



## **Position Description: CPFI Vice President**

### **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 Vice-President.
- They should be able to work well with others, be trustworthy and know how to make decisions.
- Officers should have had previous service to CPFI (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. 3:23).
- Officers should have a basic understanding of CPFI's history.
- Officers are required to understand and adhere to 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 Missions Health Conference.
  - There may be electronic meetings between these two face to face meetings.
- The Vice President shall assist the President in his/her duties.
- The Vice President shall be a voting member of the Board of Directors.
- The Vice President shall preside at meetings of the members or of the Board of Directors when the President and Immediate Past President are absent. He/she shall assume the duties of the President when the President and Immediate Past President are unavailable until the President can resume the office.
- The Vice President shall be chair of the Membership Committee and 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.



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President of CPFI



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Executive Director

Dated Approved: November 19, 2021