

Position Description: CPFI Executive Director

The Executive Director is the volunteer Chief Executive Officer of Christian Pharmacists Fellowship International (CPFI) appointed by the CPFI Board of Directors. The Executive Director reports to the Board of Directors and works closely with the paid CPFI Administrative Director. Together they are responsible for the organization's consistent achievement of its mission and financial objectives.

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 Executive Director.
- They should be able to work well with others, be trustworthy and know how to make decisions.
- They should have had prior experience in CPFI leadership, preferably serving on the Executive Board.
- Officers should have a basic understanding of CPFI's history.
- Board Members should understand and be compliant with the CPFI Code of Conduct.

II. 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.
- Board Members should understand and be compliant with the CPFI Code of Conduct.


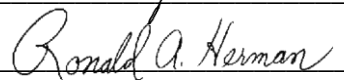
III. Specific Duties

- In program development and administration, the Executive Director will:
 - Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
 - Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- In communications, the Executive Director will:
 - See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
 - Publicize the activities of the organization, its programs and goals.
 - Establish sound working relationships and cooperative arrangements with community groups and organizations.
 - Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- In relations with staff, the Executive Director will:
 - Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
 - Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
 - See that an effective management team, with appropriate provision for succession, is in place.
 - Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
 - Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- In budget and finance, the Executive Director will:
 - Be responsible for developing and maintaining sound financial practices.
 - Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
 - Ensure that adequate funds are available to permit the organization to carry out its work.
 - Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

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 CPFI

 _____ Executive Director

Dated _____ 11/19/21 _____
 Approved