



Florida Society of Health-System Pharmacists

TITLE: PRESIDENT-ELECT

REPORTS TO: Board of Directors

QUALIFICATIONS:

- FSHP Member in good standing;
- Previous experience on the FSHP Board of Directors, FSHP Councils, and/or Regional Society Officers
- Exceptions must be approved by the Board of Directors

FSHP Governing Documents: Article 3.1.1, 3.1.5, 3.3, 3.3.1, 3.5.1

FUNCTIONS:

Serve as a member of the Executive Committee, Finance Committee, Board of Directors, and as a non-voting ex-officio member of all standing committees and ad hoc bodies of the FSHP Board. Perform the duties of the President in the President's absence. Monitors progress of committees and individuals in addressing issues identified and charges assigned from the planning retreats. Succeeds to the offices of President and Chairman of the Board. (Ref: 3.3)

TERM OF OFFICE: Three years (elected from membership; progresses to the Office of President after one year and Immediate Past President thereafter for one year). (3.1.1)
The President-elect will be installed at the first Board Meeting following the election. (3.1.5.)

TIME COMMITMENT ESTIMATE:

The FSHP President-Elect can expect to spend a minimum of 27 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 President-Elect 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:

- Develops knowledge and understanding of the duties and responsibilities of the President.
- Keeps abreast of current Society activities.
- Develops goals and objectives for year as President.
- Develops knowledge of the Bylaws, Policies and Strategic Plan of the Society.
- Serves as a member of the Executive Committee.
- Serves as a member and Vice Chair of the Board of Directors.
- Performs the duties of the President when the President is unable to do so.
- Plans FSHP Board of Directors planning meeting with the Executive Director for the Presidential Year.
- Serves as the Executive Committee liaison with designated Councils.
- Assumes other responsibilities as directed by the President.
- Works with directors to prepare committee appointments for Board of Directors approval or implementation during year of presidency.
- Prepares goals and objectives in concert with directors, directors-elect and President, identifying areas to emphasize over the coming year.
- Prepares an installation address for presentation at the Annual Meeting.
- Submits ongoing reports for each board meeting.
- Serves as member of House of Delegates
- Communicates with the membership and the public on the activities and positions of FSHP.
- Become knowledgeable on the activities of FSHP, talents of volunteers and needs of the membership in preparation for the Presidential year.
- 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.

COMMITTEE ASSIGNMENTS:

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

Board of Director Approval Date: 1/9/2009

