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Description automatically generated**APhA** **New Practitioner Network**

**Standing Committee Application**

**GENERAL INFORMATION AND ELIGIBILITY**

The APhA New Practitioner Network (NPN) Committees support the work of the NPN and provide feedback on the direction of the awards, programming, resources, and opportunities provided by the NPN. The Standing Committees of the APhA NPN are as follows:

**New Practitioner Advisory Committee (NPAC):** drives the direction of the awards, programming, resources, and opportunities provided by the APhA New Practitioner Network. The committee provides strategic feedback to APhA staff and the APhA Board of Trustees.

**Communications:** Optimize communication between the Association and New Practitioner members through content curation and creation, and contributing to the communication vehicles utilized by the APhA NPN

**Education:** Facilitate the development of New Practitioner members into exceptional pharmacy professionals by continually developing and adapting APhA NPN educational opportunities

**Member Engagement:** Empowers New Practitioner members to become and remain active members by helping the Association identify and adapt to needs of members

The efforts of the NPN Standing Committees support the mission and vision of the NPN:

**Vision Statement:** Discover. Develop. Define.

**Mission Statement:** Engage with new practitioners through life and career transitions by providing education, resources, and a community of support.

Any new practitioner member who has demonstrated leadership qualities within professional organizations and the pharmacy profession is eligible for appointment. Applications are due December 15th at 11:59 pm PT. Appointments are made by the APhA New Practitioner Advisory Committee (NPAC). All applicants will receive notification of the status of their application after January 1.

Serving as a member of an APhA NPN Standing Committee is rewarding and satisfying, both professionally and personally. At times, serving on an APhA NPN Standing Committee may be a difficult and demanding job, but the position is meant to complement, not compete with, professional responsibilities.

The term of appointment is from the APhA2022 Annual Meeting to the APhA2023 Annual Meeting; therefore, applicants must have a graduation date of May 2017 or later.

**DESIRED CHARACTERISTICS FOR STANDING COMMITTEE MEMBERS**

Desired characteristics for APhA NPN Standing Committee members include:

* Leadership ability and knowledge about the profession and the association
* Ability to commit the time required by the position
  + Anticipated attendance at monthly conference calls as well as completing action items and general communication throughout the month is estimated to be at least 5 hours per month but can vary depending on the time of year and committee.
* Good communication and interpersonal skills
* Volunteer leadership experience with APhA or related professional organizations
* Demonstrated ability to work as a team member
* Adherence to high ethical standards
* Ability to arrive at consensus decisions and support implementation of these decisions
* Ability to understand the impact of issues on the profession and across diverse practice settings
* Ability to recognize and willingness to abstain from participation on Board action that presents a conflict of interest
* General understanding of APhA Bylaws
* Employer of candidate is aware of the requirements and supportive of the opportunity

**Disclosure and Confidentiality Statement**

The Association recognizes and applauds the interest of individuals in serving their profession and its organizations in a leadership capacity and welcomes their involvement. There are numerous opportunities for individuals to serve APhA whether it be in an elected, appointed, or volunteer capacity. For individuals wishing to serve in an appointed position, the Association has a responsibility to its members to ensure that its representatives can provide undivided loyalty to advancing the organization's strategic direction and growth. In accordance with APhA policy, and upon appointment to an APhA NPN Standing Committee, each member of the Standing Committee must complete a disclosure and confidentiality statement.

These forms are submitted directly to APhA's Legal Counsel for review to ensure that committee members do not have a potential conflict of interest that would minimize their effectiveness as a member of the APhA NPN Standing Committee if it could not be appropriately managed. The information submitted will be handled in a confidential manner through APhA's Legal Counsel and follow the Association's policy and procedures for Conflicts of Interest. Questions related to this policy should be directed to Steven Benson, APhA Legal Counsel at [sbenson@wtplaw.com](mailto:sbenson@wtplaw.com).

**DEADLINE AND REQUIRED MATERIALS**

Please read through the APhA NPN Standing Committee Position Descriptions prior to completing the application. Type the application and use only the allotted word count. All sections of the application need to be submitted to APhA Headquarters via email to NPN@APhAnet.org by no later than 11:59pm (PST) on December 15th. These sections include (please initial):

\_\_\_ APhA NPN Standing Committee Application

\_\_\_ Digital headshot photo suitable for publication (1MB or larger in size required)

\_\_\_ CV or resume

Make a copy of the entire application for your records. Please note that the APhA NPAC and APhA staff may contact applicants for questions or clarifications on their application.

If you have any questions or concerns regarding the application for the APhA NPN Standing Committees, please contact:

Crystal Atwell, PharmD

APhA Senior Director of Student & New Development

Phone: 202-429-7586

Email address: CAtwell@APhAnet.org

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**Standing Committee Application**

**SECTION I – POSITION & CONTACT INFORMATION**

Please indicate to which NPAC position and/or Standing Committee you would wish to be appointed. If you wish to be considered for Standing Committees only, skip to section B.

A. **NPAC positions:**

Member-at-large \_\_\_\_\_ Vice-Chair \_\_\_\_\_ (2-year commitment)

If are interested in the Member-at-large position, please indicate for which APhA New Practitioner Network Standing Committee you would like to serve as the liaison. If you are interested in more than one, please rank the committees in order from most (1) to least (3) preferred.

Communications **\_\_\_\_\_** Education **\_\_\_\_\_** Member Engagement **\_\_\_\_\_**

If you are not selected for NPAC, would you like your application to be considered for appointment to an NPN Standing Committee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please rank your NPN Standing Committee preference in the next question:

B. **Standing Committee Positions:**

If you are interested in serving on a Standing Committee, please rank the committees in order from most (1) to least (3) preferred.

Communications **\_\_\_\_\_** Education **\_\_\_\_\_** Member Engagement **\_\_\_\_\_**

If you are interested in serving as Chair for the committee, indicate so here. \_\_\_\_\_

C. Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle or Middle Initial)

1. APhA Member Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Preferred Telephone Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. Do you plan to attend the APhA2022 Annual Meeting & Exposition in San Antonio, TX?

Yes \_\_\_\_\_ No \_\_\_\_\_

**NPN STANDING COMMITTEE MEETING TIMELINE**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Event*** | **Event Date (Final Date TBD)** | **Encouraged to Attend** | **Required to Attend** |
| ***APhA2022 Annual Meeting & Expo*** | March 18-21, 2021 | Yes | — |
| ***APhA Day of NP LIFE*** | July 2022 | Yes | — |
| ***APhA-ASP Midyear Regional Meetings*** | Oct-Nov 2022 | Yes | — |
| ***APhA2023 Annual Meeting & Expo*** | March 24-27, 2023 | Yes | — |
| ***Monthly Conference Calls*** | Monthly | — | Yes |
| ***(If SC Chair) Monthly Chairs’ Calls*** | Monthly | — | Yes |

Please initial that you have reviewed the meeting requirements for APhA NPN Standing Committee members: \_\_\_\_\_\_\_\_\_\_

**SECTION II – BACKGROUND & EXPERIENCE**

1. Please describe why you would like to serve in your preferred APhA NPN leadership position and what contributions you will make to benefit the American Pharmacists Association and APhA New Practitioner Network. (max 300 words)

1. Describe your most significant previous leadership experience(s) you have had on the international, national, state, and local levels and provide specific contributions you made or outcomes from your service. (max 300 words)
2. Your committee is charged with implementing a new event for new practitioners. What kind of event would you want to create and how would you get members excited to attend? (Max 300 words)
3. NPAC applicants only: Please describe your interest and qualifications for the position, your view of what the NPAC should do to achieve our mission and vision, and areas that the NPN needs to work to meet new practitioner needs. (Max 500 words)

**SECTION III – STATEMENT OF CONSENT**

I am aware of the responsibilities outlined for the American Pharmacists Association New Practitioner Network Standing Committee to which I am seeking appointment.

If I am appointed and find that I am unable to fulfill the duties for that position, I understand that APhA has the authority to replace me with a qualified applicant.

If appointed, I agree to serve APhA and APhA New Practitioner Network to the best of my ability and to the best of my knowledge.

If appointed, I agree to serve APhA and APhA New Practitioner Network with sound moral and ethical judgment and understand that APhA may remove me from my position if my actions violate said judgment.

If appointed, I understand that I, upon the discretion of APhA, may have to resign from any local, regional, national, or international positions held in APhA or other pharmacy associations.

I have read, understand, and will comply with the APhA New Practitioner Network Standing Committee position descriptions.

I am currently in good standing with my employer. My employer is aware of the position I am seeking.

I understand that my picture, email address, and qualifications may be posted on the APhA website or used in APhA publications and will be utilized during the APhA Annual Meeting.

I understand that APhA reserves the right, upon its discretion, to remove any elected or appointed officer from their position.

I agree that all statements on this application are true. I understand that any false statements or the failure to complete this application accurately may result in my disqualification as a candidate for an APhA elected or appointed position.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_**