BOARD OF DIRECTORS POSITION DESCRIPTIONS AND RESPONSIBILITIES

The following is a short synopsis of each of the Board Positions (See more detailed descriptions below):

- Director of Advocacy: The individual who collaborates with the NYSCHP lobbyist and reviews all bills of interest to NYSCHP as well as those that NYSCHP as an organization opposes. The individual responsible for reviewing and developing recommendations for growth along professional lines
- Treasurer: The individual assumes the role of fiduciary counsel to the NYSCHP.
- Chair of the House of Delegates: The individual who will coordinate the activities of the House of Delegates at the Annual Assembly.
- Director of Membership: The individual who coordinates activities of the Board of Directors and the affiliated Chapters. Is also the affiliate with the schools of pharmacy, technicians and new practitioners.
- Director of Education: The individual who coordinates and develops all educational programs for NYSCHP and the Annual Assembly.
- Director of Outreach: The individual that coordinates all issues and activities with relation to NYSCHP's partnership with the Pharmaceutical industry. The individual who is responsible for promotion of NYSCHP on state and national levels and supervises the NYSCHP's publication, oversees public relations and coordinates the director's forums.
- Director of Professional & Leadership: The individual tasked with the assignment to review, and reorganize NYSCHP to allow for growth and development.

The Officers of NYSCHP Time Commitments:
Presidential terms - spans a period of three years during which he/she serves successively as the President-Elect, President, and Immediate Past-President.
Board of Directors terms - span a period of two years. Elected Board members are invited to attend Board meetings prior to their installation so they are acquainted with the activities of their position and the NYSCHP Board.

Meetings:

BOD (usually monthly – 2 hours virtual; 6 hours in-person)
Typically 2-3 in-person: Fall, January, Annual Assembly
Chapter Presidents (usually monthly – 1 hour each)
Committees of the Council (Optional)
Frequency depends on committee and determined by committee Chair or Director Can be anywhere from one time to monthly

Other Meetings

Local Chapter BOD meetings and programs (usually monthly) [optional]

Presidential officers:
ASHP President's Retreat (in-person or virtual options) involves 2 days usually in November
ASHP Policy Week in Washington D.C. in September
If selected as ASHP HOD Delegate:
- ASHP RDC (Regional Delegate Conference) in May (in-person or virtual)
- ASHP House of Delegates involves at least 4 days at the ASHP Annual Summer Meeting

President

NYSCHP Bylaws: President: The President shall be the principal elected official of the Council and shall be so recognized at all Council programs and activities. With approval of the Board of Directors the President shall appoint all committee chairpersons. The President shall appoint additional committees as needed. Except as otherwise provided, the president shall fill all vacancies by appointment. The President shall be an ex-officio member of all committees, with the exception of the Committee on Nominations. The President shall be a member of the Board of Directors and serve as its Chairperson. The President shall be a member of the Committee on Finance. The President shall prepare an address for presentation at the Annual Meeting.

RESPONSIBILITIES:

A. General and Ongoing

1. Appoints all committee chairs with the approval of the Board of Directors.
2. Appoints additional committees as needed and fills all vacancies by appointment, except as otherwise provided.
3. Serves as chair of the Board of Directors and member of the Executive Finance Committee.
4. Receives copies of written correspondence and minutes of committees if content appropriate and if relevant to established responsibility.
5. As a member of the Board of Directors, considers for approval all actions of the Executive Finance Committee.
6. Maintains ongoing contact with other officers, committee, chairs, directors and chapter officers.
7. Serves as official liaison to other professional organizations.

B. Time-Specific

1. Fills all vacancies in nomination for election that may occur after the adjournment of the House of Delegates of the Council and prior to the issuance of ballots, from a list of candidates.
2. As a member of the Board of Directors, considers for approval the budget as submitted by the Committee on Finance for the next fiscal year.
3. Meets with newly installed Council officers to present and discuss goals and objectives for the upcoming year.

C. Report to Board of Directors

Submits ongoing reports for each board meeting.

D. Reports to House of Delegates

Addresses the House at the Annual Assembly at the conclusion of the House of Delegates meeting.

COMMITTEE ASSIGNMENTS:

Finance Committee (Member)
Board of Directors (Chair)
Pharmacy Conference (external)

ABILITIES:

Good verbal and written communication skills.
Knowledge of Council operations.
Familiarity with the membership (regional, chapter).
Ability to envision and direct the Council towards more ideal practice environments.
Ability to maintain direction of the Council.
Good time management skills.

President-Elect

NYSCHP Bylaws: The President-Elect shall be a member of the Board of Directors and Committee on Finance. The President-Elect shall perform the duties of the President when the President is unable to do so. The President-Elect shall assume other responsibilities as directed by the President and shall prepare an address for presentation at the Annual Meeting.

RESPONSIBILITIES:

A. General and Ongoing:
   1. Works with directors to prepare committee appointments for Board of Directors approval or implementation during year of presidency.
   2. Serves as member and vice-chair of the Board of Directors.
   3. Performs the duties of the President when the President is unable to do so.
   4. Assumes other responsibilities as directed by the President.
   5. Prepares goals and objectives in concert with directors, directors-elect and President, identifying areas to emphasize over the coming year.

B. Time-Specific
   1. Prepares an installation address for presentation at the Annual Assembly.

C. Reports to Board of Directors

D. Reports to House of Delegates

COMMITTEE ASSIGNMENTS:

Board of Directors (Vice Chair)
Finance Committee (Member)
Awards Committee (Chair)

ABILITIES:

Good verbal and written communication skills
Knowledge of Council operations
Familiarity with the membership (regional, chapter)
Ability to envision and direct the Council towards more ideal practice environments
Ability to maintain direction of the Council
Good time management skills.

Immediate Past President

NYSCHP Bylaws: The Immediate Past President shall be a member of the Board of Directors and Committee on Finance to provide support and advice on Council matters as deemed appropriate by the President. The Immediate Past President shall serve as Vice Chairperson of the House of Delegates and, in the absence of both the President and President-Elect, shall serve as Chairperson of the Board.

RESPONSIBILITIES:

A. General and Ongoing
   1. Chairs the Board of Directors in the absence of both the President and the President-Elect.

B. Time-Specific

C. Report to Board of Directors

D. Reports to House of Delegates

COMMITTEE ASSIGNMENTS

Board of Directors (Member)
Finance Committee (Member)
House of Delegates (Vice Chair)
Committee on Resolutions (Chair)

Liaison to REF

ABILITIES:

Serves as advisor to the Presidential officers, new and present members of the Board of Directors.

TREASURER

NYSCHP Bylaws: The Treasurer shall serve as a custodian of the Council's funds. The Treasurer shall invest and disburse them at the direction of the Board of Directors. The Treasurer shall be a member of the Board of Directors and Committee on Finance and shall serve as Chair of the Committee on Finance. The Treasurer shall prepare statements on the financial condition of the organization and present a report and financial statement to the House of Delegates at the Annual Meeting.

RESPONSIBILITIES:

A. General and Ongoing

1. Coordinates the following activities performed by the Council office personnel to demonstrate financial responsibility:
    A. Receipt of income and expense disbursement.
    B. Maintenance of checking and investment accounts.
    C. Accuracy of general ledger.
    D. Develop and revise financial policy of the Council with approval by the Board of Directors.
2. Signatory authority for NYSCHP accounts in conjunction with the President, President-Elect, and the Executive Director.
3. Audits financial records prior to accepting responsibilities of the treasurer.
4. Performs financial planning, prepares income and expense projections and reviews financial records with analysis, to determine the best course for the Council to take to remain fiscally sound.
5. Reviews bookkeeper's report monthly and report of independent auditor yearly.

B. Time-Specific

1. Prepares annual budget for Board of Directors
2. Reviews monthly balance sheets.

C. Reports to Board of Directors

Treasurer's Report
Budget-Income vs. Expense
Financial feasibility of non-budgeted expenditures.

D. Reports to the House of Delegates

Presents financial statement and analysis with an auditor's report to the House of Delegates at the Annual Assembly.

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Finance Committee (Chair)
Audit Committee (Member)

ABILITIES:

Analyze financial statements
Budget planning
Prepare financial reports
Management skills

Chair House of Delegates

NYSCHP Bylaws: The Chairperson shall be nominated by the Nominations Committee, elected by a majority vote of the House of Delegates in session, installed immediately upon election and serve a two-year term beginning upon completion of the meeting of election. The Chairperson shall serve a maximum of two consecutive terms.

RESPONSIBILITIES:

A. General and Ongoing:

1. Recommend referral of actions of the House and recommend actions of the delegates to the appropriate Director with approval of the Board of Directors.
2. Oversee the committees on Resolutions and Nominations so they perform in a timely manner.
3. Presides at the House of Delegates meeting.
4. Communicate updates to delegates regularly.

B. Time-Specific:

1. Appoint tellers.
2. Coordinates distribution of delegate packets with the NYSCHP Council office.

C. Reports to the Board of Directors

D. Works closely with the Parliamentarian on an ongoing basis regarding procedure.

COMMITTEE ASSIGNEMENTS:

Board of Directors (Member)
Nominations Committee (non-voting Member)
Resolutions Committee (non-voting Member)
Constitution and Bylaws (Member)

ABILITIES:

Good communication and organization skills
Knowledge of Parliamentary Procedure
Knowledge of council governing documents
Attention to detail

Director of Advocacy

NYSCHP Bylaws: The Director of Advocacy is responsible for the oversight of the advocacy and professional policy initiatives of the Council. The Director of Advocacy shall be responsible for reviewing and developing recommendations for the growth of the Council along professional lines. The Director of Advocacy is also responsible for creating, developing, monitoring and refining the practice and scope of pharmaceutical services. The Director of Advocacy is also responsible for the development of new and maintenance of existing liaisons with other professional organizations involved in the delivery of health care.

RESPONSIBILITIES:

A. General and Ongoing

1. External

i. Keeps current with laws, regulations and administrative policies governing the practice of pharmacy.
ii. Monitors and reviews legislation development.
iii. Maintains liaison with other professional health care organizations on matters related to legislation, rules and regulations affecting health care and pharmacy practice.
iv. Maintains contact with the New York State Education Department, Board of Pharmacy and Health Department regarding regulatory changes and interpretations.
v. Maintains communications as needed.

vi. Attends and testifies at State Legislature and hearings as required.
vii. Maintains communication with ASHP legal counsel.
viii. Maintains communication with key legislators as appropriate.
ix. With the President and Executive Director, represents the Council at meetings of the New York State Pharmacy Conference.
x. In collaboration with the President maintains contact with and directs activities of the Council's legislative counsel.

2. Internal

i. Receives reports from monitoring service and initiates action when requested.
ii. Helps develop official positions on relevant issues and communicates the official position of the Council.
iii. Develops legislative network with local chapters for statewide action and information distribution and communicates pertinent current legislative developments for reporting at local chapter meetings.
iv. Responds to inquiries from members as needed.

B. Time-Specific

1. Suggest chairs and committee members. Submits these names to the President-Elect. Notifies these persons following Board decision on committee make-up.

C. Reports to the Board of Directors

D. Reports to the House of Delegates

Reports to the House at the Annual Assembly

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Public Policy & Professional Affairs (Member)
Pharmacy Conference (External)

ABILITIES:

Good communication and writing skills
Management skills
Organizational skills
Working knowledge of state legislature, Departments of Health and Education, Board of Pharmacy

Director of Membership

NYSCHP Bylaws: The Director of Membership will be responsible for the coordination of issues and information between the Board of Directors and the membership through the affiliated chapters and technician and student groups. The Director of Membership shall provide the Board of Directors with a summary of the activities of the affiliated chapters and shall be responsible for the coordination of activities with Schools of Pharmacy.

RESPONSIBILITIES:

- Develop and maintain recruitment and retention activities at both the state and chapter level.
- Conduct inquiries regarding issues that relate to NYSHCP and individual chapter membership.
- Provide support to chapter leadership on general operational and membership issues. This would include acting as a liaison between the chapters and the council office where appropriate.
- Coordinate the activities of the Membership committee. This is done in conjunction with the membership committee chairperson.
- Develop and maintain the role of the pharmacy school faculty liaisons have within the organization.
- Establish and supervise programs to facilitate the role of pharmacy students within the organization.

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Membership Committee (Member)
Technician Committee (Member)
New Practitioner Committee (Member)
Faculty/Student Committee (Member)

ABILITIES:

Understanding of Council operations
Great communication skills
Flexibility

Director of Education

NYSCHP Bylaws: The Director of Education shall be responsible for the oversight of the Education programs and the Annual Assembly, conducting programs of continuing education including the Annual Assembly all other programs; creating, developing and monitoring all educational activities including, but not limited to, competencies and certification of continuing education credit in accordance with accreditation standards. The Director of Education is also responsible for developing and being sensitive to the educational needs of the membership through the resources of the Council.

RESPONSIBILITIES:

- Establish programming for members via overseeing the Education committee
- Establish and supervise the Annual Assembly committee

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Education Committee (Member)
Annual Assembly Committee (Member)

ABILITIES:

Good communication and organization skills

Director of Outreach

NYSCHP Bylaws: The Director of Outreach is responsible for the oversight of the relationship with industry and the organization. The Director of Outreach is responsible for the promotion of the Council on state and national levels, for the supervision of all Council Publications and public relations media and to monitor all aspects of Council approved activities.

RESPONSIBILITIES:

- Coordinate and oversee the activities of the Communication committee. This is done in conjunction with the committee chairperson(s)
  - Social media
  - Ongoing quarterly website reviews
  - Monthly publication of Newsflash
- Organization communication committee activities related to the Annual Assembly, including the meeting planning app
- Coordinate and oversee the activities of the Industry Affairs committee. This is done in conjunction with the committee chairperson
- Develop and maintain relationships with industry partners

- Coordinate and plan director roundtables in partnership with the council office
- Represent industry perspective in Annual Assembly planning
- Plan and execute reverse networking event at the Annual Assembly
- Respond to industry partner inquiries as needed
- Coordinate and oversee the activities of the Committee of Industry Pharmacists. This is done in conjunction with the committee chairperson

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Industry Affairs Committee (Member)
Communication Committee (Member)
Live Directors Forums (Chair)
Committee of Industry Pharmacists (Member)
Annual Assembly (Member)

ABILITIES:

Experience working with industry partners
Understanding of the nuances to industry guidelines on sponsorship
Good communication skills

Director of Professional and Leadership Development

NYSCHP Bylaws: The Director of Professional and Leadership is responsible for Council initiatives for development of current and future leaders and the Council Strategic Plan. The Director of Professional Leadership Development is also responsible for initiatives designed to promote progression of the practice of pharmacy.

RESPONSIBILITIES:

- **Leadership Development**
  - Enhance Succession Planning by Identifying and cultivating the next generation of Council or local chapter leaders through targeted mentorship and engagement initiatives.
  - Design programs to enhance leadership skills and capabilities for all leaders, both formal and informal, through interactive collaboration and mentorship.
  - Ensure leadership development initiatives are aligned with the broader mission and strategic plan of the Council.
- **Practice Advancement**
  - Lead and collaborate with other directors to develop initiatives aimed at advancing the scope and standards of pharmacy practice across New York State
  - Align practice advancement initiatives with the ASHP PAI Initiatives as defined by the national directive and committee
  - Develop resources and opportunities for Council members to support career progression and professional excellence for all pharmacists and technicians, sharing information and best practices
  - Ensure all professional development activities align with the mandates set forth in the NYSCHP Bylaws.
- **Strategic Plan**
  - Contribute to and support the Council strategic plan, aligning initiatives of the committees to be consistent with the objectives in the plan.

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Leadership Development Committee (Member)
PAI Committee (Member)

Virtual Directors Forums (Member)
Strategic Planning (Member)

ABILITIES:

Good communication skills, collaboration and strong listening skills
Have vision of the goals of the Council based on current Strategic Plan
Strategic Mapping – create actionable initiatives for committees based on Council Strategic Plan
Trend Forecasting for the future of pharmacy practice and opportunities for advancing leadership
Passion for public speaking and motivating individuals/teams to be interactive and collaborative
Project Management – Managing multiple teams/projects across diverse topics and initiatives