



## ELIGIBILITY & COMMITMENT

- Three (3) years minimum membership
- Familiarity with NCPDP, including but not limited to Website
- Knowledgeable regarding voting procedures
- Must be able to attend workgroups on routine basis
- Annual sign up requirement
- No more than three (3) new member assignments at one time

## RESPONSIBILITIES

- ✓ Send welcome email with contact information no later than 10 business days after notification
- ✓ Have at least one (1) call with new member prior to initial new member event
- ✓ Attend new member event with assigned new member
- ✓ Follow-up with new member prior to or after each Work Group during initial year (at least 3 times annually)
- ✓ Answer basic questions about NCPDP policies and procedures
- ✓ Provide guidance on accessing resources to help new member

# BUDDY PROGRAM

## RULES OF ENGAGEMENT

Buddies are not research assistants  
 Buddies do not guide on individual voting choices  
 Buddies do not provide direction or guidance for the new member's organization

## RESPONSIBILITIES

- ✓ Acknowledge welcome email and provide contact information to Buddy no later than 10 business days after initial email
- ✓ Have at least one (1) call with buddy prior to initial new member event
- ✓ Attend new member event with assigned buddy or make alternative arrangements for initial meeting
- ✓ Accept follow-up (meeting/calls) with buddy prior to or after each Work Group during initial year (at least 3 times annually)
- ✓ Provide guidance to Buddy regarding any clarifications needed for better understanding of NCPDP policies and procedures
- ✓ Complete Buddy Program Survey after initial year with NCPDP

## ELIGIBILITY

- First two (2) years of membership
- Approval from organization to attend work group meetings on routine basis

