

Updated: March 2024

AACP Board of Directors

Service on the American Association of Colleges of Pharmacy (AACP) Board of Directors is an honor and privilege that requires a significant commitment of time and attention. This document provides an overview of the duties and responsibilities of members of the AACP Board. Time commitments are estimates and additional time may be needed as duty requires.

Individuals considering Board service should consider these responsibilities and expectations and discuss with their institutions to ensure the willingness to support and accommodate service on the Board; this document may be shared with these leaders.

Expectations for All Board Members

- Subject to the limits set by the Bylaws, assumes leadership responsibilities for AACP, including but not limited to:
 - Adopts the annual budget and maintains fiduciary responsibility for the Association
 - Proposes membership dues for approval by the House of Delegates
 - Approves institutional membership requests for final action by the House of Delegates
- Fulfills the fiduciary responsibilities of:
 - Duty of Care
 - Duty of Confidentiality
 - Duty of Loyalty
 - Duty of Obedience
 - Duty of Prudence
 - Duty to Disclose
 - Reports Conflicts of Interest on an annual basis
- Leads by example and is a representative of the Association's membership
- Serves as liaison to various governance groups
- Serves as a leader to provide insight regarding issues facing the American Association of Colleges of Pharmacy to the membership as a whole
- Assists the officers in providing oversight on the American Association of Colleges of Pharmacy's future direction in alignment with the mission and strategic goals of the Association
- Seeks and respects the opinions of other Directors
- Looks for sound and innovative solutions on behalf of the Association
- Works to develop consensus
- Prepares for and actively participates in Board meetings and the governance of the Association; reviews Board materials with timeliness and attention
- Represents the best interests of the membership in Board deliberations
- Represents the American Association of Colleges of Pharmacy to Schools and Colleges of Pharmacy, federal policy makers, other organizations/associations, corporate entities, etc.
- Identifies and recruits new members to strengthen the Association
- Ensures that institutional knowledge is transferred to successor in role receives and that all new members of the Board are welcomed and oriented to their roles and responsibilities
- Supports the mission, vision, and values of AACP

Updated: March 2024

Anticipated Time Commitments for All Board Members

- Attend (3) AACP BOD Meetings (typically 1-2 days per meeting, travel required). Meetings occur in November and prior to the Annual Meeting (July) and Interim Meeting (February)
- Attend and participate in the AACP Annual (July) and Interim Meetings (February) (typically 4-5 days per meeting, travel required)
- Attend the AACP Leadership Forum (typically 1 day, travel required) prior to the Interim Meeting (February)

Some Board Members are required to participate as a member of the Strategic Planning Committee; specific time commitments are listed below the relevant officer and director duties.

Financial Support

- AACP provides (partial) travel support to attend meetings related to fulfilling these responsibilities, including coverage of hotel nights and meals during Board meetings (typically 2 nights per meeting).
- Board members receive complimentary meeting registration to the Annual Meeting and Interim Meeting.
- Registration fees and travel expenses for other meetings attended in fulfillment of Board duties (e.g., Strategic Planning Committee, NABP District Meetings) may be covered by AACP.
- Board members receive an annual stipend from which they may request reimbursement for travel expenses incurred attending Board meetings and not directly covered by AACP, subject to AACP Travel Reimbursement Policy. Some additional costs may be out of pocket.

Officers of the Board of Directors

President

In addition to [Expectations for All Board Members](#):

- Presides at all meetings of the Board of Directors and Presidential Officers
- Provides oversight on AACP's future direction in meeting the goals of the Association
- Sets the agenda for the Board and Presidential meetings, with the EVP/CEO
- Leads the Board evaluation of strategic initiatives, including establishing standing and special committee charges developed during President-elect year
- Delivers remarks and introduces speakers at sessions during Interim and Annual Meetings
- Participates in monthly calls with the EVP/CEO
- Attends kick-off meetings of Standing Committees (in-person, typically 1 day per committee, travel required; or virtual, typically ½ - 1 day per committee)
- Chairs the Executive Committee, leads monthly calls of one hour each
- Serves as a member of Finance Committee and Investment Committee
- Serves as a member of the board and executive committee of the American Foundation for Pharmaceutical Education (AFPE)
- Represents AACP in the APhA House of Delegates, as required
 - Presidential Officers are given the opportunity to fill AACP's 2 seats in the following priority-order: President, Immediate Past President, and President-Elect
 - Presidential officers may be unable to attend, or may already represent another organization and therefore be unable to serve as AACP's delegate

Updated: March 2024

- If one seat remains vacant after all presidential officers are given the offer, the EVP/CEO fills the seat. If both seats remain vacant, then EVP/CEO takes one seat and the second seat is open to any willing Board member
- AACP does not provide travel support for APhA meetings
- Represents the American Association of Colleges of Pharmacy at the meetings of the:
 - AACP/NABP District Meetings (typically 2 days per meeting, travel required)
 - Every presidential officer is expected to attend each of 5 district meetings at least once over the course of their 3-year term
 - Accreditation Council for Pharmacy Education Board of Directors (typically meets once a year, 1 day per meeting, travel required)
 - Interprofessional Education Collaborative (varying occurrences, travel required)
 - Joint Commission of Pharmacy Practitioners (typically meets 3 times a year, 1 day per meeting, travel required). Meetings typically occur in September, January and June.
 - National Conference of Pharmaceutical Organizations (typically 2 days, travel required; spouse/partner travel also supported)
- Participate in other AACP educational and development programs, as required (scheduling varies)
 - Most programs will be virtual (typically ½ day or less), but a few may be in-person outside of Interim or Annual Meeting (typically 1 day, travel required)
 - May be called on to deliver brief remarks or introduction

Time Commitment: Approximately 80 hours per year, in addition to [Anticipated Time Commitments for All Board Members](#) and travel listed above

Travel Stipend: \$2,500 in addition to expenses covered by AACP, as detailed in [Financial Support](#)

President-Elect

In addition to [Expectations for All Board Members](#):

- In the absence or disability of the President, the President-elect performs all duties of the President and when so acting is subject to all the same restrictions.
- Establishes committee charges and appoints volunteers to the committees of the American Association of Colleges of Pharmacy for the following year, with the EVP/CEO and staff
 - May require in-person meetings with staff liaisons at AACP offices (typically 1 day, travel required)
- Delivers remarks and introduces speakers at sessions during Interim and Annual Meetings
- Chairs the Strategic Planning Committee
 - Attend the AACP Strategic Planning Meeting prior to the November Board Meeting (typically 1-2 days in October or November – travel required)
 - Attend and participate in AACP Strategic Planning Subgroup Meetings (typically 2-3 per year, 90 minutes in duration)
- Serves as a member of Finance Committee
- Serves as a member of the Executive Committee, participates in monthly calls
- Serves as a member of the board and executive committee of the American Foundation for Pharmaceutical Education (AFPE)
- Represents AACP in the APhA House of Delegates, as required

Updated: March 2024

- Presidential Officers are given the opportunity to fill AACP's 2 seats in the following priority-order: President, Immediate Past President, and President-Elect
- Presidential officers may be unable to attend, or may already represent another organization and therefore be unable to serve as AACP's delegate
 - If one seat remains vacant after all presidential officers are given the offer, the EVP/CEO fills the seat. If both seats remain vacant, then EVP/CEO takes one seat and the second seat is open to any willing Board member
- AACP does not provide travel support for APhA meetings
- Attends an executive leadership program in association management presented by the American Society of Association Executives (ASAE), with the EVP/CEO
- Represents the Association at AACP/NABP District Meetings (typically 2 days, travel required)
 - Every presidential officer is expected to attend each of 5 district meetings at least once over the course of their 3-year term
- Performs other duties as requested by the President or Board of Directors

Time Commitment: Approximately 40 hours per year, in addition to Anticipated Time Commitments for All Board Members and travel listed above

Travel Stipend: \$1,500 in addition to expenses covered by AACP, as detailed in Financial Support

Immediate Past President

In addition to [Expectations for All Board Members](#):

- Serves as a member of the Executive Committee, participates in monthly calls
- Serves on the Argus Commission and a member of Finance Committee
- Performs other duties as requested by the President or Board of Directors
- Chairs the Executive Vice President Performance Evaluation Committee and reports findings to the Board of Directors (every 5 years)
- Chairs Nominating Committee
- Represents AACP in the APhA House of Delegates, as required
 - Presidential Officers are given the opportunity to fill AACP's 2 seats in the following priority-order: President, Immediate Past President, and President-Elect
 - Presidential officers may be unable to attend, or may already represent another organization and therefore be unable to serve as AACP's delegate
 - If one seat remains vacant after all presidential officers are given the offer, the EVP/CEO fills the seat. If both seats remain vacant, then EVP/CEO takes one seat and the second seat is open to any willing Board member
 - AACP does not provide travel support for APhA meetings
- Represents the Association at AACP/NABP District Meetings (typically 2 days, travel required)
 - Every presidential officer is expected to attend each of 5 district meetings at least once over the course of their 3-year term
- Serves as a member of the board and executive committee of the American Foundation for Pharmaceutical Education (AFPE)

Updated: March 2024

- Attends the International Pharmaceutical Federation (FIP) World Congress of Pharmacy and Pharmaceutical Sciences, with the EVP/CEO (typically 4-5 days, international travel required)

Time Commitment: Approximately 40 hours per year, in addition to Anticipated Time Commitments for All Board Members

Travel Stipend: \$1,500 in addition to expenses covered by AACCP, as detailed in Financial Support

Treasurer

In addition to [Expectations for All Board Members](#):

- Oversees the American Association of Colleges of Pharmacy's financial operations
- Supervises the collection and reporting of all income and expenditures and establishes proper accounting procedures for the handling of the American Association of Colleges of Pharmacy's funds
- Serves as a member of the Executive Committee, participates in monthly calls
- Chairs the Finance Committee and Investment Committee
- Reports on the financial condition of the American Association of Colleges of Pharmacy at Board of Directors meetings, to the House of Delegates and at other times when called upon by the President
- Oversees preparation of the annual audit, which is conducted by a certified public accountant
- Helps to formulate goals and ideas for the financial benefit of the American Association of Colleges of Pharmacy
- Reviews financial viability of the Association along with others to strengthen its position currently and in the future

Time Commitment: Approximately 40 hours per year, in addition to Anticipated Time Commitments for All Board Members

Travel Stipend: \$1,000 in addition to expenses covered by AACCP, as detailed in Financial Support

Speaker of the House

In addition to [Expectations for All Board Members](#):

- Presides over the House of Delegates
- Facilitates the discussion and adoption of Resolutions and Policy statements representing the position of the American Association of Colleges of Pharmacy
- Develop content for a quarterly bulletin, providing delegates with updates on the work of the House
- Lead policy webinars, orientations and other programming throughout the year for delegate engagement
- Serves as a member of the Executive Committee, participates in monthly calls
- Serves on the Bylaws and Policy Development Committee
- Serves on the American Association of Colleges of Pharmacy Board of Directors (3-year term)

Time Commitment: Approximately 60 hours per year, in addition to Anticipated Time Commitments for All Board Members

Travel Stipend: \$1,000 in addition to expenses covered by AACCP, as detailed in Financial Support

Updated: March 2024

Director (Chair, Chair-elect and Immediate Past Chair of COD, COF and COS)

As members of the Board of Directors, Council Chairs, Chairs-elect and Immediate Past Chairs have a legal and fiduciary responsibility to represent the interests of the Association, not any individual member, group of members or constituency of membership. During meetings and activities of the Board of Directors, Directors do not specifically represent the interests of the councils and affinity groups through which they have been elected to Board service. However, all members of the Board bring to their service a perspective shaped by their roles and experiences and AACP encourages and values this diversity of perspective.

- Time Commitment:** Approximately 40 hours per year, in addition to Anticipated Time Commitments for All Board Members and duties as a Council Officer
- Travel Stipend:** \$1,000 in addition to expenses covered by AACP, as detailed in Financial Support

Chairs, Chairs-elect and Immediate Past Chairs serve on their Councils' Administrative Boards and have additional duties and responsibilities in such capacity, as established in the appropriate Council Standing Rules of Procedure, summarized below:

Council of Deans

COD Chair

- Sets the agenda for the work of the Council, coordinates the activities of the Council, and presides over meetings of the Council and its Administrative Board
- Calls meetings and establishes the agenda for the COD business meetings (held at the AACP Annual and Interim Meetings) and COD Administrative Board Meetings (held in conjunction with AACP BOD meetings or at other times deemed appropriate by the COD Chair). Seeks input from the COD Administrative Board regarding the agenda for all meetings
- Monitors committee/task force activity and requests periodic reports from the committee/task force Chair
- Writes COD reports for each of the AACP BOD meetings (typically 3 times a year) and as requested by the AACP President
- Submits and presents COD report to the AACP House of Delegates
- Serves on the AACP Credentials Committee
- Coordinates activities of mutual interest between the COF and COD

Anticipated Time Commitment:

- On average, the COD Chair will spend 8-10 hours per month fulfilling the responsibilities of this office (more time may be required during the first 2-3 months after the annual business meeting)
- Attends and presides over all COD Administrative Board conference calls and face-to-face meetings – typically 4-6 per year (60-90 minutes in duration)

COD Chair-Elect

- Assumes the duties of the Chair in the event of the latter's absence at regular Council meetings.
- If the office of the Chair becomes vacant, the Chair-elect completes the unexpired term of the office and the office of Chair-elect remains vacant until the next regularly scheduled election
- Establishes the charges for COD committees and task forces for the upcoming year – typically in April or May — prior to the Annual Meeting. Standing Committees for the COD include Mentoring, Programming, Nominations and Resolutions. The COD Chair-elect may

Updated: March 2024

establish additional committees or task forces as deemed necessary to carry out the work of the COD

- Sends out a call for volunteers to serve on COD committees and task forces – typically in June or July — prior to the Annual Meeting
- Appoints COD members to serve on COD committees and task forces; designate the Chair of each committee and task force. Most COD committees and task forces are expected to complete their charge(s) within 1 year. However, if the charge(s) necessitate a longer appointment, the Chair-elect, in consultation with the Chair and the Chair-elect Designate, may appoint a committee/task force for a longer term.
- Develops and distributes a list of COD committees/task forces, committee/task force members (names and contact information), and due dates for reports
- Serves on AACP Strategic Planning Committee
 - Attend the AACP Strategic Planning Meeting prior to the November Board Meeting (typically 1-2 days in October or November – travel required)
 - Attend and participate in AACP Strategic Planning Subgroup Meetings (typically 2-3 per year, 90 minutes in duration)
- Coordinates activities of mutual interest between the COD and COS

Anticipated Time Commitment:

- On average, the COD Chair-elect will spend 8-10 hours per month fulfilling the responsibilities of this office (more time may be required the 2-3 months before the annual business meeting)
- Attends all COD Administrative Board conference calls and face-to-face meetings – typically 4-6 per year (60-90 minutes in duration)

COD Immediate Past-Chair

- Keeps the Council of Deans informed regarding the activities of the Board of Directors
- Installs the new officers of the Council at the end of the Council's business meeting at the annual meeting.
- Serves as the Chair of the COD Nominating Committee
 - Calls for nominations for COD officer elections – typically in January or February
 - Recommends an election slate to the COD Administrative Board in advance of the AACP Annual Meeting
 - Announces the election slate at the COD business meeting
- Serves on the AACP Nominating Committee
- Gives a report regarding the activities of the BOD most relevant to the members of the COD at the business meetings
- Serves on AACP Strategic Planning Committee
 - Attend the AACP Strategic Planning Meeting prior to the November Board Meeting (typically 1-2 days in October or November – travel required)
 - Attend and participate in AACP Strategic Planning Subgroup Meetings (typically 2-3 per year, 90 minutes in duration)

Anticipated Time Commitment:

- On average, the COD Immediate Past Chair will spend 4-6 hours per month fulfilling the responsibilities of this office
- Attends all COD Administrative Board conference calls and face-to-face meetings – typically 4-6 per year (60-90 minutes in duration)

Updated: March 2024

COF Chair

- Coordinates the activities of this Council, presides over meetings of the Council and its Administrative Board, and announces meeting calls
- Calls meetings and establishes the agenda for the COF business meeting (held at the AACP Annual Meeting), COF Forum (held at the AACP Interim Meeting), and COF Administrative Board Meetings (held in conjunction with AACP BOD meetings or at other times deemed appropriate by the COF Chair) at least 30 days prior to the meeting. Seeks input from the COF Administrative Board regarding the agenda for all meetings
- Plans and presides over the Teacher's Seminar to be held as a pre-symposium at the AACP Annual Meeting
- Monitors committee/task force activity and requests periodic reports from the committee/task force Chair
- Writes COF reports for each of the AACP BOD meetings (typically 3 times a year) and as requested by the AACP President
- Submits and presents COF report to the AACP House of Delegates
- Serves on the AACP Credentials Committee
- Coordinates activities of mutual interest between the COF and COD

Anticipated Time Commitment:

- On average, the COF Chair will spend 8-10 hours per month fulfilling the responsibilities of this office (more time may be required during the first 2-3 months after the annual business meeting)
- Attends and presides over all COF Administrative Board conference calls and face-to-face meetings – typically 4-6 per year (60-90 minutes in duration)

COF Chair-Elect

- Assumes the duties of the Chair in the event of the latter's absence or ineligibility and serves on the Council's Administrative Board
- Establishes the charges for COF committees and task forces for the upcoming year – typically in April or May – prior to the Annual Meeting. Standing Committees for the COF include Faculty Affairs, Nominations, Rules and Resolutions, Quorum, Teacher's Seminar, Emerging Teaching Scholar Selection, and the Scholarship of Teaching and Learning (SoTL) Grant Review. The COF Chair-elect may establish additional committees or task forces as deemed necessary to carry out the work of the COF.
- Sends out a call for volunteers to serve on COF committees and task forces – typically in May or June – prior to the Annual Meeting
- Appoints COF members to serve on COF committees and task forces; designates the Chair of each committee and task force. Most COF committees and task forces are expected to complete their charge(s) within 1 year. However, if the charge(s) necessitate a longer appointment, the Chair-elect, in consultation with the Chair and the Chair-elect Designate, may appoint a committee/task force for a longer term
- Develops and distributes a list of COF committees/task forces, committee/task force members (names and contact information), and due dates for reports
- Serves as the Chair of the Emerging Teaching Scholar Selection Committee
- Announces Emerging Teaching Scholar winners at COF business meeting
- Coordinates activities of mutual interest between the COF and COS
- Serves on AACP Strategic Planning Committee
 - Attend the AACP Strategic Planning Meeting prior to the November Board Meeting (typically 1-2 days in October or November – travel required)
 - Attend and participate in AACP Strategic Planning Subgroup Meetings (typically 2-3 per year, 90 minutes in duration)

Updated: March 2024

Anticipated Time Commitment:

- On average, the COF Chair-elect will spend 8-10 hours per month fulfilling the responsibilities of this office (more time may be required the 2-3 months before the annual business meeting)
- Attends all COF Administrative Board conference calls and face-to-face meetings – typically 4-6 per year (60-90 minutes in duration)

COF Immediate Past-Chair

- Keeps the Council of Faculties informed regarding the activities of the Board of Directors
- Serves as the Chair the COF Nominating Committee
 - Calls for nominations for COF officer elections – typically in February or March
 - Recommends an election slate to the COF Administrative Board in advance of the AACP Annual Meeting
 - Announces the election slate at the COF business meeting
- Serves on the AACP Nominating Committee
- Gives a report regarding the activities of the BOD most relevant to the members of the COF at the business meeting
- Serves as the COF liaison to the Department Chair learning community and to assist with the development of programming and events relevant to department chairs to be held at the AACP Annual and Interim Meetings
- Serves on AACP Strategic Planning Committee
 - Attend the AACP Strategic Planning Meeting prior to the November Board Meeting (typically 1-2 days in October or November – travel required)
 - Attend and participate in AACP Strategic Planning Subgroup Meetings (typically 2-3 per year, 90 minutes in duration)

Anticipated Time Commitment:

- On average, the COF Immediate Past Chair will spend 4-6 hours per month fulfilling the responsibilities of this office
- Attends all COF Administrative Board conference calls and face-to-face meetings – typically 4-6 per year (60-90 minutes in duration)

Council of Sections

COS Chair

- Coordinates activities for COS by working collaboratively with the Administrative Board and COS members.
- Announces meetings, creates meeting agenda and presides over meetings of COS and COS Administrative Board
- Establishes charges for COS committees and task forces prior to beginning term as Chair at the Annual Meeting. Additional committees or task forces may be established as deemed necessary to carry out the work of the COS
- Sends out a call for volunteers to serve on COS committees and task forces
- Appoints COS members to serve on COS committees and task forces; designate the Chair of each committee and task force. Most COS committees and task forces are expected to complete their charge(s) within 1 year
- Develops and distributes a list of COS committees/task forces, committee/task force members (names and contact information), and due dates for reports
- Serves as the Chair of the COS Standing Rules and Resolutions Committee
- Serves on the New Investigator Awards program Committee
- Submits and presents quarterly COS reports at the AACP Board of Director meetings
- Submits and presents COS's final report at the AACP House of Delegates

Updated: March 2024

- Coordinates activities of mutual interest between the COS and the COF and/or the COD

Anticipated Time Commitment:

- On average, the COS Chair will spend 8-10 hours per month fulfilling the responsibilities of this office (more time may be required the 2-3 months before the annual business meeting)
- Attends and presides over all COS Administrative Board conference calls and face-to-face meetings – typically 3-4 per year (60-90 minutes in duration)

COS Chair-Elect

- Assumes the duties of the Chair in the event of the latter's absence or ineligibility
- At the request of the Chair, establishes the charges for COS committees and task forces and sends out a call for volunteers to serve on COS committees and task forces – typically in May or June – prior to the Annual Meeting
- Serves on NIA Committee
- Serves as Chair of the COS Strategic Planning Committee
- At the request of the Immediate Past Chair, the Chair-elect may be invited to assist or participate in AACP Program Committee meetings as needed
- Serves on AACP Strategic Planning Committee
 - Attend the AACP Strategic Planning Meeting prior to the November Board Meeting (typically 1-2 days in October or November – travel required)
 - Attend and participate in AACP Strategic Planning Subgroup Meetings (typically 2-3 per year, 90 minutes in duration)

Anticipated Time Commitment:

- On average, the COS Chair-elect will spend 8-10 hours per month fulfilling the responsibilities of this office (more time may be required the 2-3 months before the annual business meeting)
- Attends all COS Administrative Board conference calls and face-to-face meetings – typically 3-4 per year (60-90 minutes in duration)

COS Immediate Past-Chair

- Keeps the Council of Sections informed regarding the activities of the Board of Directors.
- Serves as the Chair of the COS Nominations Committee
 - Recommends an election slate to the COS Administrative Board
- Serves as a member of the AACP Nominations Committee
- Gives a report regarding the activities of the BOD most relevant to the members of the COS at the business meeting.
- Serves as Chair of the New Investigator Award Committee
 - Works with AACP staff to select proposals and lead the work of the committee
- Serves as Chair of the Program Committee
 - Reviews abstract submissions and works with committee to plan the programming at the annual meeting

Anticipated Time Commitment:

- On average, the COS Immediate Past Chair will spend 4-6 hours per month fulfilling the responsibilities of this office
- Attends all COS Administrative Board conference calls and face-to-face meetings – typically 4 per year (60 minutes in duration)