

## **2023 ALLIANCE COMMITTEE CHARGES**



### **Bylaws and Governance Policy Committee**

**Charge:** The Bylaws and Governance Policy Committee is a Board committee that proposes changes to the APC Bylaws and Governance Policies to the APC Board of Directors that support and further the mission of APC.

**Meets:** As needed

### **Communications Committee**

**Charge:** The Communications Committee advises staff on enhancing and improving APC communications with members, patients, media, and other external audiences.

**Meets:** Second Tuesday monthly, 12:00 PM Eastern

### **CompPAC Trustees**

The role and duties of the CompPAC Trustees are enunciated in the CompPAC Bylaws.

**Meets:** Third Friday bi-monthly or as needed, 12:00 PM Eastern

### **Education Committee**

**Charge:** The Education Committee assures APC's educational offerings meet the needs of APC members. The committee also advises staff in development of relevant CE sessions for APC conferences recommends a robust calendar of monthly webinar topics/speakers.

**Meets:** Fourth Wednesday monthly, 1:00 PM Eastern

### **Executive Committee**

**Charge:** The APC Chairman, President, President-Elect, Vice-President, Treasurer, and CEO serve as the APC Executive Committee. Per the APC Bylaws, The Executive Committee shall have the following responsibilities:

1. Meet on a regular basis as outlined in the governance policies.
2. Ensure that the directives of the Board of Directors are being fulfilled.
3. Ensure that Governance Policy responsibilities of the Board are being fulfilled on behalf of the membership.
4. The voting members of the Executive Committee shall be responsible for the annual review process and evaluation of the Chief Executive Officer's performance. The Chief Executive Officer review process shall include salary and/or bonus recommendations to the Board of Directors.

**Meets:** As needed

### **Federal Legislation & Regulatory Committee**

**Charge:** The Federal Legislative and Regulatory Committee recommends advocacy policy to the Board of Directors and oversees the tactical implementation of advocacy strategy approved by the Board. The committee supports and provides guidance to the DQSA Coalition and works with staff to execute and communicate advocacy positions and actions. The committee oversees the tracking of current federal legislative and regulatory issues that may impact compounding pharmacists.

**Meets:** Third Wednesday monthly, 12:00 PM Eastern

### **Fellowship Committee**

**Charge:** The Fellowship Committee reviews and approves fellowship applications, proposes fellowship criteria for approval by the APC Board of Directors, updates and oversees the application process, and provides assistance/support to staff as needed for educational meetings. All members must be current APC Fellows.

**Meets:** As needed

### **Finance & Audit Committee**

**Charge:** The Finance & Audit Committee is a Board committee responsible for assisting the board in ensuring the organization is financially viable and meeting its fiduciary and compliance responsibilities and that it performs a financial audit no less than every three years. The work of the committee revolves around seven major areas.

1. *Ensure that accurate and complete financial records are maintained:*
  - a. Monitor income and expenditures against projections.
  - b. Review and recommend financial policies to the board, including ensuring adequate internal controls and maintaining financial records in accordance with standard accounting practices.
2. *Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the board:*
  - a. Present quarterly or monthly financial statements to the board.
3. *Oversee budget preparation and financial planning:*
  - a. Propose for board approval a budget that reflects the organization's goals and board policies.
  - b. Ensure that the budget accurately reflects the needs, expenses, and revenue of the organization.
4. *Safeguard the organization's assets:*
  - a. Review proposed new funding for ongoing financial implications, recommending approval or disapproval to the board.
  - b. Ensure that the organization has the proper risk-management provisions in place.
5. *Help the full board understand the organization's financial affairs:*
  - a. Ensure that the board as a whole is well informed about the organization's finances.
  - b. Educate the board about financial matters.
6. *Ensure compliance with federal, state, and other requirements related to the organization's finances:*
  - a. Ensure that organization maintains adequate insurance coverage.
  - b. Ensure that the IRS Form 990, other forms, and employment and other taxes required by government are filed completely, correctly, and on time.
7. *Oversee the financial audit process; specifically:*
  - a. Recommend to the board of directors the retention and termination of the independent auditor
  - b. Confer with the auditor to satisfy the committee members that the financial affairs of the charitable organization are in order
  - c. Assure the Board reviews and determines whether to accept the audit, and
  - d. Approve performance of any non-audit services to be provided by the auditing firm, within the Board-approved budget.

**Meets:** As needed

### **Membership Committee**

**Charge:** The Membership Committee is responsible for growing APC's members via direct recruiting and advising staff on strategies to facilitate recruiting and retaining APC members.

**Meets:** Third Tuesday Quarterly at 2:00 PM Eastern

### **State Legislation & Regulatory Committee**

**Charge:** The State Legislative and Regulatory Committee recommends state-focused advocacy policy positions to the Board of Directors and oversees the tactical implementation of state-level advocacy efforts within the positions approved by the Board. The committee oversees APC's Stateside Coalition

and works with staff to execute and communicate state-level advocacy positions and actions. The committee oversees the tracking of current state legislative and regulatory issues that may impact compounding pharmacists.

**Meets:** Second Wednesday quarterly at 12:00 PM Eastern, or as needed

#### **Technician Services Committee**

**Charge:** The Technician Services Committee advises relevant APC committees on issues related to the role of technicians in compounding pharmacies and recommends services and programming for APC technician members.

**Meets:** Fourth Friday monthly at 11:00 AM Eastern

**QUESTIONS?** [info@a4pc.org](mailto:info@a4pc.org)