PTEC is now accepting applications for the volunteer role of Executive Director. This is a vital role to the organization, as the individual seeks to further the goals of the organization by providing leadership structure and proactively identifies industry changes that will impact pharmacy technician education.

**Position Purpose:**

The Executive Director is accountable to the Board of Directors for 1) the achievement of the Board’s priorities for the organization and 2) to run the day to day business of the organization. The Executive Director shall be the Council’s highest ranking volunteer and shall be directly responsible to the Board for executing the duties and responsibilities of the position in a manner which promotes the Council’s policies, goals and objective as established by the Board.

**Dimensions:**

The Executive Director shall have authority and responsibility for the management of the Council’s assets, books, records and accounts, the implementation of the Council’s policies and the administration of the Council’s programs, services and activities. The Executive Director, although not a member of the Board, shall have the same rights to notice of and to attend meetings of the Board and other subcommittees of the Council.

**Function:**

The Executive Director shall:

Serve as spokesperson for PTEC, in conjunction with the Council President

Maintains effective governmental affairs program, developing contacts within the profession to further the initiatives set forth by the Board of Directors.

Maintains the official liaison activities with national organizations Council on Credentialing in Pharmacy (CCP) and Joint Commission on Pharmacy Practitioners (JCCP) and other national meetings as directed by the Board of Directors, filing written reports with the Board of Directors.

Attend all Board and general membership meetings and Annual Conference

**Executive Director Monthly Responsibilities**

January:

Monthly report due week before conference call

Begin board nomination process

Attend CCP and JCPP meetings in Washington, DC

February:

Monthly report due week before conference call

Send out call for board nominations February 1st

Use Google forms in drive

Accept until February 28th

Call together nominating committee for board nominations

March:

Monthly report due week before conference call

Ballot for board nominations posted no later than March 15th; elections end March 30th

Google Forms

Begin background checks for newly elected board members

April:

Monthly report due week before conference call

Finish background checks for newly elected board members

Announce newly elected board members no later than April 15th

Begin award nomination process

May:

Monthly report due week before conference call

Send out call for award nominations May 1st

Use Google forms in drive

Roy Kemp Award Form

Phil Naut Award Form

Accept until May 30th

Call together a review committee for award nomination review

Attend CCP and JCPP meetings in Washington, DC

June:

Monthly report due week before conference call

Order awards for conference

Kemp and Naut from Conley Graphics - no later than June 1st

Outgoing board members gifts - no later than June 1st

Work with Event Coordinator to choose annual meeting site for meeting 2 years in advance

July:

Monthly report due week before conference call and/or annual meeting face-to-face board meeting

Annual meeting

August:

Monthly report due week before conference call

Attend CCP and JCPP meetings in Washington, DC

September:

Monthly report due week before conference call

October:

Monthly report due week before conference call

November:

Monthly report due week before conference call

Attend CCP and JCPP meetings in Washington, DC

December:

Monthly report due week before conference call

Member survey as desired by the board

**Interested parties should e-mail a CV and statement of interest to Sarah Lawrence at** **executivedirector@pharmacytecheducators.com** **or Kari Gibson at** **president@pharmacytecheducators.com**