



## New Zealand Hospital Pharmacy Association Incorporated

Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

### Executive Position Descriptions

The role of the New Zealand Hospital Pharmacy Association (NZHPA) Executive (the Executive Committee, or the Executive) is to provide leadership, governance and guidance to better meet the day to day practice needs of members in line with strategy documents.

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

1. President
2. Vice-President
3. Immediate Past President
4. Secretary
5. Treasurer
6. Training and Development Officer
7. Communications Officer
8. Notes on Injectable Drugs (NolDs) Liaison Officer

Note: Multiple positions may be filled by an individual (e.g. Secretary and Vice president), however the roles of President and Treasurer are mutually exclusive.

### 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 Executive and at least annually thereafter and or as circumstances dictate, the Disclosure of Interests Register must be completed. The Executive members 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 Executive meeting following the Association's AGM. Existing office bearers retain their office until this first formal Executive meeting.
- Indicative travel and time commitment involves four face to face Executive 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). Special meetings may occasionally also be called when circumstances dictate. Expenses for attendance at all of these meetings are met by NZHPA.

### Reimbursements

- NZHPA will reimburse Executive travel e.g. airfare, taxi and accommodation associated with attendance at the Executive committee meetings. The Executive can make their own arrangement and claim disbursements retrospectively. The NZHPA Administrator can arrange flights and pay for these prospectively.

Registration, travel, parking and accommodation expenses will be met (either prospectively or retrospectively) by NZHPA for representation of NZHPA at Special Interest Group (SIG) meetings and for attendance at the annual NZHPA AGM and conference.

## All Executive Members (General)

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

### Responsibilities

- To make a serious commitment to participate actively in the work of the Executive.
- To act within the powers of the Association, ensuring that s/he complies with all her/his obligations as an Executive member as required by law (including the Inc Societies Act 2022, the Association's Constitution and decisions of the members as approved in a general meeting).
- To exercise reasonable care and diligence, and 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:
  - Observance of the principles of Te Tiriti O Waitangi
  - Overarching focus on patient outcomes
  - 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.
  - Not incur an obligation the officer doesn't reasonably believe the society can perform.
  - Exercise powers for proper purposes only
  - Not create a substantial risk of serious loss to creditors
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- 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 and other 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 Executive meeting.
- Attend all Executive meetings called during the year unless prevented by exceptional circumstances.
- 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.
- Is an active participant in the committee's annual evaluation and strategy planning efforts.
- Attend the Annual General Meeting and such other special general meetings as may be necessary.
- Act as a member of such committees/project teams of the Executive as the Executive shall decide, attending all meetings unless prevented by exceptional circumstances.
- Putting forward to President and secretary, items to be considered for inclusion on the agenda for meetings of the Executive or committees.

## President

### Qualifications/Skills

- Practicing Pharmacist with an APC
- Current Member of NZHPA
- Upholds the aims and objectives of the Association and hospital pharmacy in line with the principles of the Tiriti o Waitangi and patient centred care.

### Term

- The President serves for a one-year term, with the year starting immediately following the AGM. As per the NZHPA Constitution and Rules the president may serve up to 3 consecutive 1-year terms.

### Requirements

- Is a member of the Executive, ideally having served for at least 3 years in other roles within the Executive.
- Is committed to the work of the Association including a time commitment of approximately 40 hours per month (includes Executive meeting preparation, committee and meeting time).
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.
- Attendance at meetings of Associated Organisations and relevant Ministry of Health events.

### External relationships:

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), , PCNZ (Pharmacy Council of New Zealand), Medicines Control, Ministry of Health – Manatū Hauora, HQSC (Health Quality & Safety Commission), the Pharmacy Guild of New Zealand (The Guild),SHPA.

### Responsibilities

#### Leadership and authority to act:

- Provide leadership, guidance and direction to the Executive and the Association.
- Act as the primary spokesperson and representative for the Association.
- Outside of formal meetings, the President has autonomy as to when to consult with the Executive and when the President's action alone is appropriate.
- Has delegated authority to act on behalf of any other Executive member in their absence.
- 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 Executive
- Addresses the Annual General Meeting.

**Commented [AH(1):** Do we want to keep this with the president or move it to the E&T role?

**Commented [CG2R1]:** This is the bit I recall responding to, given our current challenges I suggest we leave it here for the present

### Governance:

- Be aware of and manage any conflict of interest within Executive members.
- Lead the review and update of the Strategic Priorities of the Association as needed, in conjunction with members of the Executive (plan usually covers 5 years, but may need review earlier)
- Prepare the annual President's report for the AGM. This incorporates a summary of the activities of Executive, with evaluation against the vision and strategic aims of the Associations.

### Management

- Assists with new Executive member orientation, in conjunction with other members of the Executive and Officers
- Is responsible for ensuring that the Executive 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.
- Ensures that structures and procedures are in place for effective election of Executive members and the position of President.
- Ensure, in conjunction with the Treasurer, high standards of financial probity by the Association including monitoring financial planning and financial reports.

### Signatory responsibilities

- Signatory on behalf of the Executive 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.

### Delegation of authority

- Arranges for the Vice President to chair meetings in the absence of the President.
- The President may establish committees or working groups of the Executive, and may assign tasks in keeping with the purpose of the group
- The President may delegate specific duties to Executive 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
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### Operational:

- Presides over and chairs Executive 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.
- Works with other members of the executive to manage correspondence appropriately.

### Relational:

- Maintain positive and productive relationships with, and to enhance relationships with relevant groups and agencies
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Supports processes to review working relationships with secretariat support and make improvements where needed

### **Review**

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

## **Immediate Past-President**

### **Term**

- 1 year immediately following retirement from the office of President  
If not eligible to remain on the executive (i.e.: the 3 year term of office has concluded), the Immediate Past President shall remain a member of the Executive ex officio until the next Annual General Meeting and shall then retire from the role.

### **Requirements**

- Is a member or ex-officio member of the Executive (see above)
- A time commitment of approximately 12 hours per month (includes Executive meeting preparation, committee and meeting time)
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.

### **Responsibilities**

- Provide specific support to new President for at least the first three months of the President's term of office, including appropriate introductions to key external relationships and relevant handover regarding work with external agencies.
- Works closely with the President, other Executive members and Administrative staff to discharge the duties of the Executive.
- Adhere to general duties outlined in the Executive member job description.

### **Review**

- Annual review of the Past President's job description. Recommended changes are presented to the Executive for ratification.

## **Vice-President**

### **Qualifications/Skills**

- Current Member of NZHPA
- Holds a passion for the aims and objectives of the Association and hospital pharmacy in line with the principles of the Tiriti O Waitangi and patient centred care.
- Is prepared to put themselves forward for election by the Association's membership as Chairman/President when the incumbent President stands down.

### **Term**

- Is elected by the Executive members from among the general Executive members.
- Serves for a one-year term, and is eligible for reappointment (NZHPA Constitution and Rules).
- This position is typically successor to the President position (subject to election by the Association's membership), notwithstanding that the President must be a practising pharmacist with an APC.

### **Requirements**

- Is a member of the Executive
- Is committed to the work of the Association.
- A time commitment of approximately 8 hours per month (includes Executive meeting preparation, committee and meeting time).
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.
- Attendance at meetings of Associated Organisations if delegated by the President to do so.

### **Responsibilities**

- Fulfils the President's position in the absence of the President (see President's job description)
- Works closely with the President, other Executive members and administrative staff to discharge the duties of the Executive.
- Acts as a delegated representative of the President at meetings as required.
- Adhere to general duties outlined in the Executive member job description.
- Note: this role on the Executive Committee can be held jointly with other positions.

### **Review**

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

## **Secretary**

### **Qualifications/Skills**

- Current Member of NZHPA
- Holds a passion for the aims and objectives of the Association and hospital pharmacy in line with the principles of the Tiriti O Waitangi and patient centred care.
- Good communication and written skills.

### **Term**

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

### **Requirements**

- Is a member of the Executive
- Is committed to the work of the Association.
- A time commitment of approximately 16 hours per month (includes Executive meeting preparation, committee and meeting time).
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.
- Attendance at meetings of Associated Organisations if delegated by the President to do so.

### **Responsibilities**

- In collaboration with the Administrator prepare and maintain minutes and records for all Executive meetings and ensure effective management of the Association's records.
- In collaboration with the Administrator 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/ correspondence /award applications.
- In collaboration with the Administrator ensure that the Associations' Annual Report is lodged with the Companies Office within the required timeframe.
- Works closely with the other Executive members and administrative staff to discharge the duties of the Executive.
- Adhere to general duties outlined in the Executive member job description.
- Ensure the Executive 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.

### **Review**

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

## **Treasurer**

### **Qualifications/Skills**

- Current Member of NZHPA
- Holds a passion for the aims and objectives of the Association and hospital pharmacy in line with the principles of the Tiriti O Waitangi and patient centred care.
- Has the ability to read/understand/interpret financial statements.
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### **Term**

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

### **Requirements**

- Is a member of the Executive
- Is committed to the work of the Association including a time commitment of approximately 8 hours per month (includes Executive meeting preparation, committee and meeting time).
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.
- Attendance at meetings of Associated Organisations if delegated by the President to do so.

### **Responsibilities**

- Oversees the Association's financial matters, including contracts.
- In liaison with the Management Accountant
  - Review, approve and present to the Exec the Association's annual budget.
  - Review, approve and present to the Exec monthly management account reports.
  - Review, approve and present to the Exec 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 Executive for financial matters.
- Authorises payment of the Executive members expenses incurred performing work for NZHPA (apart from those expense incurred by the Treasurer which will be signed off by either the President or their delegate).
- Ensure the development and review of Executive financial policies and procedures.
- Works closely with the other Executive members and administrative staff to discharge the duties of the Executive.
- To be available to members to comment on and explain the Association's finances, and to present the Financial Report at the AGM.
- Adhere to general duties outlined in the Executive member job description.

### **Review**

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

## **Training and Development Officer**

### **Qualifications/Skills**

- Current Member of NZHPA
- Holds a passion for the aims and objectives of the Association and hospital pharmacy in line with the principles of the Tiriti O Waitangi and patient centred care.
- Interest in supporting career development e.g. training and education experience, or previous experience with SIGs

### **Term**

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

### **Requirements**

- Is a member of the Executive
- Is committed to the work of the Association including a time commitment of 16 hours per month (includes Executive meeting preparation, committee and meeting time)
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.
- Attendance at meetings of Associated Organisations if delegated by the president to do so.

### **Responsibilities**

- Is the first point of contact for the SIG convenors and SIN co-ordinators
- Provides an update of SIG activities at each Face to Face exec meeting
- In collaboration with the Administrator manages the communication flow between the Executive and the SIGs and SINs
- Coordinates the review of the SIG handbook on a two yearly basis.
- Provides advice and support to SIG Education event organisers, working with them to agree timing of events and facilitating budget sign off from the Exec.
- Liaises with local NZHPA Annual Conference organising committee and external Conference partners to ensure the event is delivered in line with NZHPA vision and strategy, and in line with agreed budget.
- In collaboration with the Administrator oversees the implementation of new SINs
- Provides advice and support to SIN co-ordinators
- Works closely with the other Executive members and administrative staff to discharge the duties of the Executive.
- Adhere to general duties outlined in the Executive member job description.

### **Review**

- Annual review of the Training and Development (T&D) Officer's job description. Recommended changes are presented to the Executive for ratification.

## **Communications Officer**

### **Qualifications/Skills**

- Current Member of NZHPA
- Holds a passion for the aims and objectives of the Association and hospital pharmacy in line with the principles of the Tiriti O Waitangi and patient centred care.
- Able to manage publication software

### **Term**

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

### **Requirements**

- Is a member of the Executive
- Commitment to the work of the Association of approximately 8 hours per month (includes Executive meeting preparation, committee and meeting time).
- Attendance at all Executive meetings.
- Attendance at Annual General Meeting.
- Attendance at meetings of Associated Organisations if delegated by the president to do so.

### **Responsibilities**

- Prepares the NZHPA newsletter monthly.
- Oversee management of the website.
- Works closely with the other Executive members and administrative staff to discharge the duties of the Executive.
- Adhere to general duties outlined in the Executive member job description.

### **Review**

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

## **Notes on Injectable Drugs (NoIDs) Liaison Officer**

### **Qualifications/Skills**

- Current Member of NZHPA
- Holds a passion for the aims and objectives of the Association and hospital pharmacy in line with the principles of Te Tiriti O Waitangi and patient centred care.

### **Term**

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

### **Requirements**

- Is a member of the Executive
- Commitment to the work of the Association of approximately 10 -14 hours per month
- Attendance at Executive meetings (both face to face and virtual)
- Attendance at Annual General Meeting.
- Attendance at NoIDs steering group (SG) meetings (generally monthly)
- Attendance at meetings of Associated Organisations if delegated by the president to do so.

### **Responsibilities**

- Adhere to general duties outlined in the Executive member job description.
- Be the liaison and go to person between the NoIDs steering group (SG) and Executive.
- Provide Executive perspective to NoIDs SG discussions.
- Provide NoIDs SG perspective to Executive discussions
- Attend NoIDs SG meetings on a regular basis
- Adhere to the Terms of Reference for the NoIDs SG
- Be an active and contributing member of the NoIDs SG
- Create a monthly report to the Exec meetings that outlines main aspects of NoIDs over the preceding period and in addition at every face-to-face meeting collate feedback from the Chief Editor and Business Manager
- Be liaison between NoIDs SG and Executive in terms of budget/finances. Ensuring NoIDs SG receive financial reports and Executive approve yearly budgets
- Provide a report back to the SG about any decisions or feedback from the Executive.

### **Review**

- Biennial review of the NoIDs Liaison Officer's job description with the NoIDs SG group and Executive and then recommended changes are presented to the Executive for ratification.