

## **NCPDP BOARD TRUSTEE JOB DESCRIPTION**

### ***NCPDP Trustee***

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The NCPDP Board of Trustees provides leadership, strategic direction, fiduciary oversight and accountability, oversight of NCPDP activities, and ambassadorship for NCPDP that are aligned with NCPDP's vision, purpose and core values.

As a member of the Board of Trustees, each Trustee represents the organization to the membership and public. Each Trustee should embody and articulate NCPDP's vision, purpose and core values. Each Trustee should be conversant with NCPDP's strategic initiatives and be able to relate how these initiatives benefit the patient and the industry. Trustees should understand NCPDP's EDvocacy initiative and the organization's relationship and interaction with State and Federal policymakers.

Whenever representing NCPDP, Trustees should conduct themselves in a manner reflective of NCPDP's core values. Even when not representing NCPDP, Trustees should bear in mind that their words and actions reflect on the NCPDP.

#### **Engagement in Board of Trustees Meetings**

The Trustee is expected to prepare for, attend, and conscientiously participate in regular Board meetings, as well as special meetings that may be called.

- Two to three Board meetings are held in Scottsdale each year. One meeting is always held the Saturday prior to the Annual Conference. The other two meetings are typically held in Oct/Nov and Jan/Feb timeframes.
- An official Board meeting may occur while attending Work Group meetings.

#### **Engagement at Work Group Meetings**

Trustees must make best effort to attend each of the Quarterly Work Group meetings, and participate in the following ways:

- Attend each meeting of the Maintenance and Control (MC) Committee to gain insight into the activities, progress and issues faced by work groups and task groups.
- Participate, as Trustee is able, in work groups and committee meetings of interest.
- Be present at work group breaks and other events that occur during the course of work group meetings.

Visibility during work group meetings demonstrates to members that the Board is engaged, supportive, and appreciative of the standards-setting work undertaken by member volunteers. Attendance at MC and work group meetings can give Trustees a better understanding of issues that are brought before the Board for discussion and/or approval.

#### **Ambassadorship**

Trustees are expected to serve as ambassadors for NCPDP in the following ways:

- Leverage industry connections and networks to enhance NCPDP's leadership reputation.
- Identifying and secure resources and partnerships that help advance NCPDP's vision and purpose.
- Support the efforts of the NCDP Foundation through advocacy of its research and project opportunities.

### **Board Business Responsibilities/Powers**

Trustees are expected to participate in all Board activities in furtherance of the operation, sustainability, and advancement of NCPDP.

- Exercise all corporate powers; the business and affairs of the corporation shall be managed under the direction of the Board.
- Drive NCPDP's strategic initiatives forward to meet short-term and long-term objectives.
- Determine NCPDP policies, or changes therein, within the limits of the published Bylaws.
- Actively execute the purpose of NCPDP and exercise discretion in disbursement of its funds.
- Establish fees for NCPDP membership dues and products and services.
- Adopt rules and regulations for NCPDP business.
- Exercise oversight of all NCPDP Board Committees.
- Annually appoint Standardization Co-Chairs and act on their requests related to confirmation of Work Group Co-Chair elections and interim appointments.
- Review, approve and/or act upon recommendations of the Standardization Committee, including, but not limited to, Work Group scope of work statements, project development proposals, and certification of industry standard ballot results.
- Exercise final authority on all industry standard development procedures, appeals, and the conduct of process documentation record retention.
- Determine the recipient of the NCPDP TIME Award based upon candidates presented by the Awards Committee.
- Provide for the management of the property and affairs of NCPDP as may be determined by resolution of the Board and provided in the Bylaws.