

## **Job Description: CPFI Board Member**

### **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 on the CPFI Board.
- They should be able to work well with others, be trustworthy and know how to make decisions.

### **II. Basic Responsibilities**

- Board Members will provide 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.
- Board Members must attend and actively participate in all Board activities, performing their service as unto the Lord (Col. 30:23).
- Board Members should have a basic understanding of CPFI's history.

### **III. Specific Duties**

- Board Members 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.
- Board Members must prepare for each board meeting by reading and being prepared to discuss any reports and proposals distributed prior to the meeting.
- Board Members should be prepared to wisely and prayerfully help the board reach consensus on a variety of organizational issues.
- Board Members should be able to articulate CPFI's mission, purposes, doctrinal basis, and organizational goals to potential new members.
- Board Members should be willing and able to lead or serve on committees and task forces that will help with various CPFI initiatives.
- 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 chairperson of the Board of Directors, the elected President.
- There shall be a close working relationship with the Administrative Director and the Executive Director.

\_\_\_\_\_ President of CPFI

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

Dated \_\_\_\_\_  
Approved \_\_\_\_\_