



Pharmaceutical Society of New Zealand ('the Society')

Position Description – National Executive (Board) Member

1. **Position Purpose** The purpose of the position is to play a full part as a member of the Society's governing body, which has overall responsibility to the membership for the direction, strategy and success of the Society.
2. **Responsibilities** Each member of the National Executive will, to the best of his or her ability:
 1. Contribute to the fiduciary, oversight, strategic and governance tasks of the National Executive, acting at all times consistently with the Constitution of the Society;
 2. Attend all National Executive and Committee meetings of which he or she is a member;
 3. Attend other relevant meetings, including the Annual General Meeting and strategy retreats;
 4. Prepare fully for and participate constructively at all meetings and in all other forums which he or she attends as a member of the National Executive;
 5. Ask appropriate questions of management and insist on receiving satisfactory answers to all relevant questions;
 6. Recognise the value of other perspectives, while bringing his or her personal skills, experience and knowledge to all discussions of the National Executive;
 7. Accept that, while a member may feel an obligation or affinity to a specific sector, he or she is required to act in the best interests of the Society, and not as a representative of any particular stakeholder;
 8. Work towards achieving a consensus position on all matters, while recognising that differences of opinion may remain and can be valid. However, once the National Executive has reached an agreed position, a member has an obligation to support that decision, regardless of his or her personal views;
 9. Recognise that day-to-day management of the Society is delegated to the Chief Executive, who is the National Executive's sole employee;
 10. Be available when needed – within reason – for consultation or advice;
 11. Recognise that the Society has a role of providing leadership in the pharmaceutical sector in New Zealand and that the members of its National Executive must at all times act with integrity and high ethical standards, consistent with that leadership position;
 12. Declare all conflicts of interest that could have the potential to influence his or her independent judgment as a member of the National Executive.