



## **Position Description: CPFI Secretary**

### **I. Assumptions**

- They will adhere to and be a strong advocate for the Articles of Faith as presented in the CPFI ByLaws.
- They will model Christian character and personal growth with outreach a very evident part of their lifestyle.
- They will be knowledgeable in the field of pharmacy and/or pharmacy education and/or Christian healthcare non-profit management.
- They will commit to pray and seek God's will before accepting a nomination to serve as CPFI Secretary.
- They should be able to work well with others, be trustworthy and know how to make decisions.
- Officers should have had prior experience in CPFI leadership (ie: committee appointment, speaking at annual meeting, advisor to student chapter, etc).

### **II. Basic Responsibilities**

- Officers, in addition to the specific duties listed below will serve as members of the Board of Directors and as such will be involved in providing broad oversight and direction setting for the affairs of the CPFI corporation including:
  - Approve the annual budget and provide oversight for the financial activities of CPFI.
  - Provide oversight and direction for all communications and publications of CPFI.
  - Provide vision and guidance for the global and student outreaches of CPFI.
  - Provide direction and supervision for the Administrative staff of CPFI.
- Officers must attend and actively participate in all Board activities, performing their service as unto the Lord (Col. 30:23).
- Officers should have a basic understanding of CPFI's history.
- Officers should understand and be compliant with the CPFI Code of Conduct.

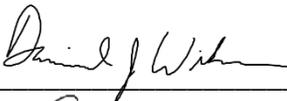
### **III. Specific Duties**

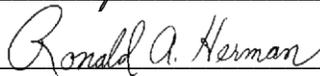
- Officers must be willing to invest time and financial resources to attend board meetings, telephone conferences and follow-up agenda items under consideration in a timely manner.
  - Generally, the Board's annual meeting is at the organization's annual meeting in the summer.
  - There is usually an additional meeting in November in conjunction with the Global Mission's Health Conference.
  - There may be electronic meetings between these two face to face meetings.
- The Secretary shall record the minutes of all members' and Board of Directors meetings. These minutes and all committee meeting minutes shall be maintained by the administrative staff in the corporate (CPFI) office.
- The Secretary, with the assistance of administrative staff, shall give notice of all members' and Board meetings in accordance with the Bylaws.

- The Secretary is responsible for all non-financial records and books of the corporation, and the corporate seal. However, custody of that seal and day to day maintenance of the records is delegated to administrative staff in the corporate office.
- The Secretary will be the chair of the Nomination Committee.
- The Secretary shall be a member of the Executive Committee of the Board.
- Any additional tasks assigned by the President, as Chairperson of the Board.
- Any additional tasks assigned by the Executive Director.

#### IV. Accountability

- Accountable ultimately to our Lord and Savior and the members who elected them.
- Accountable administratively to the members of the Board of Directors.
- There shall be a close working relationship with the Administrative Director and the Executive Director.

  
\_\_\_\_\_ President of CPF

  
\_\_\_\_\_ Executive Director

Dated 11/19/21  
Approved \_\_\_\_\_