

BOARD OF DIRECTORS POSITION DESCRIPTIONS

PRESIDENT

TITLE: **PRESIDENT**

DEFINITION: The President is the principal elected official of the Council. The President shall supervise the Council in encouraging growth and extending the influence of the profession. The term of President shall begin at the first Annual Assembly of the Council after election and end at the following Annual Assembly.

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 and member of the Board of Directors.
4. Communicates with Council members through the President's column in the *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 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 which 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 calendar 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 strategic plan updates and ongoing reports for each board meeting, if necessary.

D. Reports to House of Delegates

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

COMMITTEE ASSIGNMENTS:

Committee on Finance (Member)
Executive Committee (Chair)

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

TITLE: PRESIDENT-ELECT

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 appointment for Board of Directors approval.
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 Committee meetings in addition to other committee meetings as necessary.
9. Serves as Board liaison to the Annual Assembly Committee.

B. Time-Specific

1. Prepares an installation address for presentation at the Annual Assembly.
2. Coordinates fund raising for the Annual Assembly and Midyear Clinical Meetings.

C. Reports to Board of Directors

Submits updates for the strategic plan and ongoing reports for each board meeting.

D. Reports to House of Delegates

COMMITTEE ASSIGNMENTS:

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

Fund Raising Advisory Committee (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

TITLE: IMMEDIATE PAST PRESIDENT

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.
3. Serves as Board Liaison to the NYSCHP Research and Education Foundation.
4. Chairs the ASHP Harvey A.K. Whitney Award process.
5. Chairs Committee on Nominations

B. Time-Specific

C. Report to Board of Directors

Submits updates for the strategic plan and ongoing reports for each board meeting.

D. Reports to House of Delegates

COMMMITTEE ASSIGNMENTS

Board of Directors (Member)
Committee on Finance (Member)
Executive Committee (Member)
Committee on Nomination (Chair)
NYSCHP Research and Education Foundation (Board Liaison)

ABILITIES:

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

TREASURER

TITLE: 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 the House of Delegates for a two-year term beginning upon installation at the Annual Assembly.*

RESPONSIBILITIES:

A. General and Ongoing

1. Coordinates the following activities performed by the Council office personnel:
 - Receipt of income
 - Maintenance of bank accounts and investment
 - Maintenance of general ledger
2. Signs all checks
(The President and *Executive Director* also have signatory authority).
Audits financial records prior to accepting responsibilities of the treasurer.
3. 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.

B. Time-Specific

1. Prepares annual budget for Board of Directors approval prior to December of each year.
2. Reviews monthly balance sheets.

C. Reports to the Board of Directors

Treasurer's Report
Budget
Financial feasibility of non-budgeted expenditures.
Strategic Plan updates.

D. Reports to the House of Delegates

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

COMMITTEE ASSIGNMENTS:

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

ABILITIES:

Analyze financial statements
Prepare financial reports
Budget Planning
Management skills

VICE PRESIDENT, PUBLIC POLICY

TITLE: **VICE PRESIDENT, PUBLIC POLICY**

DEFINITION: The Vice President, 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 national level. *This position is nominated by the Board of Directors and elected by the House of Delegates for a two-year term beginning upon installation at the Annual Assembly.*

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 organization 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. Maintains communications as needed.
- v. Attends and testifies at State Legislature and hearings as required.
- vi. Maintains communication with ASHP legal counsel.
- vii. Maintains communication with key legislators as appropriate.
- viii. With the President and Executive Director, represents the Council at meeting of the New York State Pharmacy conference.
- ix. 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 *Council Newsletter and the Journal of Pharmacy Practice* for distribution to members and send 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 inquiries from members as needed.

B. Time-Specific

1. Develops annual budget for Public Policy.
2. Suggests 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 updates for the strategic plan and 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 Committee (Member)
Committee on Finance (Member)
Pharmacy Conference (External)

ABILITIES:

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

DIRECTOR

TITLE: **DIRECTOR**

DEFINITION: Directors are responsible for the growth and development of the Council in the areas of Education and Workforce Development, Pharmacy Practice, Pharmacy Management, Chapter Services, Industry Affairs and Communication Services. The Directors are members of the Board of Directors and coordinate the activities of the respective committees. Responsibilities include maintenance of committees and review of their activities. Directors are ex-officio members of all their committees and serve as liaison between them and the Board of Directors.

AREAS OF SERVICE:

Chapter Services shall function to coordinate issues and information between the Board of Directors and the local chapters, as well as with the schools of pharmacy in New York State.

Communication Services shall function to promote the Council on both State and national levels through the supervision of all publication and public relations media, including the website.

Education and Workforce Development shall be responsible for conducting programs of continuing education including the Annual Assembly and Midyear Clinical Meetings, Jan Keltz Memorial Winter Program, and all certificate programs; creating, developing and monitoring all educational activities of the Council including, but not limited to competencies and certification of continuing education credit. It is also responsible for developing and being sensitive to the educational needs of the membership through the resources of Chapter Services.

Industry Affairs shall function to coordinate issues and activities of the Council to the pharmaceutical industry as well as provide fund raising advisory assistance to the President-Elect.

Pharmacy Management is responsible for reviewing and recommending revision of the functioning of the Council including, but not limited to, planning for growth and providing constitutional and bylaws changes and planning the leadership development program and the chapter president retreat.

Pharmacy Practice shall be responsible for reviewing and developing recommendations for the growth of the Council along professional lines. It is also responsible for the development of new and maintenance of existing liaisons with the legislature, all state agencies and professional organizations involved in the delivery of health care. It is also responsible for creating, developing, monitoring and refining the practice and scope of pharmaceutical services.

RESPONSIBILITIES:

A. General and Ongoing

1. Recommends Division committee appointments to the President-Elect.
2. Assists in defining goals and objectives for committees and assuring their completion.

3. Presents and advises the Board of Directors on activities and recommendations from the committees.
4. Communicates relevant Board of Directors activities to committees and provides guidance to assist them in accomplishing their goals.
5. Develops budget proposal for Division and presents to Treasurer.
6. Monitors and controls expenses to assure compliance with budget.

B. Time-Specific

1. Completes Committee goals/projects essential in implementing the Council's Mission Statement and Long Term Goals.

C. Reports to Board of Directors

Submits updates for the strategic plan and ongoing reports for each Board meeting with action requested by committee noted (i.e., VTR, TOTE, FYI) (See Glossary).

D. Reports to House of Delegates

Reports to the House of Delegates at the Annual Assembly.

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)
Committees in Areas of Service

ABILITIES: Communication skills
 Management skills

CHAPTER SERVICES

Chapter Services shall function to coordinate issues and information between the Board of Directors and the local chapters, as well as with the schools of pharmacy in New York State. In addition, Chapter Services facilitates the recruitment and retention of membership to the organization.

Responsibilities of the Director of Chapter Services:

- A. Develop and maintain recruitment and retention activities at both the state and chapter level.
- B. Conduct inquiries regarding issues that relate to NYSHCP and individual chapter membership.
- C. 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.
- D. Coordinate the activities of the Membership committee. This is done in conjunction with the membership committee chairperson.
- E. Develop and maintain the role of the pharmacy school faculty liaisons have within the organization.
- F. Establish and supervise programs to facilitate the role of pharmacy students within the organization.
- G. Establish and supervise the production of the pharmacy student newsletter.

Establish and supervise programs to facilitate the role of technicians within the organization

COMMUNICATION SERVICES

Communication Services shall function to promote the Council on both State and national levels through the supervision of all publication and public relations media, including the website.

EDUCATION AND WORKFORCE DEVELOPMENT

The Education and Workforce Development Division shall be responsible for conducting programs of continuing education, including the Annual Assembly and Midyear Clinical Meetings; creating, developing and monitoring all educational activities of the Council including, but not limited to, competencies and certification of continuing education credit. It is also responsible for developing and being sensitive to the educational needs of the membership through the resources of the Regions and local Chapters.

Purposes of the Committees

Committee on Continuing Competency: To assess the educational needs of our membership; to develop educational programs for the Annual Assembly and the Midyear Clinical Meetings; and to serve as liaison to ACPE programming to the local chapters.

Midyear Clinical Meetings Committee: To conduct the Midyear Clinical Meeting including budgeting, planning, publicity and coordinating the onsite event.

Assembly Committee: To conduct the Annual Assembly meeting including budgeting, planning, publicity and coordination of the onsite event.

Jan Keltz Memorial Winter Program: To conduct the Jan Keltz Winter Memorial Program including budgeting, planning, publicity and coordinating the onsite event.

Certificate Programs to conduct the Certificate Programs including budgeting, planning, publicity and coordinating the onsite event.

INDUSTRY AFFAIRS

Industry Affairs shall function to coordinate issues and activities of the Council to the pharmaceutical industry as well as provide fund raising advisory assistance to the President-Elect.

PHARMACY MANAGEMENT

The charge of the Pharmacy Management, as defined in the Constitution and Bylaws 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 recommendation 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.

Membership:

To recruit new members, including students and technicians, and to retain members, in conjunction with the Council staff.

Public Relations:

To promote the Council and the pharmacy profession.

PHARMACY PRACTICE

Pharmacy Practice is responsible for:

- A. Reviewing and developing recommendation for the growth of the Council along professional lines;
- B. Development of new and maintenance of existing liaisons with the legislature, all state agencies and professional organizations involved in the delivery of health care;
- C. Creating, developing, monitoring and refining the practice and scope of pharmaceutical services.

Purposes 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.

Support Personnel Committee: *To provide support and guidance to the support personnel in pharmacy.*

EXECUTIVE DIRECTOR JOB DESCRIPTION

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 organization fiscal management;
Interpersonal and political skills;
Problem analysis and decision 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 Committee and Board of Directors.

Government. Works very closely with the various regulatory agencies such as the new York State Board of Pharmacy, Education Department, Bureau of Narcotic Enforcement 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.

SPECIFIC DUTIES:

I. Administration-- The goal of general administrative support is to insure consistent and timely work-flow from the NYSCHP office and volunteers and to effectively communicate with NYSCHP officers, BOD'S, HOD's, Divisions, Committees, general membership and other allied health professional organizations.

- A. Implements NYSCHP programs and services as directed by the Board of Directors.
- B. Selects and hires individuals to fill budgeted staff positions, or delegate the responsibility for such selection and hiring to an appropriate individual.
- C. Ensure that personnel policies are established and followed.
- D. Attend all meetings of the Board of Directors, Board committees, and other meetings as requested by the President. Meeting logistics and travel arrangements will be made.
- E. Recommend to the Board of Directors and Board committees sound organizational policies, providing such information as they may require and bring to their attention matters requiring policy clarification or revision.
- F. Ensures the preparation of regular reports on the status of NYSCHP programs and services. These reports shall be presented at all regularly scheduled meetings of the Board of Directors.
- G. Prepares an annual Executive Directors report for presentation to the House of Delegates.
- H. Ensures responsibility for purchase of equipment and contracting for services up to specified limits.
- I. Ensures that official NYSCHP policies, minutes and documents are appropriately catalogued and indexed.

- J. Administers the election process of NYSCHP.
- K. Maintains and updates Policy & Procedure Manual.
- L. Develops with direction of the President-Elect an annual calendar of events and provide appropriate and timely updates.
- M. Informs members of Council developments or activities.
- N. Prepares meeting agendas at the direction of the President for distribution at least 14 days prior to the meeting date.
- O. Implements procedures, methods and systems to accomplish work in the office, by the Council in the most efficient and cost effective manner periodically evaluating and reassessing them.
- P. Establishes written procedural guidelines for all office and Council activities in the event that the Executive Director resigns or becomes incapacitated.
- Q. Assists the Committee on Nominations in compiling a complete slate of candidates to conduct the annual election.
- R. Administers sound business practices and policies, regarding administrative and personnel issues, to encourage retention and personal growth of staff.
- S. Duplication and distribution of BOD, Committee, Division, HOD and other meeting minutes is completed within 30 days of the meeting or at least 15 days prior to the next meeting, including a draft typing of the HOD minutes.
- T. Elections are conducted via ballots mailed, collected, validated, and provided to the Board of Canvassers for tabulation and certification.
- U. Notifies candidates and members of the election results within the guidelines of the NYSCHP Constitution and Bylaws.
- V. Performs other general administrative responsibilities as may be directed by the Board of Directors.
- W. Distributes incoming correspondence to the NYSCHP office to the appropriate individual(s) on a weekly basis or sooner, if necessary.
- X. Answers routine questions from telephone callers when possible or directs the questions to the appropriate officer when necessary.

II. Planning and Programming

- A. Maintains active knowledge of all projects and services of NYSCHP and provides direction and coordination to ensure that the current organizational goals and priorities of NYSCHP are achieved in a timely manner.
- B. Develops and recommends to the Board of Directors appropriate plans for expansion or modification of NYSCHP programs.
- C. Ensures an appropriate information exchange between NYSCHP and affiliated chapters.

- D. Participates in a Leadership Development Program.
- E. Provides follow-up to the Board, Committees, Divisions and others throughout the year to track the identified goals and objectives.
- F. Distributes communications concerning the annual NYSCHP Leadership Conference to the invited guests prior to the conference.

III. Liaison Activities

- A. Promotes and maintains cooperative working relationships between NYSCHP and all the various organizations and entities with whom the Council interacts; including, but not limited to, other professional associations, State governmental agencies, and the pharmaceutical industry.
- B. Provides effective support to NYSCHP Affiliate Chapters to allow them to meet the goals and needs of their membership.
- C. Provides updated affiliate membership lists at each Board meeting.
- D. Provides mailing lists and labels in a timely manner upon request of the affiliate presidents.
- E. Attends at least two Affiliate Chapter meetings annually to report on Council activities, interface with the members, identify member needs and assist with affiliate activities. Maintains lines of communication between the NYSCHP staff and affiliate officers to provide mutual understanding and motivation to affiliate members, to help affiliates achieve constructive goals, to build morale, and to respond to member concerns and/or questions.

IV. PUBLIC RELATIONS AND COMMUNICATIONS

- A. Ensures the implementation of the public relations programs approved by the Board of Directors.
- B. Attends conferences and meetings concerning pharmacy practice and health care, at the request of the Board of Directors
- C. Represents NYSCHP's goals, objectives, programs, services, policies and guidelines to lay persons, other health professionals, the media and government and industry groups.
- D. Ensures appropriate and timely issuance of NYSCHP publications.
- E. Writes articles for publication pertaining to NYSCHP meetings and activities in which the Executive Director is closely involved
- F. Oversees the publication of six issues of *The Journal of Pharmacy Practice* annually.
- G. Prepares news releases of NYSCHP activities and mails to other state and/or national pharmacy publications and associations.
- H. Ensures editing of materials is complete one week prior to the submission deadline.
- I. Orients the editors and editorial volunteers at least annually, to maintain the quality of materials and to provide timely, efficient communications and flow of work.

V. GOVERNMENTAL AFFAIRS

- A. Identifies proposed legislation and regulations which have direct implications to the membership of NYSCHP and represents the interests of NYSCHP, as set forth in existing Council policy, in responding to such proposals.
- B. Informs the membership of legislative and regulatory proposals of importance to pharmacy and enlists the members' support in communicating NYSCHP's position to the appropriate individuals.
- C. Attends all NY. State Board of Pharmacy meetings and reports to the NYSCHP BOD and, especially, to the Vice President of Public Policy.
- D. Maintains an up-to-date list of all State and Federal Legislators for N.Y. and other key federal leaders along with their accessibility and position on proposed bills affecting pharmacy.
- E. Maintains a working relationship with other pharmacy and health professional organizations and regulatory agencies of the state government for the purpose of legislative tracking and an NYSCHP presence.

VI. FINANCIAL MANAGEMENT-- The goal for financial management support is to provide support services to the treasurer that will facilitate sound and efficient financial services.

- A. Maintains financial visibility of the organization.
- B. Maintains control over the Council's business and financial affairs, in consultation with the Treasurer.
- C. Identifies and recommends to the Board of Directors new and innovative methods and sources for generating additional revenue (dues and non-dues) for NYSCHP.
- D. Utilizes accounting software to facilitate the production and updating appropriate reports.
- E. Maintains the official ledger of the NYSCHP as a computer generated format with documentation of all financial transactions.
- F. Ensures that all income is entered into the accounting software, that all monies are deposited in the NYSCHP bank account and that the deposit slips are reviewed by the. A financial report is mailed to the Treasurer for review on a monthly basis.
- G. Ensures that all NYSCHP bills are entered into the accounting software. Checks are computer generated, attached to the respective bill for review by the Treasurer prior to signing and, after proper signing, mailed to the appropriate parties.
- H. Mails a detailed transaction report of income and expenses to the Treasurer on a monthly schedule.
- I. Reconciles bank statements promptly and forwards a copy of the reconciliation to the Treasurer for review.
- J. Ensures that social security, federal and state taxes and any other monies withheld from payroll checks are entered into appropriate payroll accounts established for such a purpose and ensures forwarding to the appropriate department as determined by tax codes or other regulations.
- K. Ensures that all state sales tax is collected and forwarded to the appropriate department as

determined by the codes.

- L. Ensures that appropriate business licenses are procured and renewed annually or prior to expiration of the current license.
- M. Ensures that arrangements are made with an outside CPA to prepare NYSCHP income tax returns for filing prior to scheduled deadlines.

VII. MEMBERSHIP SUPPORT SERVICES-- The goal of this activity is to provide membership services that ensure value for dues paid and to build NYSCHP membership to its maximal potential.

- A. Maintains an advisory relationship with the colleges of pharmacy in New York, to introduce, encourage and increase student participation in NYSCHP activities.
- B. Maintains a mentor relationship with the colleges and students to guide students toward a career in health-systems and the choice of NYSCHP as their professional organization.
- C. Assists the Director of Chapter Services in developing and maintaining membership recruitment and retention activities.
- D. Ensures the achievement of organizational goals in the area of growth.
- E. Ensures that a Database Software Program is installed in the NYSCHP computer and is maintained to provide accurate and up-to-date membership information listings.
- F. Maintains a current computerized membership list in at least the following categories: Officers, Board Members, Affiliate Chapters, Committee Members, Certified Technicians, dues payment cycles, membership categories, delinquent members, prospective new members, and other professional organizations. Listings will contain the member's name, address and phone number, work place name, address and phone number (extension, if appropriate), and any fax number or electronic mail accessibility for the member.
- G. Provides an updated membership lists to the Chapter Services Director for each Board meeting or as required.
- H. Prepares and mails 2 membership renewal notices annually for each member.
- I. Prepares and mails 2 membership recruitment packages is completed annually (January and June).
- J. Prepares packets for new members which are to be mailed within 14 days of receipt of the dues.

VIII. EDUCATIONAL SUPPORT SERVICES--The goal of educational support services is to monitor, direct and incorporate educational trends into activities of the NYSCHP.

- A. Maintains the status of the NYSCHP as an approved provider of ACPE Accredited programs in good standing.
- B. Conducts an annual orientation of Chapter Presidents, Program Chairpersons and the Division Directors.
- C. Ensures all NYSCHP co-sponsored programs are ACPE certified and issued an ACPE program number.
- D. Ensures that all program forms and certificates are issued to attendees within 90 days of the receipt at the NYSCHP office.
- E. Ensures that the summaries of all program evaluations are in the program file within 30 days of receipt at the NYSCHP office.

IX. CONFERENCE PLANNING-- The goal of this activity is to assist Chairpersons with meeting logistics and coordinate the various activities planned by the committee.

- A. Assists chairpersons and planning committees, as needed, in the planning of NYSCHP programs including setting of registration fees, allocation of meeting rooms, planning of meal functions, coordinating of social activities, being the NYSCHP liaison with meeting site personnel and updating the NYSCHP and meeting site personnel on the progress of decisions related to the meeting.
- B. Ensures selection of sites and dates for both the Mid-Year and Annual Meeting is completed at least one year in advance.
- C. Negotiates contract with site facilities in a timely fashion.
- D. Ensures preparation of follow-up correspondence to speakers, sponsors, volunteers, faculty and press releases publicizing the conference activities to ASHP, other organizations and publications will be prepared and mailed.
- E. Ensures that production of materials to promote the Mid-Year meeting and the Annual Assembly is completed on time. Press releases and/or advertisements promoting the meetings are completed for distribution to non-NYSCHP journals, newsletters, and other potential attendance sources in surrounding states on the same timetable.
- F. Ensures that exhibit programs and fund solicitation packets will be completed and mailed to exhibitors for the Annual Meeting and the Mid-Year Meeting.
- G. Ensures registration of meeting attendees is coordinated in advance and on site with onsite volunteer support.
- H. Ensures on site functions such as preparation of registration packets, brochures, badges, audiovisual requirements and set up, preparation of meal count guarantees and processing of contractor bills is coordinated economically and efficiently.

OTHER CHARACTERISTICS

SUPERVISORY RESPONSIBILITIES: Supervises and directs Council Office and staff.

SUPERVISION RECEIVED: Little day to day. Limited to results of performance.

OTHER RELEVANT ASPECTS OF POSITION

--Requires travel.

--Requires Annual Review by the Executive Committee with input from the BOD and other key members of the Council.

GUIDELINES FOR COMMITTEES AND DIRECTORS

APPOINTMENT TERM AND PROCESS

Chairpersons and members of all committees will be nominated by the President with the advice of the Division Director and approved by the Board of Directors. They will serve for a term beginning immediately after the Annual meeting of the House of Delegates and ending at the Annual meeting the following year.

Written reports from each committee should be sent to the Responsible Board Member 21 days prior to each meeting of the Board of Directors of the Council and will be used in preparing the report presented by the Board Member at the Board Meeting.

These guidelines shall be sent to each committee member by the Chair of the committee.

COUNCIL POLICY REGARDING FINANCIAL CONSIDERATIONS

Where annual expense is \$500 or more, at least three (3) bids will be solicited in writing annually. The Finance Committee shall approve all bid proposals, which are then forwarded to the Treasurer for filing.

Each voucher (with receipts attached) for expenses incurred by a committee member must be approved by the chair who will forward the voucher to the Council office and send a copy to the responsible Board member.

The voucher of the chair must be approved by the responsible Board member who will forward the voucher to the Council office.

ALL EXPENDITURES MUST HAVE THE PRIOR APPROVAL OF THE RESPONSIBLE BOARD MEMBER IN ORDER TO BE REIMBURSABLE. ESTIMATES MAY BE USED WHERE FEASIBLE.

Vouchers must be submitted no later than 30 days following the expense.

EXECUTION OF CONTRACTS

All contracts committing the New York State Council of Health-system Pharmacists shall be signed by the Executive Director with the approval of the Executive Committee and when appropriate, the Board of Directors.

TRAVEL REIMBURSEMENT POLICY

Persons traveling on Council business are entitled to transportation, accommodations and service which meet reasonable and adequate standards for convenience, safety and comfort. In applying this general policy, it is expected that those traveling for the Council will use the same care in incurring expense that would be used if traveling at personal expense.

Car: All parking and tolls will be reimbursed plus mileage at the current IRS rate. Mileage reimbursement will be limited to not more than jet tourist transportation costs.

Air: all air travel must be approved in advance by the Responsible Board member or will be specifically approved in the budget. Reimbursement will be based on the most economical air carrier rates available *through Empire Meetings Solution*.

Overnight Accommodations: Ordinarily committee meetings do not require an overnight stay. If necessary, overnight accommodations (double occupancy rate per person where applicable) must be approved in advance by the committee chair and the Responsible Board member.

Food Expense: Members will be reimbursed for meals at not more than \$35 per day. As with all expenses, food expenses must have prior approval of the responsible Board member.

NOTE: Board members and committee chairs are jointly responsible for insuring committees function within the budget. Committee meeting expenses must be planned in advance in the budget or as an as hoc request.

Persons traveling on Council business are requested to directly pay their individual expenses and file reimbursement vouchers.

Reimbursement will be made at the budget limits established regardless of actual expense.

The expense summary should include Council expense items only and not items of a personal nature.

LETTERS OF APPOINTMENT

The Responsible Board member shall request that the Chair of the committee, after member's acceptance, send a letter to each committee member confirming his appointment to the committee.

PROTOCOLS FOR LETTER OF THANK YOU FOR COUNCIL SERVICE

The Responsible Board member will send a letter to the Chair at the end of his/her term. The Chair of committees will send letters to committee members. The Responsible Board member will be responsible for ensuring implementation of protocol.

COUNCIL NEWS

The Responsible Board member shall be responsible for ensuring that newsworthy items about activities within the Area of Service are provided in written form in a timely fashion to the editors of *The Journal of Pharmacy Practice*.

COMMUNICATION BETWEEN DIRECTOR AND COMMITTEE CHAIRS

The Responsible Board member will communicate with all committee chairs on a regular basis to keep them informed of the directives of the Board of Directors in their respective areas of responsibility as well as all items for inclusion on the committee agenda (this shall be done in written form).

WRITTEN CORRESPONDENCE

Copies of all written communications and minutes of each committee shall be sent to the appropriate Council officers and Board members. No letter shall be sent committing the Council to any agreement without the authorization of the Board of Directors if “time is of the essence (TOTE),” the Executive Committee.

RECORDINGS OF COMMITTEE MEETINGS

If a matter is presented at a committee meeting merely for information purposes, it shall be acknowledged in the form of an information statement or suggestion in the records of the meeting.

If a matter is considered at a committee meeting which requires no action from higher Council authority, the action shall be expressed as “Voted” in the records of the meeting.

If a matter is considered at a committee meeting which requires action from higher council authority, the action shall be recorded as “Voted To Recommend” in the records of the meeting.

It shall be the responsibility of the Responsible Board member to bring to the attention of the Board of Directors all “Voted To Recommend” along with an explanation of the sentiment expressed at the committee meeting. It shall be the further responsibility for the Responsible Board member to convey back to the committee the resultant action of the Board of Directors with appropriate explanation. (This shall be done in written form.)