



Florida Society of Health-System Pharmacists

TITLE: IMMEDIATE PAST PRESIDENT

REPORTS TO: BOARD OF DIRECTORS

QUALIFICATIONS:

- Successful completion of Presidency

FSHP Governing Documents: 3.4, 3.5.1

FUNCTION: The Immediate Past President shall perform the duties of the President in the **temporary** absence of both the President and President-elect, serve as Vice Chair of the House of Delegates, and serve in such other capacity as may be designated by the Board of Directors. The Immediate Past President shall report to the Board of Directors on his or her activities. The Immediate Past President shall be a member of the Board of Directors to provide support and advice on Council matters as deemed appropriate by the President.

TERM OF OFFICE:

One year (this position progresses from the Office of President).

TIME COMMITMENT ESTIMATE:

The FSHP Immediate Past President can expect to spend a minimum of 24 days attending FSHP related meetings and performing FSHP activities. An additional 5 or 6 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 Immediate Past President can expect to spend an average of approximately 3 to 5 hours per week reading FSHP material, preparing for FSHP activities and communicating with FSHP members via the telephone/e-mail systems.

RESPONSIBILITIES:

- No monies shall be disbursed except upon two of the following signatures: Treasurer, President-Elect, President, Immediate Past President, Executive Vice President (EVP) or Board of Directors approved designee. At least one signature shall be required from an elected FSHP officer.
- Fosters good will with officers and members of the local component chapters and other pharmacy organizations.

- Serves as a member of the Executive and Finance Committees.
- Serves as a member of the Board of Directors; in the absence of the President and the President-Elect, serves as the Chairman of the Board.
- Performs special assignments or projects as requested by the President.
- Submits ongoing reports for each board meeting.
- Serves as member and Vice-Chair of House of Delegates
- Conducts the annual review of the Executive Director contract at the end of the calendar year immediately following completion of Presidential term of office.

COMMITTEE ASSIGNMENTS

Board of Directors (Member)
Committee on Finance (Member)
Executive Committee (Member)
House of Delegates (Vice-Chair)
Past-Presidents Council (pending BOD approval)

ABILITIES:

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

Board of Director Approval Date: 1/9/2009