

Responsibilities of PRN Officers

Each PRN must have an elected Chair. All other PRN elected offices are determined at the discretion of each PRN. It is recommended that each PRN determine a list of duties for its officers for their use during their terms, and also as information for potential candidates for office.

The duties of each PRN Chair should include the following:

1. Conduct a business meeting at the Annual Meeting and the Spring Forum. If unable to attend a meeting, identify a PRN member to conduct the meeting in his/her place.
2. Attend scheduled meetings of the PRN Officers at both the Annual Meeting and Spring Forum. Identify a substitute if unable to attend.
3. Respond to requests for information and planning from the ACCP offices.
4. Appoint a Nominations Committee.
5. Oversee the business of the PRN, including development of educational programming, PRN Networking Forum activities, newsletters, and any other activities the PRN may choose to undertake.
6. Maintain regular contact with the PRN's Board and Staff Liaisons.
7. Submit at least two reports to the Board of Regents during the year, one following each PRN business meeting. Forward any PRN-initiated action items in writing to the Board of Regents via the Board and Staff Liaisons.
8. Additional duties as determined by the PRN.

On the following page is an example of how one PRN has defined the roles and responsibilities of its officers.

Responsibilities of Officers for the Adult Medicine PRN

Chair

1. Attend PRN meetings and educational sessions at the ACCP Annual Meeting and Spring Practice and Research Forum:
 - a. Attend PRN Chair's Meeting
 - b. Plan and conduct Business Meeting
 - c. If cannot attend delegate to Chair-Elect
2. Facilitate communications with ACCP.
3. Facilitate operation of committees (Programming, Newsletter, Nominations, etc.).
4. Implement/coordinate agenda/key goals/special projects for the year.
5. Ensure webpage updated (officers, committees, etc. prn)

Chair-Elect

1. Chair the Programming Committee.
2. Serve on the Programming Committee.
3. Develop programming for the Networking Forum at the Spring Practice and Research Forum and the Annual Meeting.
4. Assist with Newsletter and Web Archive
5. Attend Annual and Spring PRN meetings and educational sessions.
 - a. Chair business meeting if PRN Chair cannot attend
 - b. Attend PRN Chair's meeting
6. Assist or coordinate other special projects as determined by PRN needs and objectives.

Secretary-Treasurer

1. Chair the Newsletter Committee.
2. Record and distribute minutes of business meetings.
3. Monitor PRN Budget.
4. Maintain copies of minutes, newsletters, programming ideas, etc. to pass on to the next Secretary-Treasurer, Chair-Elect, and Chair in a PRN notebook / disc.
5. Provide bi-annual reports to ACCP (with assistance of Chair).
6. Attend Annual and Spring PRN meetings and educational sessions.
 - a. Chair business meeting if PRN Chair or Chair-Elect cannot attend.

Sample Biographical Sketch

Dr. _____ is Associate Professor, Department of Pharmacy and Pharmaceutics, School of Pharmacy, and Department of Internal Medicine, School of Medicine at Virginia Commonwealth University. Dr. _____ has been active in the field of renal pharmacotherapy for 17 years. His teaching, research, and patient care activities focus on the pharmacokinetics and pharmacodynamics of drugs in patients with renal impairment. Recent areas of research include strategies for the optimization of therapy in the treatment of anemia, and antibiotic dosing strategies during hemodialysis. He has also guided protocol development for anemia management in affiliated dialysis centers. He serves on the Anemia Work Group for NKF Dialysis Outcomes Quality Initiative and the Editorial Panel for the *Annals of Pharmacotherapy*.

Sample Candidate Statement

These are exciting times for the _____ PRN! This past year has seen a number of successes, including collaborative efforts with the _____, website updates, ACCP symposia, and not the least, growth of the PRN membership. As we continue to increase in numbers, the range of activities will likely expand as well. Our mission statement encompasses the clinical practice, research, and education aspects of _____. I believe it is important for us to continue our efforts in all these areas, but in particular, to establish an expanded presence of pharmacy in the _____. This should include development of clinical services in community-based _____. Success in these areas depends, in part, on documentation of the improved outcomes as a result of our clinical practice and research. Through the _____ PRN, we can focus on collaborative efforts to achieve these goals.