

# CHARTER

## Apothecary Board of Advisors Doctor of Pharmacy and Residency Programs

Florida A&M University  
College of Pharmacy and Pharmaceutical Sciences  
Institute of Public Health

### *I. Apothecary Board of Advisors*

The name of this body shall be the “Apothecary Board of Advisors.” It is established with the singular purpose of assisting the College with the Doctor of Pharmacy and residency programs, the provision of clinical services, and applied research.

### *II. Charter Purpose*

The mission of the Apothecary Board of Advisors is to provide developmental support for the College and assist the Dean and senior leaders in strategic planning, implementation of short and long-term goals, suggesting innovative PharmD curriculum revisions, designing inter-professional educational goals and experiences, indicating transformative community outreach and service, recruiting student pharmacists and faculty, and garnering of financial support for education, research and pharmacy practice.

The Apothecary members are stakeholders who have demonstrated high commitment to the College through the recruitment of its graduates, support of College initiatives, engagement of persons of influence and affluence on behalf of the College, and/or a member of voluntary pharmacy giving societies.

Membership will be sought from among corporations, independent pharmacists, hospitals, non-profit organizations, alumni and parents. All members will be supportive of the College in a manner that is significant and important to the donor/advocate. Most Apothecary members will fall into one of three categories:

1. **Corporate Partner**—represents manufacturing and community pharmacy
2. **Hospital/non-profit**—represents in-patient hospital pharmacy
3. **Individual**—represents independent pharmacy, alumni, parents and donors of the College

Each member will be evaluated individually and other factors such as influence, and affluence will be considered in addition to monetary contributions. The Dean will make the final decision on membership and will ensure all members have an equal stake in the progress and development of the College.

By delegation of the Dean, the Apothecary Board of Advisors will be asked to:

- Assist the College in its development and fund-raising efforts.
- Provide monetary gifts to assist learners in obtaining a professional or graduate degree.
- Provide guidance and support in communication with the community.
- Provide guidance in the development of business expertise and skills among student pharmacists.
- Provide guidance on maintaining and expanding the national and international reputation of the College.
- Advocate as public and private ambassadors for the College.
- Assist in promoting the importance of pharmaceutical care/medication therapy management and research in the community.
- Report to the Dean on the findings of this board through established subcommittees or special task forces.
- Identify and evaluate opportunities and challenges for the College.
- Assist in the development of student pharmacists through informal and classroom interactions, cooperative education, clerkship, residency and fellowship experiences.
- Support for faculty and staff development through sabbaticals and brief focused visits.
- Provide education through seminars, lecture and visiting executives, scientists or practitioners.
- Assist in the recruitment of student pharmacists, staff, residents, fellows and faculty.

### **III. Meetings**

To maximize the participation of Apothecary members, meetings will be held semi-annually—March/April and September/October. The agenda will be developed through the College leadership and the Apothecary chairpersons and released with advance notice.

Membership on the Apothecary Board is exclusive to those appointed by the Dean. Members are asked to make every effort to attend meetings as the consistency of perspective has value. If a member cannot attend a meeting, an alternate *may attend* unless otherwise stipulated by the Dean.

### **IV. Terms, Members**

Apothecary members, as representatives of their corporation or institution, are appointed to serve for a period that is mutually acceptable to both parties.

A corporation may have up to two members present for meetings, with only one vote. Corporations are asked to appoint members who will consistently attend meetings.

### **V. Selection**

The Apothecary Board of Advisors does not represent a membership constituency; rather it serves at the request of the Dean. Members, at the fall meeting will choose the chair of the board. Each shall serve a term of two years, with the vice-chair progressing from vice-chair to chair.

## **VI. Value of Apothecary Board Membership**

Members will gain a depth of understanding as to how the College manages its programs from recruitment to admissions, development and modifications to the curriculum, and analysis of the College through the re-accreditation self-study document. Its residency program will be a focus.

Members shall also have the opportunities described below.

- Direct line to College leaders, teachers and researchers
- Service on College committees
- Input on important academic issues
- Curricular evaluation and revisions
- Assessment of the outcomes of the educational program
- Access to student pharmacists
- Chairman's Hour—a time slot on the eve of meetings to which select student pharmacists will be invited at the pleasure of the Apothecary chairperson.
- Lectures
- Networking events such as the Starving student dinner and Receptions
- Interviews (as needed)

## **VII. Meeting Host**

At each meeting, two hosts will be chosen on a rotation basis from the Corporate Partners and interested parties. A Corporate Partner will be asked to serve as one of the meeting hosts every two or three years at a reasonable cost.

The primary cost of the meetings is the professional networking dinner and lunch—both of which are organized around the students. As this cost is beyond the means of the College, sponsors committed to student success are critical.

At each meeting, one sponsor will be assigned to the Starving Student pharmacists' dinner, and the other will be assigned to the meeting luncheon on the day of the Apothecary meeting. The sponsor may address the group at the beginning and end of the event.

However, as a means of assisting the College and gaining exposure among student pharmacists, there will be a "jump-in-line" clause that will allow any sponsor to cover the cost of the event/meeting (about \$4,000 per meeting) and become the sponsor before their scheduled turn. Members may also desire to co-host a meeting, thus dividing the meeting costs.

As professional networking is one of the goals, student pharmacist will be urged to bring business cards. Dinner tables will be set with signage that guides students to the tables of most interest related to a career choice. Ideally, students will rotate among at least two tables to maximize exposure. Obviously, Apothecary members can also aid learners by guiding them as to table etiquette.

### **VIII. Engagement of Apothecary Members**

Each member will be given an orientation session, which is designed to show the role of Apothecary members as described in the charter. This orientation is required of all Apothecary members.

The College will engage Apothecary members through the work of standing committees. Members will participate in meetings by telephone, video conferencing or attending in person. Since most committees are currently operational in the College, Apothecary members will join in progress.

As the residency program has a different structure, Apothecary members will have avenues to address its components at the Tallahassee as well as other Florida sites. There will be program updates and topics on the agenda. The following committees are offered for members to join:

- Admissions
- Assessment
- Continuing Education, Symposium and Seminar
- Curriculum
- Licensed
- Professional Advancement, Honors Day, Commencement  
Members will aid in the planning of the professional advancement ceremony (i.e., White Coat ceremony), honors day and graduation program.  
Members may also be invited to cloak student pharmacists during the ceremony.
- Professional Learner Conduct  
Policies are reviewed, and hearings are held for student pharmacists accused of a breach of professional conduct policies.
- Reaccreditation
- Research
- Strategic Planning