

The Ohio State University National Community Pharmacist Association (NCPA)
Chapter Executive Board Roles and Responsibilities

- **President**
 - It shall be the duty of the president to preside at all meetings, to call special meetings, to appoint, with the approval of the executive committee, and oversee the standing committees, and to perform other duties as the chapter shall direct or as customarily pertain to the office of President.
- **President-Elect**
 - It shall be the duty of the president-elect to assist the president in all of the activities and duties previously listed, and to assume the duties of the president in his or her absence, dismissal, or resignation from the chapter or college of pharmacy. In addition, it shall be the duty of the president-elect to chair the conventions committee. The president-elect is responsible for coordinating and promoting the NCPA Annual Convention and NCPA Congressional Summit to students and faculty, and for working with the fundraising committee to organize fundraisers for expenses
- **Secretary**
 - The secretary shall conduct all official correspondence under the direction of the President. The Secretary shall keep a record of the minutes of each meeting of the organization to be read and approved by its members at the next scheduled meeting of the body. The secretary shall also maintain a readily retrievable record of all programs, projects, guest speakers, and other related activities of the organization and chair public relations committee. It shall be the duty of the secretary to be responsible for organizing and promoting the membership drive for the student chapter. This person, working with the treasurer, shall also submit the completed membership forms to the NCPA Student Affairs Department in bulk to expedite the listing of students on the NCPA student membership roster. In addition, the secretary shall submit record of events to weekly college publications.
- **Treasurer**
 - The treasurer shall maintain all financial records for the organization in readily retrievable form and shall be accountable for all financial transactions within the organization. In addition, it shall also be the responsibility of the treasurer to provide reports on the status of the treasury when called upon to do so by the membership and/or president. Lastly, the treasurer shall be responsible for filing appropriate tax information with the IRS. The treasurer is encouraged work with the Student Activities Office and/or accounting department at their school or college of pharmacy to ensure the above tasks are appropriately completed during their term.
- **Director of Fundraising**
 - It is the responsibility of the fundraising chair to organize and promote fundraising events. The fundraising chair may also work with advisors to receive donations and plan networking events.

- **Legislative Advocacy Chair (2)**
 - It is the responsibility of the legislative advocacy chair(s) to organize and promote legislative advocacy events. It is their responsibility to promote the NCPA Legislative and Government Affairs Conference to students and faculty, as well as plan the spring advocacy event.
- **Director of Programming**
 - It is the responsibility of the director of programming to for schedule speakers, panels, and programs for the students on campus to enhance knowledge of pharmacy issues. The director of programming will work with chapter advisors to contact and schedule speakers. The director programming will work with the president-elect to coordinate arrangements for the NCPA annual convention and congressional summit. This position acts as an events planner for the chapter.
- **Director of Management and Entrepreneurship**
 - It is the responsibility of this person to organize entrepreneurial endeavours for the chapter and the surrounding community. They should lead interested members in participation in the business plan competition. The Director of Management and Entrepreneurship working with the Director or Programming will design leadership programming for members.
- **P1 Liaison**
 - It shall be the responsibility of P1 Liaison, working with the entire executive team, to communicate NCPA's mission and events to the incoming class to promote involvement in the chapter. The P1 liaison, with the president-elect is responsible for planning events to recruit new members and engage current members. The P1 Liaison is responsible for assisting in other functions as the chapter directs.