

# Georgia Pharmacy Association

## POSITION DESCRIPTION

POSITION TITLE:	Vice President of the Academy for Independent Pharmacy	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Academy of Ind. Pharmacist	JOB LEVEL:	TBD
GENERAL POSITION SUMMARY:	Provides executive leadership to the Academy of Independent Pharmacy, working to ensure the economic viability and security of Independent Pharmacy	POSITION RELATIONSHIPS SUPERVISES: (TITLES)	-Manager of Academy of Independent Pharmacy - MSR's
COST CENTER #:		SUPERVISED BY: (TITLE)	CEO

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Overall responsibility for growing AIP membership through acquisition of new members and retention of current members.
- Provides leadership and direction for Academy.
- Trains, establishes goals, and measures results of Member Service Representatives
- Identifies target acquisition list of stores and in concert with MSRs and CEO develops plans for acquisition, including where appropriate visits to non-member stores.
- Rides along with MSR's (target goal is a week, two times a year per MSR, minimum acceptable performance is one week a year with each MSR).
- Seek out attend opportunities to increase your knowledge of digital operations in pharmacies.
- Conduct annual reviews of all direct reports
- Coordinates AIP operations and supervises AIP staff.
- Conducts correspondence and business matters related to the Academy.
- Notifies AIP members in advance of each meeting.
- Notifies AIP members of their committee assignments and furnishes each member with the names and addresses of their associates serving on the respective committee.
- Prepares the AIP Board manual and assists in training all new Board members.
- Meets regularly and prepares agendas for Board meetings and Officer meetings.
- Prepares annual budget, reviews monthly financial statements and assures budgeted goals are met or exceeded.
- Reviews investment portfolio monthly and makes appropriate recommendations to maximize returns.
- Coordinates special projects (ex. PR Campaign, clinic pharmacies, etc.).
- Attends GPhA meetings representing the Academy.
- Develops and monitor additional revenue sources for the membership and the Academy.
- Represents AIP on Boards of Directors and any other organizations deemed appropriate.
- Meets with AIP wholesalers and partners to maintain a good working relationship with these vendors.
- Maintains the highest level of cooperation with the Association and the GPhA CEO.
- Coordinates and attends Fall Meeting, Spring Meeting, and Annual Meeting (GPhA convention).
- Serves as liaison to student pharmacists at the Colleges of Pharmacy throughout the State.
- Develops and implements marketing opportunities for members of the Academy.
- Establishes and implements programs and services designed to assist independent pharmacy owners and managers.

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- Serves as an ex officio, non-voting member of the Board of Directors.
- Answers membership correspondence in a timely fashion.
- Supervises and sets annual goals that correspond with GPhA's goals and objectives for Manager of AIP Services,

### GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the Association.
- While performing any procedure, all associates must observe applicable safety, health, and environmental rules and guidelines.
- Attend and participate in training opportunities and seminars relevant to this position.
- Supervise MSRs.
- Stay current with the latest technology to provide additional value to AIP members
- Adhere to appropriate association operating procedures, benefit rules, employment, and safety policies/practices.
- Works in concert with AIP Board of Directors and serves as chief liaison for the AIP Board of Directors and GPhA through the GPhA CEO

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Any other duties as assigned.

### JOB SCOPE:

- Job has assigned areas of responsibility and work content involves high levels of discretion. The need for accuracy and effective utilization of resources is exceptionally high. Errors in judgment will waste resources and severely impact Association performance. Incumbent operates independently and under general supervision.

### COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience**

- **Preferred, but not required:**
  - PharmD or RPh
  - Prior ownership of an independent pharmacy or significant management experience in independent pharmacy
  - AIP Member
  - Involvement in GPhA or AIP or other organizations/Association's activities
- **Required:**
  - Minimum 5 years of experience in pharmacy

#### **Knowledge, Skills and Abilities**

- Possesses effective communication skills (both oral and written)
- Proven track record of development, implementation and management of organizational budget process
- Superior problem-solving skills and attention to detail
- Proven managerial and staff development skills
- Ability to be effective handling multiple duties and priorities in small office environment
- Ability to work independently and effectively with senior leadership, the GPhA Board of Directors and external stakeholders
  - Effective negotiating skills

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### Equipment and Applications

- Operates office equipment (phones, computers, calculators, etc.)
- Proficiency with Office Suite of products.

### JOB CONDITIONS: (SEE EXAMPLES BELOW)

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the associate is:

- Frequently required to perform administrative and professional work using writing tools and electronic media
- Required to be ambulatory to move around freely between buildings, and between levels within buildings
- Occasionally lift and/or move up to 30 pounds
- The noise level in the work environment is usually low

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ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY SUPERVISOR

\_\_\_\_\_  
APPROVED CEO

*DATE CREATED/UPDATED: (9/29/21)*

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