

## Position Description – Director/Board Member

### PRINCIPAL PURPOSE OF ROLE

To govern the Pharmacy Defence Association (PDA) of New Zealand and to advance and protect the long-term interests of its member pharmacists.

To act honestly, in good faith and in the best interests of PDA and in so doing, help the organisation to support its members and promote good pharmacy practice.

### PRIMARY DUTIES

In collaboration with the board, the director will:

- Set the strategic direction and priorities for the organisation;
- Set policy and management performance expectations;
- Characterise and manage risks; and
- Monitor and evaluate organisational achievements.

Each director shall apply the level of skill and judgement that may reasonably be expected of a person with their knowledge and experience. Directors with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the board.

### SCOPE OF POSITION

The director is a fully accountable member of the board.

### APPOINTMENT & TENURE

Directors are elected or appointed by the board or can be elected at an Annual General Meeting.

The director is appointed for a period of three years with the option to stand for further term/s.

### COMMITMENT REQUIRED

Board meetings occur every two months. Directors may be asked to attend additional meetings and respond to email correspondence as required.

### CONFLICT OF INTEREST

The director should declare any conflicts of interest to ensure transparency whilst performing as a director on the board.

### PERSONAL ABILITIES & SKILLS

The director should ideally have the following abilities:

General:

- To see the big picture and the implications and impact on issues in the broader sense;
- To make sensible, astute recommendations and business decisions;
- To interpret both factual and conceptual information and make sound judgements based on that information;

- To contribute to the creation and not merely the preservation of stakeholder value; and
- To be able to distinguish between the separate but complementary roles of governance and management.

Strategic:

- To understand the position of PDA within the Pharmacy sector and its relationship to key stakeholders;
- To ensure that strategies and business plans are adopted that will deliver the organisation's vision; and
- To look beyond the short-term and ensure that the board adopts a longer-term, stewardship approach.

Pharmacy Practice:

- To demonstrate knowledge of current pharmacy practice in New Zealand
- To promote high standards of professional pharmacy practice

Analytical:

- To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
- To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
- To remain objective and measured under pressure.

Social:

- To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
- To articulate a point of view in a coherent and persuasive manner without dominating the board's proceedings; and
- The strength of character to maintain an independent point of view when others disagree.

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Chair's signature

Date .../.../.....

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Director's signature

Date .../.../.....