



Board Roles & Responsibilities

The HOPA Board of Directors will act in accordance with the HOPA Bylaws and the established policies. The responsibilities outlined in HOPA Bylaws Article IV § VII (2003) state that the affairs of the association will be managed by or under the direction of the Board of Directors and applies to all Board members. In addition, individual officers and directors will fulfill responsibilities and duties as stated in their specific position descriptions.

Given HOPA's involvement in health policy and advocacy activities, individual Board members may be asked to represent HOPA at legislative, regulatory, partnership or coalition meetings in Washington, D.C. or other meeting sites as schedules allow.

Board members may be assigned to serve as a Board Mentor by the President during their term. The role of a Board Mentor is to serve as a "go-to" resource for those serving in volunteer leadership positions within HOPA. Each mentor will help to introduce the leaders to the people, the issues, and the work of the organization, as well as serve as a resource for them as they fulfill their roles.

Board members will have varying time commitments based upon their specific activities. However, all are expected to be in attendance at 3-4 live meetings annually, inclusive of the HOPA Annual Conference. The President and President-Elect typically spend 8-12 hours per week on HOPA commitments. They, along with the Immediate Past-President, may have additional travel days as part of their Board roles and responsibilities.

Specific responsibilities of the Board include the following:

- Address conflicts of interest and resolve disputes in accordance with fiduciary responsibilities.
- Participate in discussions and decisions to set the strategic direction for the organization.
- Attend the HOPA Annual Conference with a waived registration fee.
- Become familiar with basic parliamentary procedures, bylaws, policies, Board functions, procedures, and the conduct of effective meetings.
- Participate in board training, orientation, and evaluation processes.
- Ensure timely and appropriate communication with staff, committees, and members to promote the overall operation of the association.
- Contribute to setting and reviewing the organization's mission, goals, and policies.
- Review and approve budgets, major expenditures, and the annual audit.
- Identify and address potential risks to the organization.
- Keep the Board and staff informed about issues or trends of concern to members.
- Serve as ambassadors, fostering positive relationships and represent organizational issues to external groups as requested.
- Oversee and evaluate HOPA programs and initiatives to assure that strategic objectives and responsibilities are being met.
- Participate in ad-hoc committees, Board working groups or task forces as assigned or as requested by the President.
- Ensure compliance with Bylaws, policies, procedures, relevant laws, regulations, and ethical standards, fulfilling fiduciary duties.

- Report significant problems or concerns to appropriate staff, Board members, or committee chair.
- Retain professional management services, legal counsel, and independent auditors.
- Serve as a mentor as appointed by the President, both to incoming Board members and to volunteer leadership as a Board Mentor.
- Support membership recruitment and retention.
- Monitor organizational performance against established goals.

Board President Responsibilities

The time commitment for the President is 10-12 hours per month. The President is responsible for the following:

- Acting as the official spokesperson for the association.
- Assigning Board Mentors to volunteer groups.
- Assisting the President-Elect to approve volunteer leadership and membership to present to the Board for ratification with exceptions of the Finance Committee, Board of Directors and the Executive Committee.
- Assuming the role of President at the conclusion of the Annual Conference. Will serve in the role for one year.
- Authoring the *HOPA News* column “Board Update” up to four times per year.
- Enhancing public understanding of the association by serving as an advocate for the members and the profession.
- Participating in external meetings with stakeholders on behalf of HOPA.
- Presiding over all Board of Director meetings and the Annual Membership Business Meeting.
- Serving as the Vice Chair of the Finance Committee, and Chair of the Executive Committee, and a member of the Public Policy Committee and as a Board representative to the Industry Advisory Group.
- Serving as ex-officio (non-voting) member for standing and special committees as needed, except for the Nominations Committee.
- Working with the Board to oversee, monitor, and evaluate the association management services.
- Working with the Executive Director to oversee strategic planning, program evaluation, fiscal stewardship, and resource development.

Anticipated Travel Commitments

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies
Board Leadership Training	2 days	Fall	Annually	Varies; timing can be adjusted
Asembia	3-4 days	Spring	Annually	Las Vegas, NV
APhA House of Delegates	4-5 days	Spring	Annually	Varies
JCPP	2 days ea.	Winter/Spring/Fall	3x per year	Alexandria, VA
ASCO Annual Meeting	3 days	May/June	Annually	End of May; beginning of June

Immediate Past President Responsibilities

The time commitment for the Immediate Past President is approximately 5 hours per month. The Immediate Past President is responsible for the following:

- Assisting with ongoing strategic planning, program evaluation, fiscal stewardship, and resource development
- Assisting with the mentoring and transition of new officers onto the Board of Directors.
- Serves in this role for one year.
- Participating in external meetings with stakeholders on behalf of HOPA at the request of the President.
- Serving as a member of the Executive Committee and the Public Policy Committee.
- Presiding over Board meetings and association events in the absence of the President and President-Elect.

Anticipated Travel Commitments

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies
Asembia	3-4 days	Spring	Annually	Las Vegas, NV
ASCO Annual Meeting	3 days	May/June	Annually	End of May; beginning of June
APhA House of Delegates	4-5 days	Spring	Annually	Varies

President-Elect Responsibilities

The time commitment for the President-Elect is 8-10 hours per month. The President-Elect is responsible for the following:

- Assuming the office of President-Elect at the conclusion of the Annual Conference. Serves in this role for one year.
- Developing plans for the continued implementation of the strategic plan activities when assuming the role of President.
- Maintaining regular communication with the President.
- Performing the duties of the President in their absence.
- Providing review and approval for e-blast email requests from outside organizations as outlined in the policies.
- Serving as a member of the Finance Committee and assisting with developing the annual budget.
- Serving as a member of the Executive Committee and the Public Policy Committee.
- Serving as a Board representative on the Industry Advisory Group.
- Working with the President to make recommendations for committee leadership and membership appointments to the Board for approval.

Anticipated Travel Commitments

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies
Board Leadership Training	2 days	Fall	Annually	Varies; timing can be adjusted

ASCO Annual Meeting	3 days	May/June	Annually	End of May; beginning of June
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Treasurer Responsibilities

The time commitment for the Treasurer is 6-8 hours per month. The Treasurer is responsible for the following:

- Assuming the office of Treasurer at the conclusion of the Annual Conference. Serves in this role for three years.
- Attending orientation to the HOPA financial processes with staff.
- Ensuring that all approved financial management and investment policies and procedures are followed and providing recommendations for improvements as appropriate.
- Participating in all Board meetings and presenting financial reports as needed.
- Providing a Treasurer's Report at the Annual Conference.
- Reviewing association expenditures.
- Serving as the chair of the Finance Committee.
- Working with the Board and staff to ensure an audit is prepared by an independent Certified Public Accountant (CPA).
- Serving as a member of the Executive Committee.

Anticipated Travel Commitments

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies

Secretary Responsibilities

The time commitment for the Secretary is 4-6 hours per month. The Secretary is responsible for the following:

- Assisting the President with committee appointments, as needed.
- Assuming the office of Secretary at the conclusion of the Annual Conference. Serves in this role for three years.
- Ensuring that the minutes of all Board meetings are kept and accurate.
- Reviewing draft minutes from all meetings of the Board.
- Serving as a member of the Executive Committee.

Anticipated Travel Commitments

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies

At-Large Member Responsibilities

The time commitment for an At-Large Member is 4-6 hours per month. At-Large Members are responsible for the following:

- Assuming the office of At-Large Member at the conclusion of the Annual Conference, serving a three-year term.

- Ensuring adherence to all Board member policies and responsibilities outlined in the Policy Manual.

Anticipated Travel Commitments

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies

Appendix of Time Commitments

Each Board position will have travel commitments listed under their roles and responsibilities. Refer to this section for an overview of all anticipated time commitments expected for HOPA Board service.

Approx. Hours per Month

Position	Hours
President	10-12 hours per month.
President-Elect	8-10 hours per month.
Immediate Past-President	5 hours per month.
Treasurer	6-8 hours per month.
Secretary	4-6 hours per month.
At-Large Member	4-6 hours per month.

Anticipated Time Commitments – All Board Members

Meeting	Duration	Timing	Frequency	Location
Annual Conference	3-4 days	Spring	Annually	Varies
Capitol Hill Visits	1-2 days	Fall/Sept.	Annually	Washington D.C.
Live Board Meetings	1-2 days ea.	Quarterly	Quarterly	Combined with other travel
Leadership Retreat	2.5 days	January	Annually	Varies
Virtual Board Meetings	2.5 hours	~6 weeks	~6 weeks	Virtual via Zoom
As Hoc Meetings	As needed	As needed	As needed	As needed with advance notice
Virtual Hill Days	TBD	Spring	Annually	As schedules allow
Strategic Planning Retreat	1-2 days	Summer	Every 3 yrs	Anticipated for summer 2025

Additional Anticipated Travel Commitments for President

Meeting	Duration	Timing	Frequency	Location
Board Leadership Training	2 days	Fall	Annually	Varies; timing can be adjusted
Asembia	3-4 days	Spring	Annually	Las Vegas, NV
APhA House of Delegates	4-5 days	Spring	Annually	Varies
JCPP	2 days ea.	Winter/Spring/Fall	3x per year	Alexandria, VA
ASCO Annual Meeting	3 days	May/June	Annually	End of May; beginning of June

Additional Anticipated Travel Commitments for the President-Elect

Meeting	Duration	Timing	Frequency	Location
Board Leadership Training	2 days	Fall	Annually	Varies; timing can be adjusted
ASCO Annual Meeting	3 days	May/June	Annually	End of May; beginning of June

Additional Anticipated Travel Commitments for the Immediate Past-President

Meeting	Duration	Timing	Frequency	Location
Asembia	3-4 days	Spring	Annually	Las Vegas, NV
ASCO Annual Meeting	3 days	May/June	Annually	End of May; beginning of June
APhA House of Delegates	4-5 days	Spring	Annually	Varies

Other Time Expectations for Officers:

Activity	Position(s) Activity Applies To
Virtual Executive Committee Meetings (every 2-3 weeks; 1 hr.)	Board Officers
Virtual Finance Committee Meetings (monthly; 1 hr.)	Treasurer, President, Pres. Elect
Virtual Industry Advisory Group Meetings (monthly; 1 hr.)	President, Pres. Elect