

## **Appointment Process for the Texas State Board of Pharmacy**

The process of applying for any public appointment is handled online. For information, see the Governor's web site:

<http://governor.state.tx.us/appointments/>

The Governor usually prefers to appoint individuals who have been active within the Republican Party at the local, state or national level, or at least who have not been overtly active in another political party.

Board members receive a per diem allowance of \$30 per day while attending board meetings. They are reimbursed for actual expenses for travel and lodging, however there is a state-set limit of \$121 per day for lodging (\$85) and meals (\$36).

Because of the nature of the appointment and time commitment, it is essential that you have approval of your superiors who, themselves, may be able to assist in securing an appointment for you.

The time commitment is four board meetings per year (quarterly) in Austin. These are usually one day, but often can be two day meetings at the Board's office. Additionally Board members will spend six to eight days each year participating in informal hearings in Austin. Board members are encouraged travel to regional NABP-AACP meetings within the area for a 2-3 day conference in the Fall. The Board is also encouraged and reimbursed for participating in state association meetings, such as the TSHP Annual Seminar. Board members are also encouraged to attend NABP meetings, but the state limits out-of-state travel such that reimbursement is often very limited for this. The Board meeting materials are quite substantial and a significant amount of reading time prior to meetings should be anticipated. The appointment is for a six year term.

Within TSHP, the Nominations Committee reviews members who are interested in gaining appointment to the Board or other public positions. TSHP will support any qualified member seeking appointment to the Board or other public position.

If you have applied in the (recent) past, the Governor's office has your information on hand, but you should check with them to update any necessary data and re-affirm your interest in serving.

The following information is from and available on the Governor's Appointments Web Site.

### **Application Process**

#### **1. How to Apply for a Position on a Board or Commission.**

To apply with the Governor Perry Administration, please read about the [Appointment Process](#) prior to completing the [Appointment Application](#). The majority of these appointments are volunteer positions, representative of our citizen government. Most appointees are entitled to standard travel expenses and/or per diem to attend meetings and conduct business of the board or commission.

After completing the application, send it, along with a resume and photograph, to the Governor's Appointments Office. The photograph does not need to be studio quality; it is for office use only. When the office receives your application, you will be sent an acknowledgment.

Your name will be entered into the appointments system. Any additional information received from you or from others relative to your appointment will be kept in your file. If we need additional information, the Appointments staff will contact you. Applicants may be asked to come to Austin for a personal interview with the Director of Appointments or an Appointments Manager.

**Please note:** Any information within the file is subject to the Public Information Act. This means that anyone requesting copies of the information in your file or requesting to view your file will be provided access to the information.

## **2. Letters of Recommendation**

A letter of recommendation is not required; however, if there are people who would like to express their support for you, you may ask them to send letters of endorsement to the Governor's Appointments Office. Please request no more than three to five letters.

## **3. The Process after Submission of Application**

When it is time for the Governor to make an appointment in which you have expressed interest, the Appointments Office reviews statutory requirements that pertain to the appointment and gathers information on professional or personal experience necessary or preferable for the position. They also look at the geographic, ethnic, and gender diversity of the current board. The background and qualifications of all applicants are then reviewed. For a majority of appointments, a potential nominee must be approved by his or her Senator prior to formal appointment by the Governor. Recommendations are made to the Governor, who makes the final decision.

## **4. Senate Confirmation**

The appointments process for the majority of boards and commissions, by virtue of the procedure prescribed in the Constitution of the State of Texas, requires that the nomination of a person by the Governor be confirmed by the Texas Senate. The Senate considers the confirmation of

an appointment when they are in session, which is every odd-numbered year, or when the Governor calls a Special Session.

### **5. Disclosure of Personal Finances after Appointment to a Board or Commission**

Many boards require the disclosure of personal financial information. Many require a nominee to file a [Personal Financial Statement \(PFS\)](#) with the Ethics Commission prior to Senate confirmation.

### **6. Qualified Appointees**

Most of the appointments require the appointee to be a qualified voter. A "qualified voter" is defined as a person who:

1. Is 18 years of age or older
2. Is a United States citizen
3. Has not been adjudged mentally incompetent by a court
4. Has not been convicted of a felony (fulfillment of sentence and pardon exceptions available)
5. Is a resident of Texas
6. Is a registered voter

### **7. Appointments of State Employees to Boards and Commissions**

In most cases, state law provides that a state employee may not be appointed to a board or commission. However, there are some boards or commissions which require that a state employee be designated. Changes to the Pharmacy Practice Act in 2005 now allow faculty members of colleges/schools of pharmacy to serve on TSBP.

### **8. The Number of Boards or Commissions to Which One May Apply**

You may apply to as many boards as you wish. You should be specific as possible regarding your interests in the "State Board(s), Commission(s), or Task Forces of Interest to You" section. Your file will remain active during the Perry Administration, but should be updated if you move, change employer, etc.

The gentleman who oversees TSBP appointments is Keith Ingram, Appointment Manager, Governor's Appointments Office, P.O. Box 12428, Austin, Texas 78711, 512/463-1828

Physical location: Governor's Appointments Office  
Capitol Extension E1.008