



## Florida Society of Health-System Pharmacists

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**TITLE:** Board of Directors

**REPORTS TO:** Membership of FSHP

**QUALIFICATIONS:**

- Member in good standing
- Completion of one year as Board Elect

**FSHP Governing Documents:** 3.7.2, 3.7.3, All of Article 4, 5.2, 6.4.3.4

**FUNCTIONS:** The Board of Directors under majority vote as defined by at least 51% shall manage the affairs of the FSHP, establish policies within the limits of the Bylaws, actively pursue the purposes of FSHP, and have discretion in the control, management, investment, and disbursement of its funds. The Board of Directors, through its Executive Committee, shall develop and approve an annual budget, establish financial goals for FSHP, and oversee the financial operations of FSHP. The Board of Directors shall establish and review long-term objectives of FSHP and establish the priority of all programs and activities. The Board may establish whatever rules and regulations for the conduct of its business it deems advisable and may appoint whatever agents it considers necessary to carry out its powers.

**TERM OF OFFICE:** A term of two years beginning with installation at the FSHP Annual Meeting following their election. Elected Directors may not serve more than two consecutive terms.

**TIME COMMITMENT ESTIMATE:**

Preparation for Board activities and communication with members may take 1-2 hours per week. Participation in four Board of Directors' meetings, and monthly conference calls is expected. Attendance at FSHP Annual Meeting, and other FSHP meetings is desirable. The FSHP Board of Directors can expect to spend a minimum of 9 days attending FSHP related meetings and performing FSHP activities, not including Committee meetings and conference calls. An additional 2 to 3 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends (usually Saturdays).

The FSHP Board of Directors can expect to spend an average of 2 to 4 hours per week reading FSHP material, preparing for FSHP activities and communicating with FSHP members via the telephone/e-mail systems.

### **RESPONSIBILITIES:**

- Represents the Society as the official voice of health-system pharmacists in the State of Florida.
- Acts on administrative, fiscal, and other matters consistent with the Bylaws.
- Controls and manages the affairs, property and funds of the Society.
- Makes decisions regarding the actions of the Councils and Officers.
- Exercises final authority over any project requiring the expenditure of Society funds.
- Takes action on all “votes to recommend (actions requiring Board approval)” from the Councils/Sections/Task Forces.
- Receives, revises if necessary, and approves the proposed budget for the calendar year from the Executive Committee.
- Confirms the appointments made by the President for Council Chairs, Committees, Chair of the Research and Education Foundation and any ad hoc Committees or groups that the Board of Directors establishes.
- Approves propositions to alter or amend the Bylaws of the Society submitted as provided in the Bylaws and submits to the active membership for vote by mail ballot.
- Receives nominations and votes to approve election of Honorary members.
- Approves the appointment of members of the Society to Liaison Committees with other organizations.
- Establish dues and membership periods for active members.
- Chose the Executive Vice President who serves at the pleasure of the Board of Directors. The Board of Directors may, on behalf of FSHP, enter into a contract with the Executive Vice President with such terms and for such fixed period as the Board of Directors deems reasonable and in the best interests of FSHP.
- Fill all vacancies in the list of candidates that may occur by death or resignation after the adjournment of the annual meeting of FSHP and before the issuance of mail ballots.
- Determine by reputation and demonstrated activity that the Regional Society is acceptable as an affiliated group; the Regional Society must have been approved by the Board of Directors for affiliation at least sixty (60) days prior to the first session of the House of Delegates at the Annual Meeting to be eligible to seat representatives in the House.
- Establish terms and conditions that affiliated state societies may use the official Society logo.
- Review any proposed amendment to FSHP's Bylaws submitted to the Board of Directors and submit the proposed amendment to the House of Delegates.

**COMMITTEE ASSIGNMENTS:**

- Serves as Board Liaison for appointed Council
- Member of Board of Directors
- House of Delegates

**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.

**Board of Director Approval Date:** 1/9/2009