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**MPA Board / Leadership Manual**

**Objective**

The mission of the Montana Pharmacy Association is to advance public health and maximize positive patient outcomes by providing innovation and leadership and advocating for the professional interests of pharmacists, resident and student pharmacists, pharmacy technicians, and ancillary pharmacy personnel.

**Bylaws**Enclosed are the current Association bylaws as amended in 2020.

**Position Duties**

**Board Meetings to be attended by all:**

* Winter Meeting: Friday afternoon, 3rd week of January (Fairmont)
* Summer Meeting: Thursday afternoon end of May or 1st weekend of June (Coeur d’Alene, ID)
* Fall Meeting: Planned days can vary, but typically occurs at 9:00 am, usually a Thursday in September (Missoula)

**CHAIR/PRESIDENT**

**Position Qualifications**

The MPA member must serve as a member of MPA Board of Directors for 2 years immediately preceding succession to Chair/President.

**Term**

One year: The introduction of this position is at the Summer Meeting and the term extends through the conclusion of the next Summer Meeting

**Responsibilities**

* Preside over all board meetings of the Association. There are typically three per year: one at the Winter Meeting, one at the Summer Meeting and one at the Fall meeting.
* Installation as Chair/President will occur during the Summer Meeting. Chair/President will also deliver an address during the Winter Meeting following his/her election.
* Appoint committees.
* Be a voting member of the Executive Board.

**Reimbursable Expenses**

* Lodging fees covered at each of three meetings during term as Chair/President. Association staff takes care of reservations.
* Mileage at the current federal rate to and from the conferences (board meetings)

**VICE CHAIR/VICE PRESIDENT**

**Position Qualifications**

The MPA member must have served as a member of MPA Board of Directors for 2 years immediately preceding succession to Vice Chair/Vice President.

**Term**

One year: The introduction of this position is at the Summer Meeting and the term extends through the conclusion of the next Summer Meeting

**Responsibilities**

* The Vice Chair/Vice President shall officiate in the absence of the Chair/President or at their request.
* Participate in all board meetings of the Association. There are typically three per year: one at the Winter Meeting, one at the Summer Meeting and one at the Fall Meeting. In the absence of the President, and at the President’s request, perform such duties as custom and parliamentary usage require.
* Be a voting member of the Executive Board.

**Reimbursable Expenses**

* Mileage at the current federal rate to and from the conferences (board meetings)
* Vice Chair who requires overnight lodging to attend a meeting may be reimbursed up to $200 per meeting including tax.

**DIRECTOR**

**Position Qualifications**

The MPA member must be an active member of the Association. There shall be no fewer than 3 practicing primarily in health-systems sites and no fewer than 3 practicing as community pharmacists.

**Term**

Four years: The introduction of this position is at the Summer Meeting and the term extends through the conclusion of the Summer Meeting

**Responsibilities**

* Participate in all board meetings of the Association. There are typically three per year: one at the Winter Meeting, one at the Summer Meeting and one at the Fall Meeting.
* Cooperate in the promotional work of the Association under the direction of the Executive Board, particularly in its relationship to constituent associations, other scientific societies and student chapters.
* Be a voting member of the Executive Board.

**Reimbursable Expenses**

* Mileage at the current federal rate to and from the conferences (board meetings)
* Directors who require overnight lodging to attend a meeting may be reimbursed up to $200 per meeting including tax.

**TECHNICIAN REPRESENTATIVE**

**Position Qualifications**

The MPA member must be an active member of the Association.

**Term:**

Two years:The introduction of this position is at the Summer Meeting and the term extends through the conclusion of the Summer Meeting

**Responsibilities**

* Participate in all board meetings of the Association. There are typically three per year: one at the Winter Meeting, one at the Summer Meeting and one at the Fall Meeting.
* Cooperate in the promotional work of the Association under the direction of the Executive Board, particularly in its relationship to constituent associations, other scientific societies and student chapters.
* Be a voting member of the Executive Board.

**Reimbursable Expenses**

* Mileage at the current federal rate to and from the conferences (board meetings)
* The pharmacy student representative members of the board are reimbursed at actual cost for one night in a standard room.

**DEAN OF THE UNIVERSITY OF MONTANA SCHOOL OF PHARMACY OR HIS OR HER FACULTY DESIGNEE**

**Position qualifications**

This individual shall be a non-elected non-voting member of the Board of Directors, either the Dean of the University of Montana School of Pharmacy or his or her faculty designee.

**Term:**

No term limit.

Responsibilities:

* Be a liaison between the pharmacy school and MPA members
* Participate in all board meetings of the Association. There are typically three per year: one at the Winter Meeting, one at the Summer Meeting and one at the Fall Meeting.
* Cooperate in the promotional work of the Association under the direction of the Executive Board, particularly in its relationship to constituent associations, other scientific societies and student chapters.

**STUDENT REPRESENTATIVE**

**Position Qualifications**

These individuals shall be elected by the pharmacy students of the University of Montana School of Pharmacy.  The student in the more senior class of the two student members will be the designated voting member for 1 year. They should be a member of MPA. There shall be 1 voting and 1 non-voting member of the Board of Directors who shall be a pharmacy student member

**Term:**

Two years: The introduction of this position is at the Summer Meeting and the term extends through the conclusion of the Summer Meeting

**Responsibilities:**

* Organize fellow students to encourage them to become members of MPA
* Help organize and work with MPA staff to facilitate the Student Meet and Greet with MPA in Missoula the evening before the September Board meeting
* Participate in all board meetings of the Association. There are typically three per year: one at the Winter Meeting, one at the Summer Meeting and one at the Fall Meeting.
* Help organize student volunteers for the Winter Meeting

**Reimbursable Expenses**

* Mileage at the current federal rate to and from the conferences (board meetings)
* The pharmacy student representative members of the board are reimbursed at actual cost for one night in a standard room.

**BOARD OF DIRECTORS COMMITTEES**

**PROGRAM & AWARDS COMMITTEE**

Duties: Establish annual Winter CE Program including meeting format, speakers, entertainment, promotion, and trade show organization. Organize other CE programs as needed. Facilitate the nomination and selection of MPA members for Annual Awards to be given out at Annual Business Meeting. Work with staff to promote awards, gather biographical information from the award nominees, notify family members, issue press releases announcing the winners. Assist the Chair in giving out the awards.

**LEGISLATIVE & POLICY COMMITTEE**

Duties: Track all national and state legislation that affects the practice of pharmacy. Establish legislative positions for association as needed, review state legislative bills, attend legislative hearings and when needed meet with national and state elected officials. Track national and state agency administrative rules propose and comment as needed to protect the interest of the pharmacy profession. Act as a liaison with the Montana Board of Pharmacy.

**MEMBERSHIP & BENEFITS COMMITTEE**

Duties: Promote MPA to pharmacists and pharmacy technicians to increase membership. Develop membership promotion programs, review and advise staff/board regarding state campaigns. Review new and existing member programs that may provide member benefits and potential non-dues revenue including insurance, credit cards, audit protection and other programs.

**PUBLICATIONS & PR COMMITTEE**

Duties: Promote MPA, its members and activities to members and the general public. Assist the staff in developing topics for the biannual newsletters and periodic MPA e-bulletins. Work with the staff to modify the MPA website and make content changes when needed.

**FINANCE COMMITTEE**

Duties: Committee meets in mid-August by phone conference with our financial advisor at DAD Co. and make recommendations to MPA board for consideration/approval at Fall Meeting.