

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.

Chair

1. Facilitate the development and operation of PRN committees (Programming, Internal Affairs, Nominations, etc.)
2. Complete ACCP DEI training and ensure that AMED PRN officers and at least one member of the nominations committee have completed the training as well.
3. Implement/coordinate key goals/special projects for the year
4. Serve as an officer liaison to other PRN committees as assigned
5. Facilitate communications with ACCP and with the Board of Regents throughout the year
6. Attend PRN meetings and educational sessions at the ACCP Annual Meeting and additional ACCP meetings throughout the year, if applicable
 - a. Attend the PRN Officers Meeting
 - b. Plan and conduct the PRN Business Meeting, including submission of the PRN Business Meeting and Networking Forum Application in May
 - c. If cannot attend, delegate to Chair-Elect
7. Aid in PRN committee endeavors, when requested

Chair-Elect

1. Chair the Programming Committee
2. Complete ACCP DEI training
3. Serve on the Programming Committee
4. Serve as an officer liaison to other PRN committees as assigned
5. Develop programming for the PRN Focus Session at the Annual Meeting
 - a. Write and submit program synopsis in December
 - b. Write and submit program proposal in January
 - c. Respond to ACCP proposal feedback in April/May
 - d. Recruit session speakers in May/June
 - e. Obtain final slides from speakers in September
 - f. Moderate the focus session at the Annual Meeting in October, or delegate to other program committee member if necessary
6. Attend PRN meetings and educational sessions at the ACCP Annual Meeting and additional ACCP meetings throughout the year, if applicable
 - a. Chair business meeting if PRN chair cannot attend
 - b. Present on behalf of the Programming Committee
 - c. Attend PRN Officers meeting
7. Assist or coordinate other special projects as determined by PRN needs and objectives

Secretary/Treasurer

1. Chair the Internal Affairs Committee
2. Complete ACCP DEI training
3. Serve on the Internal Affairs Committee

4. Serve as an officer liaison to other PRN committees as assigned
5. Supervise content and production of the newsletter for spring (April 15) and fall (October 1)
6. Change the password to the AMED Google Account and Canva page
7. Upload the PRN Report and PRN Newsletter to the website
8. Solicit PRN member accomplishments twice a year through the PRN email distribution list in February and August
 - a. First reporting period: September- February
 - b. Second reporting period: March-August
 - c. Prepare member accomplishments using ACCP guidelines for bi-annual PRN report
9. Update the PRN History spreadsheet in the AMED Google Drive after April and October PRN Reports
10. Monitor PRN financials and membership reports monthly on the webpage
11. Assist in distributing PRN funds for grants and awards
12. Attend Annual PRN meetings and educational sessions.
 - a. Chair business meeting if PRN Chair or Chair-Elect cannot attend.
 - b. Record and distribute minutes of business meetings.
 - c. Present the Treasurer's Report
 - d. Present on behalf of the Internal Affairs Committee
13. Include copies of minutes, newsletters, programming ideas, etc. in the AMED Google Drive to pass on to the next Secretary-Treasurer, Chair-Elect, and Chair

Sample Candidate Statement for Officer Nominations

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.