



Florida Society of Health-System Pharmacists

TITLE: PRESIDENT

REPORTS TO: Board of Directors

QUALIFICATIONS:

- FSHP Member in good standing;
- Completed term as President-Elect
- 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 3.2, 3.2.1, 3.2.2, 3.5.1, 5.1 article 8, 5.2, 6.4.3

FUNCTIONS: The President shall serve as the principal elected official of FSHP; serve as Chair of the Board of Directors; serve as Chair of the Nominations Committee; communicate to the delegates on the actions of the Board of Directors and on important new activities that affect and further the purposes of FSHP; and communicate with members of FSHP, affiliated chapters, and the public on the activities and policies of FSHP.

TERM OF OFFICE: Three-year commitment [this position progresses *from* the Office of President-Elect (1 year) and then *to* the Office of Immediate Past-President (1 year)]

TIME COMMITMENT ESTIMATE:

The FSHP President can expect to spend a minimum of 35 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 can expect to spend an average of approximately 6 to 8 hours per week reading FSHP material, preparing for FSHP activities and communicating with FSHP members via the telephone/e-mail systems.

RESPONSIBILITIES:

- With the approval of the Board of Directors, the President shall annually appoint Chairs and members of the councils, committees, and other appropriate

components set forth in Article 5, the Chair of the Research and Education Foundation, and any ad hoc committee or groups that the Board of Directors establishes

- Serves as an ex-officio member of all councils and committees of the Board of Directors and all ad hoc committees.
- Appoints a Director to each council, committee and technician division who shall attend all meetings of the council as an observer and present council or division recommendations to the Board of Directors. The Councils and Committees are as follows:
 - The Council on Administrative Affairs
 - The Council on Educational Affairs
 - The Council on Legal and Regulatory Affairs
 - The Council on Organizational Affairs
 - The Council on Public Affairs
 - Healthcare Industry Relations Committee
- Appoints appoint a Committee on Nominations consisting of five active members. The Chair of the Committee is the FSHP President, however the President may appoint a Vice-Chair from the Committee members. All appointments to the Committee are subject to the approval of the Board of Directors.
- Establish and appoint, with the approval of the Board of Directors, joint committees with other organizations.
- Serves as Chair of the Board of Directors
- Administer the operations of the Society, assigning responsibilities and coordinating activities.
- Establish objectives for the year after discussion with Board of Directors, integrates the results of the Annual Planning Retreat and coordinates the efforts of Officers, Board, Committees and staff to implement objectives.
- Engages in written and telephone communications as needed to conduct Society affairs. Works with administrative and management team to insure effective and efficient action.
- Appoint all committees and Committee Chairs needed to carry out the responsibilities and programs of the Society (3.2.1)
- Serves as a member of Finance Committee.
- Prepares annual report of the Society's activities for presentation to the membership at the Annual Meeting.
- Submits ongoing reports for each Board meeting.
- Signs written agreements, contracts and other documents on behalf of the Society with other organizations, service companies of groups.
- Promotes, influences and fosters growth of the profession; statewide and nationally:
 - Communicates regularly with the membership through official Society publications

- Communicates with board members and health-system pharmacists to obtain input and ideas, and encourage participation of other Society members.
 - Presents at regional society meetings
 - Presents at colleges of pharmacy
- Serves as spokesperson for the Society:
 - Communicates with officers and members of other organizations to advise and establish liaison
 - Represents FSHP as a member of the Board of the Florida Pharmacy Association.
 - Serves as the connecting link between ASHP and the state society members
 - Prepares the President-Elect for the office of President.
 - Serves as Delegate to ASHP House of Delegates.
 - Communicates with Affiliate members and other Health-System pharmacists to seek grass-roots input and ideas; encourages participation of chapter members
 - Works with the Executive Director in setting agenda before Board meetings;
 - Works closely with the Chair of Membership to recruit new members and retain current members
 - Engages in written and verbal communication on behalf of FSHP as needed
 - Signs checks when necessary on behalf of FSHP
 - Appoints members to vacant positions except as otherwise provided in the Bylaws
 - Writes a President's Column in each newsletter issue
 - Gives welcoming remarks at FSHP sponsored seminars
 - Authorizes the various committees to represent themselves as acting on behalf of FSHP when contacting other organizations as appropriate
 - 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.
 - Appoints liaison to the Healthcare Industry Relations Committee

COMMITTEE ASSIGNMENTS:

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

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