



**January 29, 2021** – The Vermont Pharmacists Association is actively seeking an Executive Director to lead the organization. This is a part time role on a volunteer basis to be done for the love of the profession and the patients served.

Responsibilities would include collaborating with the Board of Directors on the following:

#### **Association Leadership & Management**

- Submit a monthly report of activities for Board review prior to its monthly meeting
- Provide leadership and management to the day to day affairs of the Association in accordance with the bylaws, Governing Policies, and an employment agreement as executed by the Board of Directors.
- Maintain a financially viable organization while adhering to all financial policies and bylaws.
- Oversee fulfillment of external contracts and appointments

#### **Membership and Growth**

- Promote VPA membership as the key voice for pharmacy in Vermont
- Help to identify and develop members for future VPA leadership positions

#### **Finances**

- Assures that prudent management of finances is within the approved budget and in accordance with all federal/state laws and regulations
- Assure all legal and financial reports are accurate, audited periodically, and filed in a timely manner
- Coordinates with Association Treasurer/Finance Committee to develop annual budget, monthly financial reports, and financial projections
- Oversee all fundraising efforts and corporate vendor endorsements.

#### **Public Relations, Communication, and Networking**

- Assures that the Association and its mission, programs, and services consistently present a strong, positive image of its members
- Represents and corresponds with state, county, and national health professional and related organizations as a representative of the Association

#### **Lobbying**

- Remain abreast of impending pharmacy and healthcare related legislative activities that pertain to the welfare of the membership
- Negotiate contract annually with Association lobbyist to be presented to the Board for approval
- Support legislative policies in the best interest of the Association

#### **Education**

- Facilitates financial support for all educational programs for the Association
- Coordinate with Education Committee to plan and execute CE programs

#### **Other**

- Perform other duties as assigned by the Board of Directors for the benefit of the Association and its members



**Desired Attributes, Experience, Qualifications**

- A dynamic and articulate leader who understands, embraces, and articulates VPA's role and purpose, and effectively communicates the same to staff, membership, media, and other stakeholders.
- A proven track record in organizational skills, being accountable to meet deadlines, and be responsive to staff, membership, media, and other stakeholders.
- Bachelor of Science in business administration, pharmacy, or health care-related degree or PharmD/MBA/MHA/MPH/JD. A pharmacy degree is preferred.
- Budget preparation, monitoring, and management experience
- Ability to travel throughout the state

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