

- 1 Position Description: *President*
- 1.1 The President represents the Society at all official meetings of the NYSCHP (i.e. President's Retreat, Leadership Development, Annual Assembly, etc)
- 1.2 Acts as the Chair of the Board of Directors meetings and all other functions of the NYCSHP. In the President's absence, the President-Elect or designee will preside. Board of Directors meetings shall held monthly from September through May. The location, dates, and times of the Board of Directors meetings should be held at the discretion of the President. A special Board of Directors meeting should be held before the September Board meeting with all the outgoing and incoming officers to facilitate smooth transition.
- 1.3 Assigns all committee responsibilities among the Officers and Directors at Large, prior to Committee appointments
- 1.4 In collaboration with the Board of Directors develops a budget for the office of President and submitted by the September Budget meeting.
- 1.5 The President has no vote in Board decisions except in the event of a tie. In which case the president will break the tie. [Robert's Rules of Order should be followed]
- 1.5 Prepares an agenda for each Board of Directors meeting to be distributed prior to the meeting. Usually this is sent out with the minutes from the previous meeting.
- 1.6 Develops a strategic plan outlining the goals and objectives to be accomplished during the year with the collaboration of the immediate Past President and President elect. This should include create and innovative programs and initiatives to meet the needs of the members and attract new members.
- 1.7 Appoints and notifies chairpersons and members of all standing and specially appointed committees by September 1.
- 1.8 The President shall be an ex-officio member of each committee. Officers of the Board, Directors-at-Large and committee are to be accountable for committees including financial commitments, coordination of services, etc. All vacancies to the Board, Chair or Committees shall be filled by appointment of the President.
- 1.8 Assure that all schedule and obligations of the Society are met in a timely manner. All contracts on behalf of the Society MUST be signed by the president. (Policy passed by the Board of Directors in 1982).
- 1.9 Assure that the Treasurer presents a financial report to the membership at least twice during the year, usually November and May.
- 1.10 A President's message should appear in each issue of the Bulletin when the President may communicate pertinent information to the Membership. Coordinate with the Bulletin Editor as to the article deadline time.
- 1.11 Responsible for organizing with the Chair of the Society's delegation, an open hearing and meeting of the delegates prior to the NYSCHP House of Delegates.
- 1.12 Coordinate and report to the Board/Membership information related from the Council. Assure that the allocation from the Council to the society is correct.

- 1.13 Develop a collaborative relationship with other NYSCHP local chapter presidents as well as leaders of other healthcare organizations in New York City as a means of assuring alliance and professional solidarity.
- 1.14 Insure a strong liaison with the area Colleges of Pharmacy and organize functions to attract new student members.
- 1.15 Distribute a directory containing email addresses of all Committee and Board members. Also dates of all Board meetings with location and directions to the site should be prepared.
- 1.16 Installation Dinner Program Duties
 - Request a member of the NYSCHP Board of Directors (usually this is the NYSCHP President) to preside over the installation of new officers and the Annual Installation Dinner Program.
 - Present all awards and honors of the Society at the annual Installation Dinner Program, gift to immediate past president for years of service.
 - Purchase a thank you gift for the Chair of the Installation Dinner Program to be presented at the Installation Dinner Program.
 - Act as a master of ceremonies at the annual Installation Dinner Program.
 - Prepare a brief message to be presented at the Installation Dinner Program and published in the Bulletin.
 - Notify all annual award winners and candidate who did not receive awards of the outcome of the awards process.
- 1.17 Assist the President Elect in raising funds to support the educational meetings and initiatives of the Society.
- 1.18 The President is responsible for raising funds and organizing a thank you dinner for the Board of Directors, Committee Chairs and others deemed appropriate. This is usually held in a restaurant in the end of June.
- 1.19 At President's discretion, the President may develop Ad-Hoc committees (i.e. Clinical Committee, Residents Committee, Industry Committee, etc.) to that will be charged with developing programs that will benefit the NYSCHP membership.

Position Description: *PRESIDENT ELECT*

- 2.1 Develop the educational programs for the year and present them to the Board of Directors for approval. The President Elect should review the ACPE's Policy & Procedures for Approval of Continuing Education" and Introduction to the ACPE Continuing Education Provider Approval Program" and attend any ACPE orientation programs established by the NYSCHP.
- 2.2 Arrange monthly educational programs for upcoming year (including date, site speaker, topic, meals, accreditation, etc.).
QUAD Meeting: February meeting with the Westchester, Royal Counties, and Long Island Chapters. Responsibility for coordinating all aspect of the QUAD meeting is rotated among the 4 chapters (i.e. NYC (2021), Royals (2020), Westchester (2019), Long Island (2018) and onwards.
Pharmacy Technician Night: an ACPE accredited program geared towards pharmacy technicians.
Industrial Relations Program: an ACPE accredited program geared toward the Pharmaceutical Industry.
- 2.3 Arrange for sponsorship of educational programs. Letters requesting financial support to the Pharmaceutical Industry colleagues should be sent by September 1 for programs beginning January 1. Multiple funding sources should be considered when sole funding is unavailable
- 2.4 Arrange for site for program
Suggested City Society meeting sites:
Mt. Sinai Medical Centers New York Presbyterian Columbia/Cornell
NYU Langone Tisch Montefiore Medical Center
Hospital for Joint Diseases Hospital for Special Surgery
Suggested Joint meeting sites:
LaGuardia Marriott LaGuardia Holiday Inn Crowne Plaza
Restaurant meeting can also be considered depending upon funding
- 2.5 Prepare the monthly meeting announcements per ACPE guidelines (example 1) and mail program at least 3 weeks prior. Recognize sponsor(s) in meeting announcements and at program. Request Chapter (05) mailing labels from the NYSCHP office. Consider using a mailing service or assistance of volunteers or students to prepare mailing. RSVP may or may not be necessary depending upon the arrangement with the meeting site. Some sites require an attendance guarantee for meals.
- 2.6 Maintains a list of sponsors throughout the year. Provides list to Installation Dinner Program Chair for recognition in the Annual Installation Dinner Program Journal.
- 2.7 Arrange for sign in desk participants from the Membership Committee and the board of Directors. Attendance sign in sheets and CE documents, evaluation forms and survey should be available. Consider name tags. Traditionally, non members pay a nominal fee for attending. First time attendees may be recognized at the meeting.
- 2.8 Tabulate data from the evaluation forms and attendance statistics and presented to the Board of Directors at the following Board meeting. Information should also be submitted to NYSCHP office with attendance sheets.

- 2.9 Assume responsibilities of the President in his/her absence(s).
- 2.10 Attend NYSCHP Leadership Development Programs, President's Call, and Past President's Meetings.
- 2.11 Prepare a message with photograph as incoming President for the Installation Dinner Program Journal at the end of your term as President Elect.
- 2.12 Be available as a liaison with other pharmacy organization, allied health professionals, and local colleges of pharmacy
- 2.13 Attend all Board of Directors meetings and Monthly Membership meeting of the Society.
- 2.14 Develop a budget for the Office of President-Elect and Monthly meetings (income & expenses).
- 2.15 Prepare an annual report for the May meeting.

Position Description: *IMMEDIATE PAST PRESIDENT*

- 2.3 Assist the President on all matters related to the organization and the Board of Directors.
- 2.4 Assist the President Elect on fundraising to support educational programs and Society initiatives.
- 2.5 Oversees the Award Nomination and Officer/Delegate Election Process of the Society.
- 2.6 Obtain and present Awards at the annual Installation Dinner Program.
- 2.7 Present a gavel plaque for the outgoing President and gavel with new engraved band for the incoming president (see Award Committee for vendor information).
- 2.8 The engraved band on the gavel from the previous year should also be given to the outgoing President.
- 2.9 Act as parliamentarian to the organization utilizing Robert's Rules of Order.
- 2.10 Attend all Board of Directors meetings and Monthly Membership meetings of the Society.
- 2.11 Develop a budget for the Office of Immediate Past President (i.e. awards)
- 2.12 Prepare an annual report for the May meeting.

Position Description: *Treasurer*

The Treasurer shall in according to the NYSCHP Constitution, page 6:

4.1 **Duties**

Report the assets including saving balances, checking account balances and other financial papers owned by the Society
Report any outstanding liabilities and the previous month's income and expenses
Submit a written report for inclusion in the Board of Directors meeting minutes
Submit a written report to the general membership at least twice a year usually November and May.
Continually review the current finances and investment assets of the Society and recommend strategies to assure the best return on investments.
Attend all Board of Directors meetings and Monthly Membership meetings of the society.
Prepare an annual report for the May meeting of the Board of Directors.

4.2 **Taxes**

Prepare and submit the required local, state and federal income tax documents within the required legal time frames according to the tax codes.
Utilize the services of a Certified Public Accountant annually to prepare the required local, state and federal income tax documents

4.3 **Budget**

The Treasurer is responsible for preparation of the budget in accordance with the constitution and by laws of the Society.
Notifies all incoming Officers and Committee Chairmen of the previous year's income and expenses (both budget and actual)
Receives from all Officers their projections for income and expenses for their budget line(s) and committees.
Prepares a proposed balanced operating budget in spreadsheet format.
Submits proposed budget to the Board of Directors for final approval. The budget should be approved at the September Board of Directors meeting.

4.4 **Disbursements/Receipts of Monies**

Disburse all monies due vendors and members for expenses incurred by the New York City Society of Health-system Pharmacists.
Monies will be paid after receipt of invoices and/or vouchers from the vendors or members
Review the invoices to ensure that all charges are valid and that the total is correct.
Writes checks to cover expenses in a timely fashion.
Records check numbers and dates on the face of the invoices.

Receives expense vouchers and receipts from Society members.

Receives expense vouchers and receipts and issues checks payable to the members for monies paid out.

Records on the expense vouchers the check numbers, check dates and the dates on which checks were mailed or hand delivered.

4.5 Records prepared Expense Journal, Income Journal and Check Register

An expense journal and records all expenditures of the New York City Society of Health-system Pharmacists will be maintained in an organized, readily retrievable format according to expense budget code.

A tally of monthly and annual expenses by budget code will be maintained throughout the year.

An income journal and records all income to the New York City Society of Health-system Pharmacists will be maintained in an organized, readily retrievable format, according to the income budget codes.

A tally of receipts, dates, sources of income, payers check number, check date and amount will be maintained throughout the year.

The Expense and Income Journals and Check Register will be submitted monthly for review by Board of Directors.

Tally the annual income and record them by budget code at the end of the fiscal year.

Submits journal for review by Board of Directors monthly.

5 Position Description: *Secretary*

- 5.1 The Secretary shall provide an accurate record of all official proceedings of the society, Board of Director meetings, general membership meetings, if necessary, activities and projects for the Chapter.
- 5.2 Minutes will be taken at all business meetings of the Board of Directors. The minutes should describe the business transactions of the meeting and the results of any votes.

5.3 **Minutes**

The minutes shall contain the following items

Type of meeting,

Place and Date of meeting

Attendance, presents & absent, guests,

Time of commencement (this is numbered 1.0 first order of business)

Acceptance of previous minutes with the initials of the member making the motion to accept and those of the members who seconds. This motion's numbered 2.0 (2nd order of business)

Recording of any communications to the Society

Report of the Officers, generally in the following order:

President, President Elect, Immediate Past President

Treasurer, Secretary, Directors At Large and committee reports

Announcements

Old business

New Business

Adjournment and time of adjournment.

5.4 **Format of Minutes**

The minutes shall be written in a narrative style when needed so as to allow understanding of the situation. The writing format may also be abridged as deemed appropriate.

All committee reports will be attached to the original minutes and a note of such will be made.

The report of the Treasurer and pertinent documents will be attached.

5.5 **Distribution & Review of Minutes:**

All members of the Board of Directors (including Ex-Officio) will receive a copy of the minutes on Society letterhead ff (e.g. NYSHCP BOD Liaison and Newsletter Editor) at least 1 week prior to the next BOD meeting. This will facilitate the review before the next meeting. Minutes should be emailed to all Board members unable to attend. Minutes should contain copies of materials distributed at the meeting.

- 5.5.1 After review and acceptance, the Secretary must sign the minutes.

- 5.5.2 The Executive Secretary of the State Council and the appropriate Director of the NYSCHP should receive a copy of the minutes.

- 5.6 **Other functions**
- 5.7 Maintain an adequate supply of stationery (letterhead and envelopes) for the Society
- 5.8 Copy and mail ballots for election of officers to active members as outlined in the Constitution and Bylaws of the Society.
- 5.9 Develop a budget for the office of Secretary , consider stationary, mailing, photocopying expenses
- 5.10 Certify the results of the election to the Executive Secretary of the Council.
- 5.11 Assist in writing the chapter spotlight for the NYSCHP Journal, The Pharmacist
- 5.12 Communicate to the webmaster all chapter upcoming events.
- 5.13 Maintain an up to date roster of all Society members- (obtain from the NYSCHP office).
- 5.14 Attend all Board of Directors meetings and monthly meetings of the Society
- 5.15 Prepare an annual report for the May meeting.

5 Position Description: *Director-At-Large*

- 5.1 Directors-At-Large are voting members of the Board of Directors.
- 5.2 Each Director at Large will serve as a liaison between the committees chairpersons and the Board of Directors. It may be necessary to assist the chairperson in developing or orchestrating plans.
- 5.3 Committees are assigned by the President.
- 5.4 Provide support and assistance to the President in developing and refining the Society's goals and objectives for the coming year.
- 5.5 Provide assistance to the committee chairperson and members in developing and meeting their goals and objectives.
- 5.6 Work closely with the committee chairpersons and provide them with whatever information is necessary to create a realistic and workable budget for their assigned committees.
- 5.7 Assist the President in appointing the appropriate chairpersons and members for their respective committees
- 5.8 Attend monthly Board meetings and provide reports to the Board of Directors on the progress and activities of the various committees.
- 5.9 Submit an annual report (to the President) for the May Board of Directors meeting that includes the committee's activities over the past year.
- 5.10 The following outlines the committees responsible to the Directors at Large and the Board of Directors. Committees can be deemed active or inactive by the Board of Directors. Other committees can be appointed by the President based on need.

6 Committee: Installation Dinner Program Committee

The Installation Dinner Program is the “final” event in the NYCSHP’s year. This is when the officers are installed and the gavel is passed to the incoming president.

Each Installation Dinner Program is unique in theme, location or format.

6.1 Location/Dates/Contracts

Establish target dates for specific steps

Site selection and date of affair should be determined as early as a year in advance.

Contracts should be reviewed by the Director at Large of Installation and the President prior to signing

Contracts for the site, band/entertainment should be prepared for signature by the President

6.2 Budgets

Develop a balanced budget for this committee.

This budget includes

Income from tickets and sponsors

Expenses from site, printer, band, florist.

All payments should be made via checks made payable to the NYCSHP or electronically via PayPal and processed by the Installation Dinner Program Chair and the Treasurer.

6.3 Invitations/Information to membership

Invitations are sent out to the members in advance.

Committee will coordinate ticket sales

Installation Dinner Program Chair should coordinate with the President a request for a New York State Council Board Officer (preferably the President) to attend and install incoming City Society officers.

Note:

Complimentary tickets have been given to

President Elect and five (5) guests

Board of Directors and their guest,

Installation Dinner Program Committee members

Award recipients and their guests. (Award of Merit/Neham Award, Student Awards)

NY State Council official and guest for the installation.

6.4 Program/Journal

Electronic and/or hard copy program/journal is developed for the Installation Dinner Program.

Letters are sent to pharmaceutical companies requesting program/journal advertisement

2nd and final requests are generally necessary.

Program/journal includes:

Message from the current President and the President elect with pictures

Information regarding the award recipients with pictures

Outline of evening’s activities

- Acknowledgement of sponsors during the year
- Advertisements if applicable
- 6.5 If an in-person event is permitted, on site activities
 - Table seating arrangements
 - Coordinate Installation Dinner Program program with President and Chairman of the Awards Committee
- 6.6 Post Installation Dinner Program
 - Prepare a final report to include all expenses and income and any other pertinent information.
 - Send thank you letters for all financial support to journal advertisers/boosters and all Installation Dinner Program Committee members within one month of the event.

Committee: Constitution and By-Laws

- 7.1 Revise constitution and by laws as needed, and prepare for approval by the Board of the City Society and New York State Council
- 7.2 Maintain the up to date version of the City Society and NYS Council's Constitution and Bylaws
- 7.3 Develop a budget for this committee
- 7.4 Prepare an annual report for the May meeting to include the current version of the City Society's Constitution and Bylaws

8 Committee: Grassroots Advocacy

- 8.1 Coordinates and track local legislative visits with members to local assembly member and state senator offices.
- 8.2 Coordinate local legislative activities for the Annual Pharmacy day in Albany, such as Advocacy Day at local schools of pharmacies.
- 8.3 Join the State Council's Grassroots Advocacy Committee to learn about new and updates to legislation on a local state and national level.
- 8.4 Provide information on new regulations or issues to the Board of Directors and the membership through the Bulletin or monthly meetings.
- 8.5 Maintain a liaison with the Director, Legal and Regulatory Affairs of the State Council.
- 8.6 Maintain a liaison with local elected officials.
- 8.7 Represent the Chapter on the Council's legislative committee.
- 8.8 Develop continuing educational programming for the chapter to learn more about grassroots advocacy efforts and progress.
- 8.9 Prepare a report of the May meeting.

9 Committee: Membership/Recruitment

- 9.1 Register and greets attendees at the monthly in-person meetings
- 9.2 Assist the President-elect in coordinating the ACPE process registration process.
- 9.3 Develop and implement a coordinated membership recruitment and retention program for the society
- 9.4 Maintain liaison with the colleges of Pharmacy encouraging their students to attend monthly meetings and join the Society.
- 9.5 Maintain a current listing of members provided by the NYSCHP office and contact all expired and expiring members
- 9.6 Maintain the City Society's student membership voucher program
- 9.7 Develop a budget for this committee if applicable
- 9.8 Prepare a report for the May meeting.
- 9.9 Work with the webmaster to update and maintain mailing lists (constant contact and gmail accounts)

- 9.10 Serve as a liaison between NYCSHP and the NYSCHP membership committee and serve as the NYCSHP member for the NYSCHP membership committee

- 10 Committee: Webmaster/Social Media
- 10.1 Coordinates publication of all communications (upcoming meeting notices, activities, and newsletter, etc.) on the NYCSHP website located at www.nycshp.org as well as State Council website located at www.nyschp.org
- 10.2 Appointed by the Society's Board of Directors
- 10.3 Serves as an ex-officio member of the Board
- 10.4 Prepares a budget for the cost to maintain Website annually
- 10.5 Maintain other social media communication tools (i.e. Facebook, Twitter, etc)
- 10.6 Serve one year term
- 11 Committee: Bulletin
- 11.1 Coordinate and review the publication of the Bulletin of the New York City Society of Health-systems Pharmacists.
- 11.2 Bulletin should be published quarterly (at least).
- 11.3 Solicit and edit articles, columns of interest to the membership. Encourage members, Board members, committee chairpersons and anyone else who will listen to submit articles for publications.
- 11.4 Develop a budget for the publishing of the Bulletin including labels for mailing and postage.
- 11.5 Prepare the budgeted number of Bulletins for publications and distribution to all members.
- 11.6 Serve as an ex-officio member of the Board
- 11.7 Prepare an annual report for the May meeting
- 11.8 Bulletin Topics General
Listing of Board members and committee Chairpersons with contact numbers/ fax numbers
President's message, Editorial
Submissions from Directors At large and Committee Chairpersons
Upcoming events and dates
Society Secretary's Return Address
Required Financial reports
- 11.9 Special Consideration for the Bulletin by Month
- September/ October/ November/December
- President's inaugural address
Committee members listings
Annual Hospital Pharmacy Seminar announcement
Membership recruitment annual contest/drive
- January/February/March
- Membership recruitment annual contest/drive
Call for nominations for officers
Call for nominations for Award of Merit
Call for nominations for Harold Neham Memorial Award
Installation Dinner Program Announcement

Booster ad for Installation Dinner Program

- April/May

Installation Dinner Program Registration form

- June/July

President's year end report

Election results and congratulations

Listing of recipients of special awards

Request by President Elect for Committee involvement

10.10 General topics to be considered

Professional Placement, Promotions & Announcements

Biography of Institution with the Chapter

Clinical Practice Issues, Legislative Issues

Awards and Honors, Call for Nominations

Letters to the Editor Other Notices

11 **Committee: Special Projects**

- 11.1 Special Projects are another type of educational program offered to the membership by the society. These are generally multiple ACPE accredited programs held outside of the usual monthly membership meetings. These programs can be on weekends or weekdays, daytime or evening, full days or half days. They can provide additional avenues for the organization to obtain funding from pharmaceutical companies.
- 11.2 Develop the budgeted number of special projects and other events utilizing the approved society's "Guidelines for Special Projects".
- 11.3 Coordinate with sponsors for the programs, including:
 - Speakers and topics
 - Site locations
 - Mailing
 - Obtaining ACPE continuing education credits
 - Coordinate registration and other needs with the other chairmen of NYCSHP.
- 11.4 Maintain list of Sponsors.
- 11.5 Recognize sponsors in program mailing, at program and the Installation Dinner.
- 11.6 Develop a budget for this committee.
- 11.7 Prepare an annual report for the May meeting.

12 **Committee: Public Relations**

- 12.1 Promote the image of health-system pharmacy to the public in New York City
- 12.2 Submit notices of upcoming events and of Society news to various pharmaceutical professional journals, the bulletin, and the NYSCHP website.
- 12.3 Submit news items approved by the Board to the media
- 12.4 Develop a budget for this committee
- 12.5 Prepare an annual report for the May meeting

13 **Committee: Industry Relations**

- 13.1 Develop the program topic for the Industrial Relations educational program.
- 13.2 Obtain sponsorship for the program
- 13.3 Act as a liaison with pharmaceutical companies to develop funding and support for the Society's educational and professional functions
- 13.4 Develop an active role for industry members of the Society
- 13.5 Develop a budget for this committee
- 13.6 Prepare an annual report for the May meeting.

14 Committee: Pharmacy Technician Committee

- 14.1 Provide necessary and relevant information to the membership regarding supportive personnel.
- 14.2 Develop education programs or submit to the Education program coordinator ideas to address the needs of support personnel.
- 14.3 Keep abreast of issues, practices and trends regarding supportive personnel.
- 14.4 Act as a liaison to the local New York State Chapter of the American Pharmacy Technician Chapter.

- 14.5 Develop a budget for this committee.
- 14.6 Prepare an annual report for the May meeting

15 Installation Dinner Program

Committee: Nominations/Awards Committee

- 16.1 The Nominations Committee is responsible for administering the Society's
Joel Yellin Award of Merit
Harold Neham Memorial Award
Student Awards for St Johns' and LIU/Schwartz Colleges of Pharmacy.
NYCSHP Outstanding Member (Volunteerism) Award

16.2 The Immediate Past President shall serve as the Chairperson of this committee.

16.3 Award Criteria

Joel Yellin Award of Merit: Established in 1967, the Joel Yellin Award of Merit is presented by the New York City Society of Health-system Pharmacist to honor an individual who has made a significant contribution to the practice of hospital/health-system pharmacy. The nominee must be a resident of the metropolitan New York area or a member of the society. His/her contribution to the profession should have had a positive effect on the practice of hospital pharmacy.

Harold Neham Memorial Award: The New York City Society of Health-system Pharmacist established this award in 1982 to honor the "Founding Father: and first president of the Society. The purpose of this award is to honor a member the Society who has made a contribution to the literature that promotes the profession of hospital/health-system pharmacy or improves hospital/health-system pharmacy services. The nominee must be a member of the society. The individual must have contributed to the literature via written articles or articles; a formal presentation to an organized professional meeting; or other presentations deemed appropriate by the Awards Committee.

Student Awards: Award recipients are selected from the College of Pharmacy senior students who are expected to successfully complete the minimum requirements for graduation. Candidates are selected from each of the New York City Colleges of Pharmacy.

Outstanding Member Award (Volunteerism Award) – Volunteerism enriches our society and makes many activities and resources available that would not otherwise exist. There is no question that contributions from volunteers greatly enhance our society. The Award of Volunteerism established in 2011 will be presented by the New York City Society of Health-system Pharmacist to honor an individual who go above and beyond and has worked diligently to further the mission of the society through their time and resources. The nominee must be a member of the New York City Society of Health-system Pharmacist who does not hold an elected position within the society. The president will nominate and present two members to the elected BOD officers at the May meeting to vote and elect one individual to receive the award in June at the Annual Installation Dinner Program.

16.4 Nomination/Selection process:

Joel Yellin Award of Merit/Harold Neham Memorial Award

- The Immediate Past President places a call for nominations for the awards in the Winter Bulletin and at the February/March general membership meetings.
- Initial letter or telephone call to as many past Presidents as possible to obtain potential candidates/nominations.
- Nominations for the Joel Yellin Award of Merit and Harold Neham Memorial Award should be in writing, accompanied by appropriate documentation.
- The nominations should be signed by two or more active members.
- Current CV's for all candidates should be collected.
- Candidates meeting criteria will be presented to as many as possible Past Presidents for evaluation using the scoring tool.
- Final report with recommendations on Award Candidates will be made to the Board of Directors at the April meeting. A decision is needed by early May so that plaques may be ordered in time for the Installation Dinner Program.

NYCSHP Student Award (two (2) awardees):

- Nominee must be a student NYCSHP member and may nominate themselves or another NYCSHP member may nominate a deserving pharmacy student.
- Nominee must be in their sixth (6th) final year of their pharmacy school career to be eligible.
- Nominee is encouraged to have experience working or volunteering in a health-system pharmacy practice (i.e. hospital, long-term care, industry, managed care, etc.).
- Nominee must submit an essay detailing their career goals and interest in health-system pharmacy practice or submit an essay about a current healthcare topic.
- Nominee must submit current curriculum vitae.
- Nominee must submit at least one (1) letter of recommendation from a health-system pharmacist who is nominating.
- Nominee is encouraged to be active in ASHP or NYSCHP local chapters.

Outstanding Member Award (Volunteerism Award):

- The nominee must be a resident of the metropolitan New York area and a member of the society.
- Award recipients are selected by the President and voted on by the BOD.
- The individual must have attended 50% of the monthly membership meeting.
- Nominee must have participated in at least three public relations and community outreach activities for the year.

- 16.5 Upon selection:
Immediate Past President notifies the award recipient and request information and photo for Installation Dinner Program journal. President should also notify candidates not selected for the award.
Each recipient receives two (2) complimentary Installation Dinner Program tickets
Immediate Past President prepares article for Installation Dinner Program Journal and submits to Installation Dinner Program chair as per the journal publication deadline.
Immediate Past President forwards article to the Public Relations Committee for the Pharmacist and any other identified publications.
- 16.6 Award Plaques
Award plaques have been obtained from:
Loria Awards 1875 Central Park Avenue, Yonkers, New York
(914-779-3377).
Loria Awards needs minimum of 4 full working weeks for the plaque.
Loria Awards has records of previous plaques and laser imprint of City Society Logo.
- Joel Yellin Award of Merit/Harold Neham Memorial Award: Scroll/Plaque with logo
Student Award: Scroll/Plaque no logo & 1- year complimentary membership in
the New York State Council of Health-systems Pharmacists
- 17 Committee: Well-Being & Resilience (ad-hoc)
- 17.1 Create and distribute a survey to the Society to gauge well-being and burnout.
17.2 Offer a continuing education accredited presentation surrounding well-being and prevention/treatment of burnout
17.3 Create interactive activities with the Society to promote well-being and teach various strategies to cope with burnout.
This may include but is not limited to meditation and yoga sessions
17.4 Develop a multi-disciplinary podcast around the topics of well-being and burnout
17.5 Overall serve as a resource for the Society on well-being and burnout.
- 18 Committee: New Practitioners
- 18.1 Create and distribute a survey to the New Practitioner members of the Society to gauge interest for educational programming and networking events
18.2 Offer continuing education accredited presentations to the Society on a topic related to new practitioners

- 18.3 Create activities with the Society to promote networking and socialization among new practitioner and seasoned members
- 18.4 Organize a community service event to give new practitioners the chance to give back to the community while working with other members of the Society
- 18.5 Develop board certification resources specific to new practitioners
- 18.6 Develop a budget for this committee
- 18.7 Prepare an annual report for the May meeting

- *Document Retention*

Document of the society are required to be retained by the responsible individuals as outlined below. Questions regarding these retention times should be directed to the NYSCHP Office.

Treasurer's records retention times should be as follows:

Correspondence

General	2 years
Legal and tax	Indefinitely

Financial

Bank Statements	3 years
Deposit Slips	3 years
Purchase records	3 years
Expense reports	6 years
Cancelled checks	8 years
Audit reports	Indefinitely
Cash book and ledger	Indefinitely
Tax returns	Indefinitely

Association Papers

Annual reports	Indefinitely
IRS classification documents	Indefinitely

Transfer of Financial Records

A formal transfer of the Society's financial records is required when the office hold changes either through election or resignation.

The transfer of the financial records in the presence of the outgoing Treasurer, the incoming Treasurer and one or more of the presidential officers. This group shall audit the books before the transfer.

Outgoing Treasurer

Prepares a statement of transfer of the Society's financial records showing the date of transfer, including a statement that the books were audited and found to be accurate, as well as signature spaces for both treasurers and other auditors.

Obtains and fills out signature cards for all bank accounts and other Society assets.

Incoming Treasurer

Reviews financial reports, signs transfer statement, accepts financial records and checkbooks, and signs all signature cards for Society accounts

Makes sure the signature cards are available to all financial institutions holding Society assets.

It may be appropriate to have an outside auditor review the records and submit a report to the Board after a transfer is done.

Officer/Delegate Election Process of the Society

Annually, an election will be held by the Society to elect members to fill available positions. Elections are to fill both Board of Directors positions and Delegates to the State Annual Assembly

The Immediate Past President is responsible for submitting:

Slate of candidates to the Board of Directors for any Board position/term that will become available (see Chapter II, Article 1 and 2)

Slate of delegates and alternates to the House of Delegates of the NYSCHP Annual meeting (Chapter V Article 1-5).

Nomination Process

The Immediate Past President will call for candidates/solicit nominations at the Board of Directors meeting and at the February and March General membership meetings.

The Immediate Past President may solicit additional active members to seek a Board or delegate position.

The list of nominees for offices and delegates should be presented to the March Board of Directors.

The Board will approve the slate of candidates.

Ballot/Count Process

The Immediate Past President shall prepare ballots to general membership (Article IV Sections a & b of the Constitution and Bylaws).

The Secretary should assist in this function as specified in Article VI Section D.

The Nomination's committee shall convene to count the ballots. This committee is chaired by the Immediate Past President, and is made up of 1-2 appointed members of the Board of Directors that validate the results

Results Process

The Immediate Past President will report the election results to the President.

The Immediate Past President to contact all concerned with the outcome.

The names of the newly elected Board members are given to

NY State Council office

Webmaster for the NYSCHP

Bulletin Editor and Installation Dinner Program Chair for inclusion in their publications.

The names of the newly elected Board members delegates will be announce at the general membership

Positions and Length of Term

President 3 years (1 as president elect, 1 as president, 1 as immediate past president)

Secretary 2 year

Treasurer 2 years

Director at Large	2 years
Delegate	2 years