

CALL FOR NOMINATIONS



Improving people's health through pharmacists' patient care services

APhA Foundation Board of Directors

2015 Nominee Information

GENERAL INFORMATION

Call for Nominations

The APhA Foundation Committee on Nominations is seeking individuals to serve as members on the Board of Directors. The term of office for members of the APhA Foundation Board of Directors runs from the Foundation Contributors' Breakfast at the APhA Annual Meeting to the close of the Foundation Contributors' Breakfast at the APhA Annual Meeting at the end of the director's term. The term for this call is March 7, 2016, in Baltimore, MD, through the conclusion of the Foundation Contributors' Breakfast during the 2019 APhA Annual Meeting.

This booklet outlines the eligibility criteria/ qualifications, desired characteristics for nominees, responsibilities and duties, time commitments for the position, submission requirements, and deadline dates.

Deadline Date

The APhA Foundation Committee on Nominations must receive the following documents NO LATER THAN Friday, August 21, 2015.

1. Electronic nomination form
2. Your current résumé or *curriculum vitae*
3. Current photo (headshot)

All application components are to be submitted via the electronic form, which can be found at <https://fs16.formsite.com/aphafoun/BODCallforNom2015/index.html>.

Only electronic submissions will be accepted.

Questions

Contact the APhA Foundation office at (202) 429-7565.

SPECIFIC INFORMATION

Desired Characteristics for Board Members

The APhA Foundation's mission is to improve people's health through pharmacists' patient care services. The APhA Foundation seeks potential candidates with a diverse range of professional and volunteer expertise. Candidate attributes can include, but are not limited to, previous service on a nonprofit board, fundraising and development experience, and community service.

Board of Directors' Service Commitment

The following is a guideline to the time commitment required to serve on the APhA Foundation Board of Directors. Actual time and travel commitments will vary based on the scope of work for a given year.

Terms of Office—Board members are elected to a three-year term and may be re-elected to serve a second consecutive three-year term. Board members are elected via mail ballot of Foundation contributors.

Officers of the Foundation (president, vice president, and treasurer) are elected by the Board of Directors and serve one-year terms. Officers may stand for re-election.

Meetings of the Board—The APhA Foundation Board of Directors meets 4 to 6 times each year; listed below is a typical meeting schedule for a given year:

| | | |
|------------------|--------|---------------------|
| January | 2 days | Washington, DC |
| March | 1 day | APhA Annual Meeting |
| June | 2 days | Washington, DC |
| September | 2 days | Washington, DC |
| November | 1 day | Conference call |
| December | 1 day | Conference call |

These time estimates for face-to-face Board meetings do not include travel time, which can vary based on the Board member's location and the location of the meeting.

Board members can expect to spend four or more hours reviewing background materials for Board meetings. Board packets are mailed to members in advance of each meeting.

Other Board Work—In between Board meetings, directors are sent regular e-mail updates and other background information on Foundation work. Board members are also asked to respond to emerging issues via e-mail and occasional phone calls. Board members can expect to contribute about four hours per month on these activities. Board members may occasionally be asked to represent the APhA Foundation at various meetings and functions. These activities may average two days per year, per Board member. All Board members are required to serve on at least one board committee, which oversees designated goals of the Foundation's strategic plan. Depending on the committee, there may be one to four conference calls per year. Because work is conducted between Board meetings, access to e-mail at home or work is essential.

Expenses—Board members receive no compensation for their service, but are reimbursed for travel and lodging expenses associated with Foundation business. However, expenses associated with the APhA Annual Meeting will not be reimbursed.

APhA FOUNDATION AND BOARD MEMBER RESPONSIBILITIES

Foundation Board members are expected to do the following:

1. Interpret the organization's work and value to the community, represent the organization, and act as a spokesperson.
2. Attend all Board meetings, committee meetings, and most special events.

3. Make a financial contribution at a level that is personally meaningful.
4. Actively participate in one or more fundraising activities.
5. Act in the best interest of the organization and excuse themselves from discussions and votes where there is a conflict of interest.
6. Stay informed about what is going on in the organization, ask questions, and request information. Participate in and take responsibility for making decisions on issues, policies, and other Board matters.
7. Work in good faith with staff and other Board members as partners toward achievement of Foundation goals.

In turn, the APhA Foundation will be responsible to Board members in the following ways:

1. Directors will be sent quarterly financial reports and an update of organizational activities that allow the director to meet the "prudent person" section of the law.
2. Opportunities will be offered to directors to discuss with the executive director and the president the organization's programs, goals, activities, and status; they can also request such opportunities.
3. The organization will help directors perform their duties by keeping them informed about issues in the industry and field in which the Foundation is working, and by offering opportunities for professional development as a Board member.
4. Staff will respond in a straightforward fashion to questions that are necessary to carry out directors' fiscal, legal, and moral responsibilities to the organization. Board members and staff will work in good faith toward achievement of Foundation goals.

ONCE YOU ARE SELECTED AS A CANDIDATE

Notification of Selection

Nominees will be informed of the APhA Foundation Committee on Nomination's decision by September 25, 2015.

Additional Information Request

Once slated as a candidate, you will be sent information that pertains to meetings or sessions that you will be required to attend and any related experiences. You will also be given the opportunity to make minor revisions to the answers that you submitted to the questions in the Nomination Application Form and to your biographical sketch prior to their use in the APhA Foundation Election Ballot.

THANK YOU

On behalf of the American Pharmacists Association Foundation,
thank you for your interest in serving your Foundation
at this high level.

The APhA Foundation Committee on Nominations

