To: CPFI Board of Directors

From: Dawn Battise

4 November 2021

Re: Nominations Committee Report

Position Descriptions

After the last BOD meeting, feedback regarding eligibility requirements were incorporated into current position descriptions for Executive Director, President, Vice-President, Secretary, Treasurer and Directors. Descriptions are available for your review. In addition to eligibility requirements, the following modifications were made:

> Executive Director: For consistency with other descriptions, added a statement of assumptions and accountability.

> Board member: Added requirement that the individual should have previous CPFI involvement at the local or national level.

2022 Nominations

Since our last BOD meeting, Dr. Erin Vance had to unexpectedly resign as Director. We appreciate her service over the past year. We are very thankful that Dean Jeff Bates has stepped into the position and will fulfill the remaining two years of the term.

In 2022, the following positions will be open:

- Secretary (2 year term)
- Treasurer (2 year term)
- Board member (Keith Allhands rolling off) (3 year term)
- Board member (Susan Lutz rolling off) (3 year term)
- Student Representative (will be selected by National Student Chapter) (1 year term)

As discussed in an earlier BOD meeting, online voting has offered benefits for the last two election cycles. It is recommended that we continue this approach, even as we hope to gather in person for the 2022 Annual Meeting. With that in mind, we will follow a similar schedule to the last two years. A call for nominations will go out in January or February. A second call will go out late March/early April and nominations will close mid-April. This will allow nominees to be reviewed and email ballots to be sent out at least 2 weeks before the Annual Meeting.

If you have suggestions for potential nominees, please feel free to share those with me.

Respectfully submitted,

Dawn Battise, PharmD, BCACP

Chair, Nominations Committee

Secretary, Board of Directors