



Call for 2020 Standardization Committee Nominees

Purpose

The NCPDP Nominating Committee is calling on the membership for nominations for the Standardization Committee. The Standardization Committee ("Standardization Co-Chairs") report to the Board of Trustees. The Standardization Committee shall be approved by a majority vote of the Board of Trustees at their first meeting of the calendar year. The candidates are notified of the voting results shortly after the Board meeting. The newly elected committee (co-chairs) members will serve in a mentee role beginning with the February Work Group Meetings and assume the position at the May Work Group Meetings.

Composition

The Standardization Committee shall seek balanced representation of membership categories in its members. Standardization Co-Chairs shall have line management responsibility for NCPDP's industry standards development activities conducted through the Standardization Committee according to procedures described in the NCPDP Bylaws and the Standing Operating Procedures.

Powers

Under the delegated authority of the Board the Standardization Committee

- Shall operate within procedures described in the NCPDP Bylaws and Standing Operating Procedures as the principal committee with the general charge of NCPDP's development and continuous maintenance of all NCPDP standards documents which are, or are intended to become, industry standards and American National Standards.
- Shall have the authority to establish work groups, assign work group names, issue a work group letter-number designation, authorize and supervise election of work group co-chairs as required, define the scope of work for work group activities, and coordinate tracking the appointment and actions of work group task groups.
- Shall monitor compliance with and may propose adjustments to work group procedures specified in the Standing Operating Procedures within the scope of the Bylaws to improve efficiency, retain due process, and enhance consensus development.
- Shall direct staff to conduct ballots on proposed industry standards and the maintenance associated with existing standards.
- Shall act on appeals of work group actions according to the Standing Operating Procedures.
- The Chair shall report all actions taken to the Board in writing, or at the next Board meeting.

Responsibilities

The Standardization Committee shall

- Regularly confer with the staff liaison on all NCPDP and American National Standards Institute requirements for industry standard development, maintenance and documentation procedures to ensure continuous adherence to procedures and continuous procedure and standards product quality improvements occur.
- Provide the Board of Trustees with a report which delineates all successes and failures in these procedural and product monitoring and quality improvement efforts.
- Regularly confer with the staff liaison on the status of all American National Standards Institute submissions of NCPDP industry standard documents which are candidates for acceptance and acknowledgement as American National Standards or which are currently accepted as American National Standards to ensure accordance with then applicable American National Standards Institute requirements for the submission and continuous maintenance of American National Standards.

- Make recommendations to the Board of Trustees related to required revisions, reaffirmations or withdrawal of American National Standards according to then applicable American National Standards Institute requirements, and generally report, to the Board of Trustees, at least annually on the successes and failures noted in NCPDP's dealings with American National Standards Institute.
- Direct staff liaison to respond promptly to concerns of complaints/compliance matters from the industry.
- Direct staff liaison to respond promptly to all written inquires requesting interpretation of NCPDP industry standard documents which are candidates for acceptance or currently accepted as American National Standards. The procedures for review of such Standardization Committee responses to inquiries requesting interpretation by the Executive Committee shall be established by this committee, and may be extended as required, to the Board, committee or a designated work group.

Nominations – Due No Later Than Monday, December 31, 2019.

Individuals interested in running for the Standardization Committee should complete the following form and submit it electronically to mbruce@ncpdp.org.



2020 Standardization Committee | Call for Nominations

Per Section VIII.C.5.b of the Bylaws, NCPDP is announcing the Call for Nominations of the Standardization Committee (Co-Chairs). The Board of Trustees will approve the appointments in **January 2020**.

To be eligible for nomination: An individual has demonstrated involvement and/or leadership in NCPDP or the healthcare industry in areas related to NCPDP and must be a member of NCPDP.

Yes! I am interested in being considered as a candidate for NCPDP's Standardization Committee (Co-Chair).

Name:

Title:

Company:

Address:

City:

State:

Zip:

Phone:

Email:

Please indicate your experience as an NCPDP work group Co-Chair and/or task group lead:

Briefly describe any other knowledge and/or experience that makes you a good candidate for Standardization Co-Chair:

Nominations are due by **December 31, 2019**.

Please complete this form in Adobe Acrobat, save as a .pdf file and email to Maggie Bruce at mbruce@ncpdp.org.