



New Zealand Hospital Pharmacists' Association Incorporated
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

Board Position Descriptions

The role of the New Zealand Hospital Pharmacists' Association (NZHPA) Board (the Executive Committee, or the Executive) is to provide leadership, governance and guidance to better meet the day to day practice needs of members.

The following positions (roles and responsibilities) are available on the NZHPA Board Committee:

1. Chairman/President
2. Deputy Chairman/Vice-President
3. Immediate Past President
4. Secretary
5. Treasurer
6. Special Interest Group (SIG) Officer
7. Communications Officer

Principles

- Office holders are deemed to act as official representatives of NZHPA and are responsible for the direction of the business and professional affairs of NZHPA. Since major decisions about NZHPA are made by the office holders, it is important that individuals with the appropriate level of experience and expertise are available for service to NZHPA.
- It is expected that these individuals will have other concurrent professional and business interests while representing NZHPA. Some of these other interests may involve potential conflicts of interest. To address conflicts of interest, and to protect the office holder and their decisions on behalf of NZHPA, individuals serving NZHPA in this capacity are asked to disclose and discuss with NZHPA these other material activities.
- Upon being elected to the Board and annually thereafter, the Disclosure of Interests Register must be completed. The Board must disclose any outside activity or interest of a personal, financial, business, or other nature which might create a bias or conflict of interest with NZHPA, whether or not the individual believes that a conflict or bias will develop.
- Newly appointed officers assume their official responsibilities at the first formal Board meeting following the Association's AGM. Existing office bearers retain their office until this first formal Board meeting.
- Indicative travel and time commitment involves four face to face Board meetings a year on a workday (need to negotiate time off i.e. annual leave or Manager approved), attendance at NZHPA AGM and Conference (typically 3 days), and attendance at least one SIG meeting (1-2 day). Expenses for attendance at these meetings are met by NZHPA.

Reimbursements

- NZHPA will reimburse Board travel e.g. airfare, taxi and accommodation associated with attendance at the Board committee meetings. The Board can make their own arrangement and claim disbursements retrospectively, or the NZHPA Administrator can arrange and pay prospectively.
- Registration, travel and accommodation expenses will be met (either prospectively or retrospectively) by NZHPA for attendance at the annual NZHPA AGM and conference.

All Board Members (General)

As a member of the Board (Executive Committee), a Director acts in a position of trust and is responsible for the effective governance of the Association. The Chair/President is accountable to the Board and the Association's membership.

Responsibilities

- To act within the powers of the Association, ensuring that s/he complies with all her/his obligations as a Director as required by law, the Association's Rules and decisions of the members as approved in a general meeting.
- To act with honesty and in good faith and to promote the success of the Association for the benefit of its members as a whole, whilst having regard to the following, non exhaustive list of matters:
 - The likely consequences of any decision in the long-term.
 - The interests of the Association's membership.
 - The need to foster the Association's relationship with key sector partners.
- Commitment to the work of the Association.
- To use such personal and professional skills together with such contacts, experience and judgement as s/he may possess with integrity and independence, to optimise both the short-term and the long-term financial performance of the Association.
- Be aware of and abstain from any conflict of interest where possible, otherwise to declare all conflicts or potential conflicts, before each Board meeting.
- Attend all Board meetings called during the year unless prevented by exceptional circumstances.
- Makes a serious commitment to participate actively in the work of the Board.
- Be informed of the structure, aims, objectives, strategic direction, methods of working and services provided by the Association and publicly support them.
- Stays informed about Association matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Prepare for and participate in the of Board meetings including any votes or ballots.
- To play a full part in discussions and the deliberations enabling the Board to arrive at balanced and objective decisions.
- Is an active participant in the committee's annual evaluation and planning efforts.
- To foster a positive working relationship with other Board members and Administrative staff.
- Attend the Annual General Meeting and such other special general meetings as may be necessary.
- Act as a member of such committees of the Board as the Board shall decide, attending all meetings unless prevented by exceptional circumstances.
- Putting forward to the Chair/President items to be considered for inclusion on the agenda for meetings of the Board or committees.

Chairman (President)

Qualifications/Skills

- Holds a passion for the aims and objectives of the Association and hospital pharmacy.

Term

- The Chairman/President serves for a one-year term being eligible for re-election at an Annual General Meeting. There shall be no constraint on the President being elected following two consecutive terms as a Board member (NZHPA Constitution and Rules).

Requirements

- Commitment to the work of the Association.
- A time commitment of approximately 32 hours per month (includes Board meeting preparation, committee and meeting time).
- Attendance at all Board meetings.
- Attendance at Annual General Meeting.
- Be aware of and manage any conflict of interest within Board members.

Responsibilities

- Is a member of the Board (Executive).
- Provide leadership, guidance and direction to the Board and the Association.
- Act as the primary spokesperson and representative for the Association.
- Is responsible for ensuring that the Board members and administrative staff are aware of and fulfil their governance responsibilities, comply with applicable laws and bylaws, conduct the Association's business effectively and efficiently and are accountable for their performance.
- Ensure high standards of financial probity by the Association.
- Monitor financial planning and financial reports.
- A signing authority on behalf of the Board for financial and legal purposes, including, but not limited to, the signing or countersign of cheques, correspondence, applications, reports, contracts or other documents on behalf of Association.
- Authorises payment of the Treasurer's personal expenses.
- Has delegated authority to act on behalf of any other Board member in their absence.
- Presides over and chairs Board meetings, teleconferences and Annual General and Special Meetings in accordance with accepted rules of order for the purposes of:
 - Encouraging all members to participate in discussion.
 - Arriving at decisions in an orderly, timely and democratic manner.
- Calls special meetings if necessary.
- Arranges for the Deputy Chair/Vice President to chair meetings in the absence of the Chairman.
- Liaise with other Board members and Administration over the preparation of the agenda for Board and Annual General Meetings.
- Ensure the Board and relevant administration staff receive agendas and minutes in a timely manner.
- Liaises with Administration, ensures that all matters discussed and agreed at such meetings are properly minuted and recorded.
- Approves the Minutes before they are distributed to members.
- Ensure timely distribution of meeting minutes.

- Responds to, develops or approves all the Association's correspondence and consultation feedback, including Notes on Injectable Drugs (NoIDs).
- Outside of formal meetings, the Chairman has autonomy as to when to consult with the Board and when Chairman's action alone is appropriate.
- Maintain positive and productive relationships with, and to enhance relationships with relevant groups and agencies including but not limited to PSNZ (Pharmaceutical Society of New Zealand), MPA (Māori Pharmacists' Association), CAPA (Clinical Advisory Pharmacists' Association), PITO (Pharmacy Industry Training Organisation), College of Pharmacists, PCNZ (Pharmacy Council of New Zealand), PRISM (Pharmacy Reference group for the Implementation of the Strategy for Māori health) Medicines Control, MoH (Ministry of Health), NHB (National Health Board), HQSC (Health Quality & Safety Commission), the Pharmacy Guild of New Zealand (The Guild).
- In conjunction with the Board, establish the Association's strategy including overall long and short term goals, objectives and priorities for the Association, and ensure that the strategy is carried out.
- Evaluate the performance of the Association against its vision and strategic aims and conduct an annual review of the outcome of the activities of the Board and its Committees in order to present a report thereon to the Board and members (through the Annual Report).
- Address the Annual General Meeting.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Monitors the performance of the Board and Officers (e.g. administrative staff) and periodically consults with board members on their roles and helps them assess their performance.
- Ensures that members have the information needed to do their jobs.
- Assigns work to the Board members.
- Ensures that structures and procedures are in place for effective election of Board members and the position of President.
- Assists with new board member orientation.
- Adhere to general duties outlined in the board member job description.

Board committees, working groups and Special Interest Groups (SIGs)

- The President serves as an ex-officio member of committees, working groups and Special Interest Groups (SIGs). The President may:
 - Serve as a voting member.
 - Negotiate reporting schedules.
 - Identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board.

Delegation

- The President may establish or propose the establishment of committees or working groups of the Board, and may assign tasks and delegate responsibilities to board committees and/or Board members
- The President may delegate specific duties to Board members, administrative staff, committees, working groups or special interest group (SIGs), or named members as appropriate; however, the accountability for them remains with the President

Review

- Annual review the Chairman's/President's job description. Recommended changes are presented to the Board for ratification.

Immediate Past-President

Term

- The Immediate Past President who shall on retirement from the office of President remains a member of the Board ex officio until the next Annual General Meeting and shall then retire. After a break of two years, s/he shall be eligible for re-election to the Board/Executive (NZHPA Constitution and Rules).

Requirements

- Is a member of the Board.
- Provide support to new President for at least the first three months of the President's term of office.
- Works closely with the Chairman/President, other Board members and administrative staff to discharge the duties of the Board.
- A time commitment of approximately 8 hours per month (includes Board meeting preparation, committee and meeting time).
- Adhere to general duties outlined in the board member job description.

Review

- Annual review the Chairman's/President's job description. Recommended changes are presented to the Board for ratification.

Deputy Chair/Vice-President

Qualifications/Skills

- Holds a passion for the aims and objectives of the Association and hospital pharmacy.
- Is prepared to put themselves forward for election by the Association's membership as Chairman/President when the incumbent Chairman/President stands down.

Term

- Is elected by the Board members from among the general Board members.
- Serves for a one-year term, and is eligible for reappointment (NZHPA Constitution and Rules).

Requirements

- Is a member of the Board.
- This position is typically successor to the Chair/President position (subject to election by the Association's membership).
- Fulfils the Chairman's/President's position in the absence of the Chairman/President (see Chairman's/President's job description)
- Works closely with the Chairman/President, other Board members and administrative staff to discharge the duties of the Board.
- A time commitment of approximately 8 hours per month (includes Board meeting preparation, committee and meeting time).
- Adhere to general duties outlined in the board member job description.

Review

- Annual review the Vice-President's job description. Recommended changes are presented to the Board for ratification.

Secretary

Qualifications/Skills

- Ideally, completed at least a one year term of Board membership.
- Good communication and written skills.
- Holds a passion for the aims and objectives of the Association and hospital pharmacy.

Term

- Is elected by the Board members from among the general Board members.
- Serves for a one-year term, and is eligible for reappointment.

Requirements

- Is a member of the Board.
- Prepare and maintain minutes and records for all board meetings and ensure effective management of the Association's records.
- Ensure draft minutes are distributed to members after approval by the meeting chairman within 14 days of each meeting.
- Respond in a timely manner to any requests related to committee work.
- Ensures that the Associations' Annual Report is lodged with the Companies Office within the required timeframe.
- Works closely with the other Board members and administrative staff to discharge the duties of the Board.
- A time commitment of approximately 16 hours per month (includes Board meeting preparation, committee and meeting time).
- Adhere to general duties outlined in the board member job description.

Review

- Annual review the Secretary's job description. Recommended changes are presented to the Board for ratification.

Treasurer

Qualifications/Skills

- Ideally, completed one year of Board membership term.
- Has the ability to read/understand/interpret financial statements.
- Holds a passion for the aims and objectives of the Association and hospital pharmacy.

Term

- Is elected by the Board members from among the general Board members.
- Serves for a one-year term, and is eligible for reappointment.

Requirements

- Is a member of the Board.
- Administrates the Association's financial matters, including contracts.
- In liaison with the Management Accountant
 - Prepare the Association's annual budget.
 - Prepare monthly management account reports.
 - Prepare the year end Financial Report.
 - Ensure that the Association's financial accounts are audited before presentation to the membership through the Annual Report.
- A signing authority on behalf of the Board for financial matters.
- Authorises payment of the Chairman's/President's personal expenses.
- Ensure the development and review of Board financial policies and procedures.
- Works closely with the other Board members and administrative staff to discharge the duties of the Board.
- To be available to members to comment on and explain the Association's finances, and to present the Financial Report at the AGM.
- A time commitment of approximately 8 hours per month (includes Board meeting preparation, committee and meeting time).
- Adhere to general duties outlined in the board member job description.

Review

- Annual review the Treasurer's job description. Recommended changes are presented to the Board for ratification.

Special Interest Group (SIG) Officer

Qualifications/Skills

- Holds a passion for the aims and objectives of the Association and hospital pharmacy.

Term

- Is elected by the Board members from among the general Board members.
- Serves for a one-year term, and is eligible for reappointment.

Requirements

- Is a member of the Board.
- Is the first point of contact for the SIG convenors.
- Manages the communication flow between the Board and the SIGs.
- Coordinates the review of the SIG handbook on a two yearly basis.
- Works closely with the other Board members and administrative staff to discharge the duties of the Board.
- A time commitment of approximately 16 hours per month (includes Board meeting preparation, committee and meeting time).
- Adhere to general duties outlined in the board member job description.

Review

- Annual review the Special Interest Group (SIG) Officer's job description. Recommended changes are presented to the Board for ratification.

Communications Officer

Qualifications/Skills

- Holds a passion for the aims and objectives of the Association and hospital pharmacy

Term

- Is elected by the Board members from among the general Board members.
- Serves for a one-year term, and is eligible for reappointment.

Requirements

- Is a member of the Board.
- Prepares the NZHPA newsletter quarterly.
- Manages the website and the Webmaster.
- Works closely with the other Board members and administrative staff to discharge the duties of the Board.
- A time commitment of approximately 8 hours per month (includes Board meeting preparation, committee and meeting time).
- Adhere to general duties outlined in the board member job description.

Review

- Annual review the Communication Officer's job description. Recommended changes are presented to the Board for ratification.