

HOUSE OF DELEGATES

CHAIR OF THE HOUSE OF DELEGATES

TITLE: CHAIR OF THE 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 a 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 update to the strategic plan and ongoing reports for each Board meeting.

COMMITTEE ASSIGNMENTS:

Board of Directors (Member)

ABILITIES:

Communication skills
Knowledge of Parliamentary Procedure
Knowledge of council governing documents

SAMPLE REPORT TO THE HOUSE OF DELEGATES

[This is a sample copy of the format for the House of Delegates report prepared by most members of the Board of Directors. These reports are included in the packets distributed to all delegates prior to the House of Delegates meeting at the Annual Assembly]

HOUSE OF DELEGATES

(LOCATION)

(DATE)

REPORT OF DIVISION OF PHARMACY MANAGEMENT

(DIRECTOR)

This report is for consideration by the New York State Council of Health-system Pharmacists House of Delegates only and does not represent official policy until approved by the House of Delegates.

SAMPLE
REPORT OF THE DIVISION OF
PHARMACY MANAGEMENT
(DIRECTOR)

I. RESPONSIBILITY OF THE DIVISION

The charge of the Pharmacy Management, as defined in the Constitution and Bylaws of the NYSCHP, is to review and recommend revision of the functioning of the Council including, but not limited to, planning for growth and providing Constitutional and Bylaws changes. It is also responsible for establishing ways and means of raising funds at the State level on behalf of and for the benefit of the Council with approval of the Board of Directors.

II. COMMITTEES OF THE DIVISION

Pharmacy Management

- A. Purpose: To review and analyze the organization of the Council and to make recommendations to increase its effectiveness.
To recommend changes if appropriate.
- B. Members:
_____ (Chair)

- C. Status of Objectives:
1. Position Descriptions for the Board of Directors have been provided to the Leadership Development Committee.
 2. The role of the Regional Directors was discussed at length. A proposal for a change in the election process was presented to the Board of Directors. The proposal was not approved by the Board partially due to conflict with the Constitution and Bylaws. The committee further recommended that local chapters provide quarterly reports to the Board.
 3. The committee supported the concept of a Personnel Placement Service and a Hot-line telephone number and ASHP MCM booth as an initial effort.
 4. The potential for student chapters was discussed but the committee felt that more information regarding student interest was required. Chapter officers and the Board of Directors supported student involvement as a committee of ASP (formerly SAPHa).
 5. The committee recommended that the Executive Director visit hospital pharmacies in the Southwestern and Adirondack areas to determine the interest and the need for chapters in those geographical areas.

Constitution and Bylaws

- A. Purpose: Make recommendations on proposed amendments to affiliated chapters and aid them in keeping their constitution and bylaws current.
Make recommendations regarding the NYSCHP governing documents.

B. Members:

_____ (Chair)

C. Status of Objectives:

1. The proposed modernization document has been distributed in the House of Delegates packet for comment.
2. The Constitution and Bylaws have been reviewed for areas of concern using recent ASHP discussions for guidance. Membership comment is being sought.
3. The Western and Rochester Chapters have charges in their governing documents approved by the NYSCHP Board of Directors.
4. A new model for local chapter governing documents has been drafted.
5. A proposal to delete fund raising from the Division of Organizational Affairs has been presented to the Board of Directors.

Leadership Development

- A. Purpose: To develop and implement leadership development programs at the State and affiliated chapter level for the purpose of disseminating information and skills to aid the development of effective leaders and furthering the goals of the society through increasing participation, motivation and accountability of the members.

To recommend proposed changes if appropriate.

B. Members:

_____ (Chair)

C. Status of Objective:

1. Chapter Officers Guidelines Packets have been distributed.
2. The Board of Directors Orientation Packet will be distributed to new members at the November 1988 Board of Directors meeting.
3. A resource packet has been distributed to local chapters.
4. Suggestions for the membership packet were passed on to Membership Recruitment Committee.
5. Le Skit will be presented after the Open Hearing, Wednesday, November 9, 1998. The purpose is to educate the audience with regard to parliamentary procedure.
6. The Leadership Development Program for Chapter Presidents and the NYSCHP Board of Directors was held August 17-18. Harles Cone and David Almquist were the speakers. The program was excellent and very well received.
7. The time proposed for a leadership development session at the Assembly has been devoted to the "Directions in Pharmacy Practice" consensus session. The committee assisted in the regional workshops leading to this session.
8. Brief leadership information has been provided at the Board of Directors meeting.
9. Suggestions for membership recognition have been made.

Membership Recruitment

A. Purpose: To maintain the present membership, to continually seek new members for the Council in conjunction with the Office of the Council.

B. Members

_____ (Chair)

C. Status of Objectives:

1. The Membership Incentive Coupon has been finalized and will be implemented in the near future.
2. Other incentives have been proposed but must be further reviewed and defined.
3. Successful membership campaigns have continued through joint efforts with the Executive Director.
4. Technician, sales representative and student recruitment are areas to be pursued. A survey of student recruitment by local chapters has been performed.

Public Relations

A. Purpose: To promote the NYSCHP to its own members, to all pharmacists, health professionals and the public as appropriate.

B. Members

_____ (Chair)

C. Status of Objectives:

1. A proclamation from governor Cuomo declared October 16-22, 1988 Hospital Pharmacy Week.
2. Packets and buttons were distributed for Hospital Pharmacy Week.
3. A display for use on the state and national level was purchased.
4. New NYSCHP banners were ordered.
5. The Council's slides on hospital pharmacy have been reviewed. Recommendations for use will follow.
6. A NYSCHP Fact sheet is being drafted.
7. An article on Substance Abuse is being written for the Journal to educate pharmacists. This was considered a prerequisite to planning a program for pharmacist involvement in Substance Abuse educational programs.
8. Letters to local chapters regarding student involvement have been sent.

Madam Chairwoman, I move for the adoption of this report.

Respectfully submitted,

(Name), Director
Division of Pharmacy Management

LOCAL CHAPTER ELECTION OF DELEGATES

The election of delegates and their alternates from each Affiliated Chapter shall be conducted in accordance with the Bylaws of each chapter. Only active members of local chapters are eligible to be delegates or to vote. The results of the election shall be certified by the secretary of the local chapter and approved by the Board of Directors of the Council. Delegates shall continue in office until the next election and certification.

COMMITTEES ON NOMINATION AND RESOLUTIONS

The following committees shall be appointed by the Chair of the House of Delegates with the approval of the Board of Directors, and shall function as Committees of the House of Delegates:

A. Committee on Nominations

The Committee on Nominations shall consist of at least five (5) members whose duty it shall be to nominate candidates for the offices of President-Elect, Directors and Chair of the House of Delegates. The report of the Committee on Nominations shall be presented to the House of Delegates.

B. Committee on Resolutions

The Committee on Resolutions shall consist of a chair and one representative from each local chapter. The Committee shall be responsible for drafting statements in resolution form which shall reflect the official policy of the Council and for reviewing resolutions submitted to it from the local chapters and from individual members of the Council. The report of the Committee on Resolutions shall be presented to the House of Delegates.