

# **Leadership Development Committee of the Drug, Chemical & Associated Technologies Association**

## **Information and Requirements for Volunteer Leadership**

The Leadership Development Committee of the DCAT organization is currently seeking candidates from member companies to serve as volunteer leaders on its Board of Directors and Advisory Council. If you are interested in serving as a volunteer leader, please review the following information carefully. Candidates should submit the [Application Form](#) to the association's office no later than Wednesday, May 31, 2017, 5:00 pm, ET. *Applications received after the deadline will not be accepted unless specifically requested by the Leadership Development Committee.*

In order to help you better understand the role of volunteer leaders and the nomination process, the Leadership Development Committee has compiled the following information for review.

### **When do the terms of Volunteer Leaders begin?**

All terms on the Board of Directors and the Advisory Council coincide with the organization's fiscal year: November 1st to October 31st.

### **How is the leadership of the association structured?**

- The Board of Director is comprised of 11 persons. The members of the board are the president, three vice presidents, five directors and the two immediate past presidents. Candidates for these positions are nominated by the Leadership Development Committee and elected by the membership.
- The Advisory Council is comprised of 18 persons. Six persons are elected each year to serve a three-year term. Candidates for these positions are nominated by the Leadership Development Committee and elected by the membership.
- The Program Management Council is comprised of six persons who serve as the chair of one of the organization's committees. Each committee chair is appointed by the president of the association each year and therefore do not go through the nominating process.

### **What is the role of the Board of Directors?**

The Board of Directors has the authority and responsibility for the governance of the association. Its members serve as thought leaders who develop and guide the organization towards a sustainable future by developing a comprehensive strategic plan, establishing and implementing sound financial and operational policies, and providing guidance for volunteer leaders and staff in order to fulfill the mission of DCAT.

### **What is the role of the Advisory Council?**

The Advisory Council is called upon to contribute their insight, guidance and industry expertise to support the work of the Board of Directors, committees and staff and help ensure the organization's ability to fulfill the mission of DCAT. The Advisory Council is comprised of eighteen members. Members often participate in internal task forces or committees charged with obtaining specific outcomes.

**What volunteer positions is the Leadership Development Committee currently looking to fill for the term beginning on November 1, 2017?**

- 3rd Vice President, Board of Directors (one position available, see description below)
- Director, Board of Directors (five positions available, see description below)
- Advisory Council (six positions available, see description below)

❖ **3<sup>rd</sup> Vice President - Board of Directors.** In addition to the role of the Board of Directors (as indicated above), this position also oversees the volunteer resources and acts as a liaison between the Board of Directors, committees and Advisory Council.

**Volunteer Commitment:** This position is a one-year term and then ascends to 2<sup>nd</sup> and 1<sup>st</sup> vice presidency and through to the presidency, which are all one-year terms. Followed by serving two years as a past president for a total volunteer commitment of six years.

Additional duties:

- Develop, guide and implement the organization's strategic plan
- Prepare for board meetings and conferences in order to fully participate in discussions and decision making.
- As an Executive Officer, serve on the Human Resources and Leadership Development Committee
- Review outcomes and metrics from organizational events
- Evaluate performance, impact of programs and events as well as the feedback received from members
- Approve annual budgets, audit reports and other material business decisions
- Uphold the bylaws and all policies and procedures of the organization
- Assist in fostering the growth of membership
- Interact with committees and task forces and take on special assignments
- Represent DCAT to stakeholders and act as an ambassador of the organization
- Encourage members to support the organization through sponsorship and participation

**Time Commitment:**

- Reading and analysis of reports and other materials relating to the organization as presented on the agenda for discussion during board meetings and conference calls.
- Minimum of two in-person Board of Directors meetings per year
- Must make every effort to attend all programs and events of the organization
- Monthly board conference conference calls
- Quarterly Executive Officer conference calls
- Leadership Development Committee interviews and conference calls
- Approximate minimum monthly time commitment is 10 hours

**Resources:** MUST have the financial support of his or her company for attendance of association meetings, travel and sponsorship, and the commitment of his or her company to support volunteer time and efforts towards the furthering of the association's mission.

- ❖ **Directors - Board of Directors**. In addition to the role of the Board of Directors (as indicated above), this position also assures that programs and services are responsive to the needs of the wide variety of companies represented in the organization's membership.

**Volunteer Commitment:** This position is a one-year term. A director may be elected to no more than three consecutive terms. Additional duties:

- Develop, guide and implement the organization's strategic plan
- Prepare for board meetings and conferences in order to fully participate in discussions and decision making.
- Review outcomes and metrics from organizational events
- Evaluate performance, impact of programs and events as well as the feedback received from members
- Approve annual budgets, audit reports and other material business decisions
- Uphold the bylaws and all policies and procedures of the organization
- Assist in fostering the growth of membership
- Interact with committees and task forces and take on special assignments
- Represent DCAT to stakeholders and act as an ambassador of the organization
- Encourage members to support the organization through sponsorship and participation

**Time Commitment:**

- Reading and analysis of reports and other materials relating to the organization as presented on the agenda for discussion during board meetings and conference calls.
- Minimum of two in-person Board of Directors meetings per year
- Must make every effort to attend all programs and events of the organization
- Monthly board conference calls
- Approximate minimum monthly time commitment is 9 hours

**Resources:** MUST have the financial support of his or her company for attendance of association meetings, travel and sponsorship, and the commitment of his or her company to support volunteer time and efforts towards the furthering of the association's mission.

- ❖ **Advisory Council Member – Advisory Council**. The Advisory Council is made up of 18 members. Their responsibility is to provide insights, guidance and industry expertise to the Board of Directors, committees and staff to help improve the organization's ability to meet its mission. Six members are elected to the Advisory Council each year.

**Volunteer Commitment:** This position is a three-year term. An Advisory Council member cannot serve more than two consecutive full or partial terms. Additional duties:

- Assist with the evaluation and impact of programs and events
- Solicit feedback from members regarding the organization's programs, events or performance to assist the Board or committees that might help develop improvements or additional member benefits
- Uphold the bylaws and all policies and procedures of the organization
- Assist in fostering the growth of membership
- Interact with committees and task forces and take on special assignments

- Represent DCAT to stakeholders and act as an ambassador of the organization
- Encourage members to support the organization through sponsorship and participation

**Time Commitment:**

- Must make every effort to attend all programs and events of the organization (especially the summer dinner meeting usually held in conjunction with the Sharp Sourcing program.)
- Any conference calls scheduled for the Advisory Council and/or task forces
- Approximate minimum monthly time commitment is 4 hours

**Resources:**

MUST have the financial support of his or her company for attendance of association meetings, travel and sponsorship, and the commitment of his or her company to support volunteer time and efforts towards the furthering of the association's mission.

**Is there a Code of Ethics for DCAT's Volunteer Leaders?**

Any volunteer who accepts a role in DCAT's leadership must adhere to the organization's established Code of Ethics. The document can be reviewed here: [DCAT's Code of Ethics for Volunteer Leaders.](#)

**What do volunteer leaders get in return for their service?**

This is an extraordinary opportunity for any individual who is passionate about the DCAT organization and enjoys interaction and teamwork with their colleagues in the industry. Volunteer leaders have always attested to the many significant professional and personal benefits accrued during their service. These benefits include the opportunity to meet, work and learn from industry leaders, to share their own knowledge, expertise and insight with others, to gain professional recognition and to establish relationships with new colleagues and friends.

However, volunteer leaders receive no financial compensation nor are they reimbursed for time spent on projects, meetings or travel, unless it is expressly stated or approved by the finance officer of the organization. Volunteer leaders are expected to register to participate in the organization's programs or events they attend, as would any other member company representative.

**What will be the process of the Leadership Development Committee?**

The Leadership Development Committee will provide a general call for candidates in April and May of 2017. Also during that time period, they will actively encourage industry representatives that they feel may be good candidates to consider submitting an application. The committee will meet monthly to discuss prospective candidates and review applications, and when necessary, will reach out to candidates for an interview.

**When will the Committee's decision be announced?**

The final meeting of the Nominating Committee will be in September of 2017. However, the committee's policy allows for additional meetings, if necessary, beyond that time. As a courtesy, each candidate will receive notification of the committee's decision within five to seven business days after the completion of the final meeting.

### **What if you apply and are not nominated?**

The Leadership Development Committee will receive many applications for volunteer leadership positions. Unfortunately, not every applicant can be nominated. If you are not nominated, you can submit your application the following year as there is no limit on the number of times you can apply.

Please keep in mind that you need to submit a new application form each year. The Leadership Development Committee does not review applications from prior years, as they do not accurately reflect a person's current situation, availability or willingness to serve on the Board of Directors.

### **How do I submit a candidate for consideration?**

If you want to be considered, or know a person you feel should be considered, please download and the [Application Form](#). Please scan the form, add any attachments and send to [mtimony@dcat.org](mailto:mtimony@dcat.org).

The file name for the completed application form and attachments should include the applicant's last name (ie. Smith Application Form; Smith Attachment 1.)

Since all candidates are recognized as industry professionals and are assumed qualified, campaigning of any sort, including excessive letters and emails directed to the DCAT membership, committee members or staff is prohibited.

Application Forms are due on **Wednesday, May 31, 2017 by 5:00 pm ET**. *Applications received after the deadline will not be accepted unless specifically requested by the Leadership Development Committee.*

If you have more questions, call DCAT Executive Director Margaret Timony at 609-208-1888 or [mtimony@dcat.org](mailto:mtimony@dcat.org).