

Guide for Committee on Nominations & Candidates for Elective Office

Committee on Nominations:

To ensure that all willing, qualified potential nominees are considered for candidacy to NYSCHP elective office, the Committee on Nominations is charged with assembling a roster of nominees, recommended by our members and local chapters. In addition to reviewing suggestions received, the Committee on Nominations will review the membership rolls for potential candidates, particularly past-Presidential officers of local chapters.

Typical qualifications of a successful candidate include, but are not limited to:

- Demonstrated leadership qualities and exemplary practice
- Demonstrated interest in the affairs of NYSCHP
- Experience as an officer of a local chapter

Obligations of Nominees:

Prospective nominees are urged to seek information on the responsibilities and demands of NYSCHP elective office, in order to acquaint themselves with the commitments involved in this voluntary service. **The obligation begins upon election to office. A commitment to attend Board meeting between the election and installation needs to be made before agreeing to run for office. The period of time between election and installation serves as an orientation for the Officer/Director.** Individuals who hold office or are candidates for office with NYSCHP are expected to protect NYSCHP's image, not to engage in any activity which would discredit NYSCHP, and not to participate in discussions or votes if a personal conflict of interest is involved. Members of the Board of Directors will represent the face of Pharmacy to the Public. Officers should have an interest in the area that they will direct (i.e.: someone interested in the clinical needs of a pharmacist for his/her practice would be an excellent candidate for "Director of Education & Workforce Development").

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

- VP for Public Policy: 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.
- 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 Chapter Services: The individual who coordinates activities of the Board of Directors and the affiliated Chapters. Is also the affiliate with the schools of Pharmacy.
- Director for Communication: The individual who is responsible for promotion of NYSCHP on state and national levels and supervises the NYSCHP's publication and oversees public relations.
- Education & Workforce Development: The individual who coordinates and develops all educational programs for NYSCHP and affiliated chapters.
- Director for Industrial Affairs: The individual that coordinates all issues and activities with relation to NYSCHP's partnership with the Pharmaceutical industry
- Director of Pharmacy Management: The individual tasked with the assignment to review, and reorganize NYSCHP to allow for growth and development.
- Director of Pharmacy Practice: The individual responsible for reviewing and developing recommendations for growth along professional lines

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.

Face-to-Face Meetings (Travel Required)

Officer	Summer BOD (1 day)	Fall / Spring CE Mtg (2 Days)	Jan Keltz Winter Mtg (4 days)	Winter BOD Mtg (1 Day; 2 Days every 3 years for Strategic Planning)	NYS Pharmacy Conference Mtg (4 days throughout year)	Albany Day (1 Day)	Annual Assembly (5 days)	ASHP [^] RDC (2Days) PresRet (2Days) HOD (4Days)	Total
President	Yes	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	22
President Elect	Yes			Yes	Maybe	Yes	Yes	Yes	16
Immediate Past President	Yes			Yes		Yes	Yes	Maybe	8
VP Public Policy	Yes			Yes	Maybe	Yes	Yes		8
Treasurer	Yes			Yes			Yes		7
Chair of the House of Delegates	Yes			Yes			Yes		7
Director for Chapter Services	Yes			Yes			Yes		7
Director for Communication Services	Yes			Yes			Yes		7
Director for Education and Workforce Development	Yes	Yes	Yes	Yes			Yes		13
Director for Industrial Affairs	Yes			Yes			Yes		7
Director for Pharmacy Management	Yes			Yes			Yes		7
Director for Pharmacy Practice	Yes			Yes			Yes		7
Board Members - Elect	Yes			Yes			Yes		7

[^]ASHP involvement includes RDC (Regional Delegate Conference) in May, ASHP House of Delegates involves at least 4 days at the ASHP Annual Summer Meeting usually in June and the PreRet (President's Retreat) involves 2 days usually in November. If you are interested in becoming involved in

the ASHP Councils there is a 5 day commitment in Bethesda, MD in September. Once on a Council the commitment is usually for 2-4 years.

Conference Calls

BOD (usually 3/year – 2 hours each)

Chapter Presidents (usually 6/year – 1 hour each)

Committees (usually 1 hour each)

Frequency depends on committee and determined by committee Chair or Director
Can be anywhere from one time to monthly

Executive Committee [Presidential officers, VPPP, Executive Dir.] (usually weekly–1 hour each)
Occasionally Directors are asked to give an update (usually 2-3 times/year)

Other Meetings

Local Chapter BOD meetings and programs (usually monthly)

Clearly the above time commitments are not insignificant, some of the meetings involve weekend personal time, and above all candidates need to review existing professional and personal obligations to determine viability in serving. In addition, there will be some conference calls that will be scattered throughout the year to keep all individuals up to date with information. Finally each member of the Board will have at least one chapter that they will liaison with and will need to devote some time to attend Chapter Board meetings to disseminate information.

The first obligation of an officer/director is the Duty of Care, which requires active participation in the decision-making process. This means the officer/director needs to be informed about the affairs of Pharmacy in NYS and the nation to provide guidance for business and professional policies of the NYSCHP. The second obligation is Duty of Loyalty, which means the officer/director acts only in the best interest of the Council. The third obligation is the Duty of Obedience which requires the officer/director to comply with the governing documents.

Finally, in a perfect world the makeup of the Board of Directors should represent all areas of the state. Board member's primary chapters should be distributed throughout all ten chapters; therefore we should strive for diversity in our member search.

Appendix

BOARD OF DIRECTORS POSITION DESCRIPTIONS AND RESPONSIBILITIES

President

NYSCHP Bylaws: President: The President is 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. He/She shall appoint additional committees as needed. Except as otherwise provided, he/she shall fill all vacancies by appointment. He/She shall be ex-officio member of all committees. He/She shall be a member of the Board of Directors and serve as its Chairperson. He/She 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. Communicates with Council members through the President's column in *Journal of Pharmacy Practice*.
5. Receives copies of written correspondence and minutes of committees if content appropriate and if relevant to established responsibility.
6. As a member of the Board of Directors, considers for approval all actions of the Executive Finance Committee.
7. Maintains ongoing contact with other officers, committee, chairs, directors and chapter officers.
8. 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:

Executive Committee (Chair)
Executive Finance Committee (Member)
Board of Directors (Chair)
Committee on Nominations (Member)
House of Delegates (Vice 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.

President-Elect

NYSCHP Bylaws: President-Elect: The President-Elect shall be a member of the Board of Directors and shall serve as its Vice Chairperson. He/She shall perform the duties of the President when the President is unable to do so. He/She shall assume other responsibilities as directed by the President and shall prepare an address for presentation at the Annual Meeting.

DEFINITION: The President-Elect assumes his/her place on the Board of Directors immediately upon certification of election results and is installed as the President at the next Annual Assembly of the Council.

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.
6. Reviews copies of written correspondence and minutes of committees, if content appropriate and if relevant to established responsibility.
7. Receives copies of written correspondence and minutes of committees, if content appropriate and if relevant to established responsibility.
8. Reviews past minutes of Board of Directors and Executive Finance meetings in addition to other committee meetings as necessary.

B. Time-Specific

1. Prepares an installation address for presentation at the Annual Assembly.

C. Reports to Board of Directors

Submits ongoing reports for each board meeting.

D. Reports to House of Delegates

COMMITTEE ASSIGNMENTS:

Board of Directors (Vice Chair)
Executive Finance Committee (Member)
Executive Committee (Member)
Committee on Nominations (Member)

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

Immediate Past President

NYSCHP Bylaws: Immediate Past President: The Immediate Past President shall be a member of the Board of Directors to provide support and advice on Council matters as deemed appropriate by the President. He/She 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.

DEFINITION: Term begins immediately upon installation of the President-Elect.

RESPONSIBILITIES:

A. General and Ongoing

1. Chairs the Board of Directors in the absence of both the President and the President-Elect.
2. Receives copies of written correspondence and minutes of committees if content appropriate and if relevant to established responsibilities.

B. Time-Specific

C. Report to Board of Directors

Submits ongoing reports for each board meeting.

D. Reports to House of Delegates

COMMITTEE ASSIGNMENTS

Board of Directors (Member)
Executive Finance Committee (Member)
Executive Committee (Member)
Committee on Nominations (Chair)
Liaison to REF

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

TREASURER

DEFINITION: The Treasurer serves as the custodian of the funds for the New York State Council of Health-system Pharmacists. Responsibilities of the Treasurer include the investment and disbursement of these funds at the direction of the Board. This position is nominated by the Board of Directors and elected by a majority vote of the members present at a meeting of the House of Delegates for a two-year term beginning upon installation at the Annual Assembly. The election of the Treasurer shall be on alternate years with election of the Vice President of Public Policy.

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 approval prior to October 31 each year.
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)

Executive Committee (Member)

Executive Finance Committee (Chair)

ABILITIES: Analyze financial statements Budget planning
 Prepare financial reports Management skills

Vice President of Public Policy

NYSCHP Bylaws: Vice President of Public Policy: The Vice President of Public Policy shall be a member of the Executive Finance Committee and serve as primary liaison for the Council with legislative bodies and regulatory agencies.

DEFINITION: The Vice President of Public Policy provides information, informed opinions and guidance to the Board of Directors and the membership on current and developing legislation, rules and regulations governing the practice of pharmacy on the state and the national level.

The Vice President of Public Policy shall be nominated by the Board of Directors and elected by a majority vote of the members present at a meeting of the House of Delegates for a two-year term of office beginning upon installation at the Annual Assembly. The election of the Vice President of Public Policy shall be on alternate years with election of the Treasurer.

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. Submits material on legislative activities for publications in *Journal of Pharmacy Practice* for distribution to members and sends reports on Council's legislative activities to hospital pharmacists on the Board of Pharmacy.
- iv. Develops legislative network with local chapters for statewide action and information distribution and communicates pertinent

- current legislative developments for reporting at local chapter meetings.
- v. Responds to inquires from members as needed.

B. Time-Specific

1. Develops annual budge for Public Policy.
2. 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

Submits ongoing reports for each Board Meeting.

D. Reports to the House of Delegates

Reports to the House at the Annual Assembly

COMMITTEE APPOINTMENTS:

Board of Directors (Member)
Executive Finance Committee (Member)
Executive Committee (Member)
Pharmacy Conference (External)

ABILITES:

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

Chair House of Delegates

DEFINITION: The Chair shall preside over the Annual Meeting of the House of Delegates and act as liaison between the Board of Directors and the delegates between annual meetings. The Chair will ensure follow through on all items brought before the House. The Chair of the House of Delegates is nominated by the Nominating Committee and elected by a majority vote of the session of the House of Delegates and serves a two (2) year term beginning immediately. No one may serve more than 2 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 s timely manner.
3. Presides at the House of Delegates meeting.
4. Communicate updates to delegates regularly.

- B. Time-Specific:
1. Appoint tellers.
 2. Appoint delegates to serve on the Nominations Committee.
 3. Coordinates distribution of delegate packets with the NYSCHP Council office.
- C. Reports to the Board of Directors
Submits ongoing reports for each Board meeting.

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)

ABILITIES:

Communication skills
Knowledge of Parliamentary Procedure
Knowledge of council governing documents

Chapter Services, Director

NYSCHP Bylaws: The Director of Chapter Services is responsible for the coordination of issues and information between the Board of Directors and the membership through the affiliated chapters. He/She shall provide the Board of Directors with a summary of the activities of the affiliated chapters. He/She is also responsible for the coordination of activities with Schools of Pharmacy.

Responsibilities of the Director of Chapter Services:

- 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.
- Establish and supervise the production of the pharmacy student newsletter.

Purposes of the Committees

Membership Committee

To recruit new members and develop ways to retain members. Develop surveys to determine membership trends. To develop incentives for membership recruitment.

Faculty Liaison Committee

To establish and reinforce the relationship of NYSCHP and the colleges.

Communications Services, Director

NYSCHP Bylaws:

The Director of Communication Services is responsible for the promotion of the Council on state and national levels. Supervision of all Council publications and public relations media and the website to monitor all aspects of Council approved activities.

Responsibilities of the Director of Communications:

To oversee the following:

Journal of Pharmacy Practice

NYSCHP Website

Purposes of the Committees

Public Relations Committee

To create and promote functions of the organization / profession

Telecommunications Committee

To review and improve various telecommunication capabilities of the organization

Education and Workforce Development Services, Director

NYSCHP Bylaws: Education and Workforce Development Services: The Director of Education and Workforce Development Services shall be responsible for conducting programs of continuing Education and Workforce Development including the Annual Assembly and **Tristate and Canadian / Ontario collaboration** Programs; creating, developing and monitoring all Education and Workforce Developmental activities including, but not limited to, competencies and certification of continuing Education and Workforce Development credit. He/She is also responsible for developing and being sensitive to the Education and Workforce Developmental needs of the membership through the resources of the Council and affiliated chapters and the Director of Chapter Services. He/She also assists in the development of other Education and Workforce Development programs (i.e. Jan Keltz Winter Program) based on the needs of the Council and it's members.

Responsibilities of the Director of Education and Workforce Development:

- Establish programming for members via overseeing the CCC committee
- Establish and supervise programs to facilitate the role of technicians within the organization.

Purposes of the Committees:

Committee on Continuing Competency (CCC):

To assess the Education and Workforce Developmental needs of the membership; to assess the Education and Workforce Developmental needs of the non-members who attend the NYSCHP programs, to develop Education and Workforce Developmental programs for the Annual Assembly and the Tristate and Canadian / Ontario collaboration Clinical Meetings; to establish a viable speaker's bureau from members of NYSCHP and to serve as a liaison to ACPE for programming with the local chapters.

Industry Affairs, Director

NYSCHP Bylaws: The Industry Affairs Area of Service shall be responsible for the coordination of issues and activities of the Council in relation to the pharmaceutical industry. Responsible for the coordination of fund raising from industry sources and maintains records of all sources and uses of outside funds from information provided by staff, officers, directors, committee and program chairperson and members.

Purposes of Committees:

Resource Development Committee/Joint Committee with Industry:

To develop relationships with Industry members, oversee Student Essay contest

Pharmacy Management, Director

NYSCHP Bylaws: The Director of Pharmacy Management is to review and recommend revision of the functioning of the Council including, but not limited to, planning for growth and providing Constitution and Bylaws changes.

Purposes of the Committees

Organization and Goals:

To review and analyze the organization of the Council and to make recommendations to increase its effectiveness.

Constitution and Bylaws:

To make recommendations on proposed amendments to the Council chapters and aid them in keeping their governing documents current.

Leadership Development:

To develop and implement leadership development programs at the state and chapter levels to aid in the development of effective leaders and to further the goals of the Council through increased participation, motivation and accountability of the members.

Pharmacy Practice, Director

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

Proposes of the Committees

Pharmacy Practice Committee:

To respond to the needs of the Council members in matters of professional practice and the assurance of quality in the performance of pharmacy services. To develop position papers and policy statements.

Support Personnel Committee:

To provide support and guidance to the support personnel in all pharmacies.

Executive Director

POSITION DESCRIPTION:

The responsibilities of the Executive Director are to support and facilitate the activities of the New York State Council of Health-system Pharmacists under the supervision and advice of the NYSCHP Board of Directors.

The Executive Director will implement policies, programs and manage the business affairs of NYSCHP; shall be a non-voting member of the Board of Directors; and shall be an ex officio (non-voting) member of all NYSCHP committees.

The Executive Director is directly responsible to the officers and Board of Directors, which shall provide general supervision. The Executive Director shall maintain a close working relationship with the officers and the Board of Directors.

The general areas of responsibility for the Executive Director are support and facilitation of general administration activities, membership, affiliate chapters, financial management, educational, editorial, legislative and regulatory, strategic planning, and conference planning services and performance evaluation of administrative staff.

POSITION REQUIREMENTS: The Executive Director must be willing to travel, be a self-starter, innovative and willing to take on the challenges of the ever changing needs of the practice of pharmacy.

EDUCATION: BA/BS preferably in pharmacy.
Advanced degree desirable.

SKILLS: Experience in:
Supervision of management and non-management employees;
Project and program management;
Public speaking and writing skills'
Negotiations and problem resolution;
Business and organizational fiscal management;
Interpersonal and political skills;
Problem analysis and decisions making;
Group leadership; and
Innovation and future vision.

In addition knowledge of:
Pharmacy practice standards;
Legislative and regulatory principles and practices; and
Public relations principles and practices.

General Knowledge of:
Business computer systems; and
Pharmacist association member services, recruitment and marketing.

Relevant Experience:
Several years of experience in health-system pharmacy management or association management as are excellent human relations, oral and written communication skills.

POSITION RELATIONSHIPS:

Memberships: Works very closely with the Board of Directors, Officers, and the Ten Affiliate Chapters. Works closely with a wide variety of members.

Governing Structure: Works closely with the Executive Finance Committee and Board of Directors.

Government: Works very closely with the various regulatory agencies such as the State Board of Pharmacy and Department of Health. Works closely with appropriate agencies regarding pharmacy issues.

Public: Contacts limited to media inquiries such as pharmaceutical journals.

Other Organizations: Works with the Council's lobbyist and other contractual groups. Works with the Council's accountants.

Association Staff: Works closely with office staff.

POSITION RESPONSIBILITIES:

General Responsibilities to include:

1. Management of NYSCHP financial affairs and business operations.
2. Management of NYSCHP external affairs; government relations, public relations, liaison with ASHP and other associations.
3. Management of internal affairs: policy development and implementation; continuing education direction; liaison with regional chapters and divisions; and governance process.

Advocacy

Professional

Represents NYSCHP to various public, professional and regulatory stakeholders

- Promotes and maintains cooperative working relationships
- Represents the organization's goals, objectives, programs, services, policies and guidelines
- Attends regulatory meetings, educational programming and other conferences concerning pharmacy practice and health care both regionally and nationally
- Maintains an advisory relationship with the colleges of pharmacy in New York, to introduce, encourage and increase student participation in NYSCHP activities

Legislative

Collaborates with the Vice President of Public Policy to advance NYSCHP's legislative mission

- Identifies legislative and regulatory proposals that have implications to pharmacy practice in New York State
- Communicates relevant legislative developments to NYSCHP's members
- Facilitates the advancement of NYSCHP's legislative goals

Education

- Maintain ACPE Accreditation
- Facilitate planning and coordination of educational programming and related activities in conjunction with pertinent committees
- Monitor, direct and incorporate educational trends into NYSCHP programs
- Maintain a mentor relationship with the pharmacy colleges
- Managing editor of the *Journal of Pharmacy Practice*

Organization Management

- Develop and implement organizational policies
- Select, supervise and evaluate employees
- Provide support services to the Treasurer to ensure sound financial practice
- Ensure excellent customer service
- Facilitate membership growth

Board of Directors

- Support and advance the mission, vision and goals of the organization
- Non-voting member of the Board of Directors
- Ex-officio (non-voting) member of all NYSCHP committees
- Directly responsible to the officers and Board of Directors

