



## Pharmaceutical Society of New Zealand Inc. ('the Society')

### Position Description – National Executive (Board) Co-opted Member

1.	<b>Position Purpose</b>	<p>The purpose of the position is to act in advisory capacity and to contribute to the wider knowledge base of the elected members of the National Executive, as it furthers the work of the Society (Rule 14.10).</p> <p>The Co-opted Member shall be the chair, or other representative member, of an organisation or an early career pharmacist, which the elected National Executive has determined may assist, or otherwise contribute towards, the National Executive furthering the work and objects of the Society.</p>
2.	<b>Term of Co-Option</b>	<p>The period of co-option is from January to December of any year unless the arrangement is earlier terminated at the instigation of either the Co-opted Member, or the elected National Executive. The arrangement will otherwise be reviewed annually in November. There are five meetings in a year. A meeting duration is one whole day.</p>
3.	<b>Responsibilities</b>	<p>Each Co-opted Member of the National Executive will, to the best of their ability:</p> <ol style="list-style-type: none"><li>1. Contribute in an advisory capacity to the fiduciary, oversight, strategic and governance responsibilities of the National Executive, acting at all times consistently with the Rules of the Society;</li><li>2. Attend all National Executive and Committee meetings of which they are a co-opted member;</li><li>3. Attend other relevant meetings, including the Annual General Meeting and strategy meetings;</li><li>4. Prepare fully for and participate constructively at all meetings and in all other forums which they attend as a co-opted member of the National Executive;</li><li>5. Ask appropriate questions and insist on receiving satisfactory answers to all questions relevant to matters on which they are asked to contribute and/or advise;</li><li>6. Recognise the value of other perspectives, while bringing his or her personal skills, experience and knowledge to all discussions of the National Executive;</li><li>7. Accept that, while a Co-opted Member may feel an obligation or affinity to a specific sector, they are required to act as an independent advisor to the Society and the elected National Executive having regard to the best interests of the Society;</li><li>8. Recognise that day-to-day management of the Society is delegated to the Chief Executive, who is the National Executive's sole employee;</li><li>9. Be available when needed – within reason – for consultation or advice;</li><li>10. 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 (including co-opted members) must at all times act with integrity and high ethical standards, consistent with that leadership position;</li></ol>

		<p>11. Declare all conflicts of interest that could have the potential to influence his or her independent judgment as a co-opted member of the National Executive.</p>
4.	<b>Termination</b>	<ol style="list-style-type: none"> <li>1. The elected National Executive may at any time terminate the co-option arrangement by giving written notice to the Co-opted Member if the National Executive, in its sole discretion, believes the Co-opted Member has failed or is failing to meet or comply with the Co-opted Member's responsibilities as set out in this position description and the Society Code of Conduct.</li> <li>2. The elected National Executive may, but is not obliged to, terminate the co-option arrangement by giving written notice to the Co-opted Member if the Co-opted Member ceases to be the chair (or other representative member) of the Co-opted Member's own organisation.</li> <li>3. The Co-opted Member may at any time terminate the co-option arrangement for any reason on giving one months' written notice to the National Executive.</li> <li>4. If the co-option arrangement is terminated for any reason, the Co-opted Member must promptly return to the National Executive all copies of records and other written or recorded information relating to the Society which the Co-opted Member obtained during the course of his or her co-option, and must maintain confidentiality in respect of all information obtained or provided during the course the co-option.</li> </ol>
5.	<b>Fees</b>	<p>A meeting fee is paid for each meeting day. This fee is the same as a normal member and part of the National Executive schedule of fees set from time to time. Travel and accommodation costs where needed are met by the Society.</p>