:
- Committee members are chosen with the following criteria in mind:
  - BCOP Certified
  - Prior BCOP Leader (Chair, Vice-Chair, Board Liaison) preferred
  - Experience and familiarity with the BCOP recertification process
  - Experience in identification of practice gaps, analysis of practice gaps and formative and summative evaluation
  - Experience developing, implementing and evaluating continuing education programs for pharmacists

Composition:
- The committee will consist of 10-15 members + 1 Board Liaison
- Current Chairs of the other BCOP Committees are automatically members of the BCOP Oversight Committee.
- 2 members at large are will be selected from the VAC.

Estimated Hours Per Week: 2 hours per week

Peak Activity: Active all term

Diversity, Equity & Inclusion (DEI) Task Force

Description: The Diversity, Equity, and Inclusion (DEI) Task Force will develop a HOPA DEI strategy and present recommendations to the Board of Directors. Task Force charges are currently being finalized.

Committee Member Skill Set:
- Interest in developing initiatives related to fostering diversity, equity, and inclusion.
- Knowledge of healthcare disparities, particularly in oncology, is a plus but not required.

Composition:
- 10 members +
- 1 student and 1 resident
- One year, renewable terms
**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:** Active all term

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**Education Development Committee**

**Description:** The Education Development Committee coordinates the HOPA Journal Club and educational programming that is provided in collaboration with other organizations.

**Committee Member Skill Set:**
- Members of this committee should have experience developing, implementing and evaluating continuing education programs for pharmacists as well as knowledge of online and other electronic learning options. Qualifications for committee members include:
  - 3+ years clinical experience OR 3+ years practice management experience.
  - Experience developing, implementing and evaluating continuing education programs for pharmacists.
  - Knowledge of online and other electronic learning options.

**Composition:**
- 6-8 Members + 1 Board Liaison
- One year, renewable terms

**Estimated Hours Per Week:** 0.5 hours per week

**Peak Activity:** Fluctuates based on projects

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**Leadership Development Committee**

**Description:** The Leadership Development Subcommittee identifies and promotes development of evolving leaders in HOPA. This subcommittee also directs HOPA’s mentorship program.

**Committee Member Skill Set:** Previous training in leadership development. Knowledge of current and emerging professional trends and issues.

**Composition:**
- This subcommittee consists of a chair and vice chair who must have served in a leadership role within HOPA, other organization, or own institution.
- Others include:
  - Up to 8 members
  - Chair and Vice Chair
  - Members (up to 6)
  - Board Liaison and Staff Liaison

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:** Fluctuates based on projects
Membership Committee

Description: The Membership Committee identifies resource needs for the membership, coordinates member spotlights, organizes Oncology Interest Groups, and oversees the travel grant program for HOPA meetings.

Committee Member Skill Set:
- All members should have:
  - Knowledge of the field of hematology/oncology pharmacy.
  - General knowledge of HOPA and its membership benefits and programs.

Composition:
- This committee consists of a Chair, Vice Chair and additional members as determined by the Board.
- Up to 12 Members + 1 Board Liaison
- One year, renewable terms

Estimated Hours Per Week: 1-2 hours per week

Peak Activity: Fluctuates based on projects

Oral Chemotherapy Collaborative

Description: The Oral Chemotherapy Collaborative will lead Oral Chemotherapy related HOPA efforts. Focus includes shared research opportunities, patient and clinician education, advocacy, and strategic partnerships and leadership opportunities within the oral chemotherapy space.

Committee Member Skill Set:
- Qualifications of members will include diverse expertise with a focus on the following preferred characteristics:
  - Oral chemotherapy therapy experience
  - Experience in conducting research with a track record of publications
  - Understanding of managing oral chemotherapy in terms of medication access, patient education, patient/clinic monitoring and outcomes
  - Understanding of dispensing and reimbursement complexities related to oral chemotherapy
  - 3+ years of practice experience, except for designated

Composition:
- Up to 14 voting members including the Chair and Vice-chair.
- Additionally, the committee will include up to 2 trainee members (resident and student) which are non-voting positions and a patient member (which will be a voting position).
- One-year, renewable terms

Estimated Hours Per Week: 1-4 hours per week

Peak Activity: Fluctuates based on projects
Patient Education Committee

**Description:** The Patient Education Committee develops and maintains tools and resources related to patient education.

**Committee Member Skill Set:** General knowledge and experience putting together patient education materials.

**Composition:**
- Up to 12
- One-year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:** Fluctuates based on projects

Patient Outreach Committee

**Description:** The Patient Outreach Committee leads HOPA efforts related to patient advocacy engagement and the relationship with oncology pharmacy advocacy efforts. The Committee also oversees the HOPA Patient Advisory Panel.

**Committee Member Skill Set:** General knowledge about patient advocacy and/or experience working with patient advocacy groups.

**Composition:**
- Up to 12
- One-year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: Prior to Annual Conference and Hill Day
- Valleys: Fluctuates based on projects

Practice Management Committee

**Description:** The Practice Management Committee helps to coordinate educational programming related to Practice Management.

**Committee Member Skill Set:**
- Qualifications for committee members include:
  - 2+ years pharmacy practice management experience in a hospital system or community-based setting are required (oncology pharmacy practice management experience preferred).
  - Experience in identification/analysis of practice gaps and/or the development of educational programming.
  - Willingness to commit to a 1-year term, with the potential of extending the term an additional year.
- We are seeking committee members who have interest in specialty pharmacy or investigational drug services (IDS).
Composition:
- Chair, Vice Chair + 8 members + 1 Board Liaison
- One year, renewable terms

Estimated Hours Per Week: 2 hours per week

Peak Activity:
- Peaks:
  - October through November (weekly calls to select speakers)
  - March (reviewing session descriptions and learning objectives)
  - June (reviewing 1st draft of presentation slides)
  - September (Moderating at Practice Management – attendance not required as part of committee membership)

Practice Outcomes & Professional Benchmarking (POPBC) Committee

Description: The Practice Outcomes & Professional Benchmarking Committee (POPBC) identifies and develops professional benchmarks for workforce metrics, quality improvement, and professional practices that demonstrate the value of hematology/oncology pharmacy professionals.

Committee Member Skill Set:
- Qualifications of committee members include:
  - Practice management experience, particularly experience justifying new hematology/oncology pharmacy professional’s positions and establishing new programs.
  - Must have experience with hematology/oncology pharmacy research.
  - Knowledge of sound research practices.
  - Knowledge of current trends and needs of hematology/oncology pharmacy research.
  - At least one member should have health-services or health outcomes research experience.

Composition:
- Up to 10 voting members including the Chair and Vice-Chair.
- Additionally, the committee will include one committee mentor, and up to two students/trainees - these positions are non-voting position.
- One-year, renewable terms

Estimated Hours Per Week: 1.5-2 hours per week

Peak Activity: Fluctuates based on projects

Public Policy Committee

Description: The Public Policy Committee leads HOPA related advocacy efforts for Hill Day, identifies and promotes advocacy opportunities for member involvement, and provides resources and support to HOPA members for effective advocacy engagement.

Committee Member Skill Set:
- Qualifications for committee members include:
  - General knowledge and interest in legislative process.
- Expertise and knowledge related to priorities on the HOPA Health Policy Agenda.
- Ability to speak about HOPA and the profession knowledgeably.
- Ability to comment on the main issues in the Health Policy Agenda or refer staff to members who have that knowledge.
- Ability to meet quick deadlines for review.

- Additional members with expertise will be engaged through focused work groups. Work groups will support initiatives listed in the Health Policy Agenda.

**Composition:**
- Up to 9 Members + Standing Members (President, President Elect, Past President)
- District Policy Group
- One-year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: Busiest leading up to Annual Congress and when Congress is in session (see valleys)
- Valleys: Less busy when Congress is on recess: April, August, Late September/early October, December

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**Publications Committee**

**Description:** The Publications Committee generates and solicits content for the HOPA newsletter and serves as the Editorial Board for the newsletter.

**Committee Member Skill Set:**
- All members should have:
  - Knowledge of the field of hematology/oncology pharmacy.
  - Up-to-date on developments within the field.
  - Writing and publications experience.
  - Experience and comfort with soliciting content for newsletter.

**Composition:**
- Chair, Vice Chair and additional members, up to 12, + 1 Board Liaison. One Editor, two Associate Editors
- The Editor and Associate Editor serve two-year terms each
- Other members serve one-year, renewable terms

**Estimated Hours Per Week:** 0.5 hours per week

**Peak Activity:** Peaks: Quarterly (February, May, September, December)

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**Quality Oversight Committee**

**Description:** The Quality Oversight Committee identifies, provides guidance, and promotes quality-based oncology and pharmacy opportunities within HOPA. The committee’s work spans all 4 pillars of the organization (advocacy, education, professional practice, and research).

**Committee Member Skill Set:**
- Qualifications of committee members include:
  - To ensure expertise, committee members are chosen from diverse practice areas
  - Quality and value-based experience
- Knowledge of sound research practices
- Knowledge of current trends in healthcare quality and value in oncology and/or pharmacy
- 3+ years of practice experience, except for designated resident and student members

**Composition:**
- Up to 14 voting members including the chair and vice-chair.
- Additionally, the committee will include up to two trainee members (resident and student) which are non-voting positions.
- One-year, renewable terms

**Estimated Hours Per Week:** 1-2 hours per week

**Peak Activity:**
- Peaks: Busiest leading up to the Annual Conference
- Valleys: Less busy during the summer