

V. Local Chapter Information

V. B. CHAPTER OFFICER POSITION DESCRIPTIONS

CHAPTER PRESIDENT

TITLE: CHAPTER PRESIDENT

DEFINITION: The President shall administer all of the chapter's operations, provide overall direction for the chapter, and implement policies. The President shall be recognized at all functions as the President of the chapter and the liaison to the Council.

RESPONSIBILITIES:

- A. Review and be familiar with the Constitution and Bylaws and with the chapter and Council's organizational structures.
- B. Prepare the agenda and preside at all chapter and executive committee meetings.
- C. Work with the executive committee to establish goals and objectives for the year and assure all executive committee members have an understanding of their job descriptions.
- D. Fill vacant or appoint non-elected committee chairs, encourage members to participate in chapter activities and programs while aiding in the development of future leaders.
- E. Work closely with the membership chair to retain current members and promote the growth of new members.
- F. Work closely with the President-Elect.
- G. Review presidential reference materials, review minutes of previous board meetings, and speak with predecessors.
- H. Attend NYSCHP Board meetings, when possible, and serve as a delegate to the NYSCHP House of Delegates meeting.
- I. File an annual report.

COMMITTEE ASSIGNMENTS:

Executive Committee
Finance Committee
Ex officio member of each standing and ad hoc committee

In preparing a meeting guide, one approach is to make two columns on letter sized paper; the right-hand column is devoted to the working script and the left-hand column allows room for making marginal notes to catch the eye of the chair.

SAMPLE MEETING GUIDE

WORKING NOTES	SCRIPT
New Members: Frank Carter (Children’s Hospital)	7:30 Call to Order Introduction
Frances Henry (St. Mary’s Hospital)	7:45 Panel Discussion “New Roles for the Hospital Pharmacist” Introduce Speakers
Guest Speakers	
Joseph Fillmore, R.Ph.	8:30 Break – Coffee
Rose Williams, R.N.	8:45 Minutes Treasurer’s Report B.O.D. Report Committee Reports Unfinished Business New Business Adjournment
Lee Hall, M.D.	

(Announce that Q and A cards are at each place.
Pass to end of aisle.)

(Members already have a copy. Entertain a motion
to dispense with reading of the minutes.)

Source: ASHP Affiliated Chapter Officers Manual. Chapter V: Meetings & Programs, 1977.

V. B. CHAPTER PRESIDENT-ELECT

TITLE: CHAPTER PRESIDENT-ELECT

DEFINITION: The President-Elect, in the absence of the President, shall preside at all meetings. The President-Elect shall perform such other duties as assigned by the President.

RESPONSIBILITIES:

- A. Assist the President during the current year.
- B. Review the Constitution and Bylaws of the chapter.
- C. Review and become familiar with the responsibilities of the office of the President.
- D. Prepare objectives and goals and establish a calendar for the upcoming Presidential term.
- E. Suggest committee appointments for the upcoming Presidential term.
- F. Review and become familiar with past activities, accomplishments, and policies of the chapter.

COMMITTEE APPOINTMENTS:

Executive Committee
Liaison to any chapter committee as deemed necessary by the President.

V. B. CHAPTER SECRETARY

TITLE: CHAPTER SECRETARY

DEFINITION: The Secretary shall provide the chapter with an accurate record of all official proceedings, activities and projects of the chapter.

RESPONSIBILITIES:

- A. Review the previous year's minutes and files with predecessor to become familiar with the details of office and maintain the permanent files of the chapter.
- B. Prepare and mail meeting notices of executive committee and chapter meetings.
- C. Prepare the minutes of executive committee and chapter proceedings, incorporating committee reports into the minutes.
- D. Notify individuals of their appointment to committees.
- E. Prepare, maintain, and distribute a current list of officers, executive committee members, and members of the chapter.
- F. Conduct correspondence of the chapter and maintain files of such correspondence and newsletters.
- G. Mail ballots at the time of elections.
- H. Mail, fax or email minutes, meeting notices, and newsletters to the President, Director of Chapter Services and the NYSCHP office.

COMMITTEE APPOINTMENTS:

Executive Committee
Finance Committee
Membership Committee
Program/Education Committee
Constitution and Goals Committee

V. B. CHAPTER TREASURER

TITLE: CHAPTER TREASURER

DEFINITION: The Treasurer shall serve as custodian of the chapter's funds, maintaining these funds in a bank and dispersing them at the direction of the finance or executive committee.

RESPONSIBILITIES:

- A. Prepare a balanced budget with the assistance of the finance committee.
- B. Conduct an audit of the chapter financial records.
- C. Receive chapter income, maintain bank accounts, and control cash books and check registers.
- D. Maintain a voucher system to document approved disbursements to committees or members and monitor expenditures to maintain a financial balance, which allows the chapter to be progressive.
- E. Present a report at each chapter meeting and prepare and submit financial reports to the executive committee or Council upon request.
- F. Review copies of the most recent financial report, all previous financial reports, budget, and other information pertaining to the affairs of the chapter.
- G. Prepare and file NYS and Federal Tax Returns on behalf of the chapter.

COMMITTEE APPOINTMENTS:

Executive Committee
Finance Committee
Program/Education Committee

V. B. CHAPTER PROGRAM/EDUATION CHAIR

TITLE: CHAPTER PROGRAM/EDUCATION CHAIR

DEFINITION: The Program/Education Chair shall plan, coordinate, and evaluate the program for each regular meeting. The Program/Education Chair shall plan, coordinate, and evaluate any additional meetings sponsored by the chapter. The Program/Education Chair may be elected or appointed.

RESPONSIBILITES:

- A. Appoint a co-chair
- B. Appoint committee members and assign committee tasks.
- C. Review the budget and determine how the money should be divided.
- D. Set program dates, arrange for industry support, and obtain speakers.
- E. File for ACPE credit for educational programs and submit CE forms after each meeting, maintaining an attendance record on file.
- F. Coordinate the program announcements with the secretary after obtaining the objective statements from the speaker, the location, the cost, deadlines and the approval for the ACPE accreditation of the program form the NYSCHP office..
- G. Follow up with thank you's and acknowledgements of sponsors.

COMMITTEE APPOINTMENTS:

Executive Committee

V. C. APPLICATION FOR CONTINUING EDUCATION CREDIT

ACPE#: _____
(ASSIGNED BY DIRECTOR)

NEW YORK STATE COUNCIL OF HEALTH-SYSTEM PHARMACISTS
NYSCHP COSPONSORED EDUCATIONAL PROGRAMS
CHECKLIST AND APPLICATION FOR CONTINUING EDUCATION ACCREDITATION

Chapter: _____ Meeting Date: _____

Program Title: _____

CEU's Requested: _____

Representative: _____

Daytime Phone Number: _____ Fax: _____

I. Program Chair: EIGHT (8) WEEKS BEFORE THE PROGRAM THIS INFORMATION MUST BE MAILED OR FAXED TO THE NYSCHP OFFICE:

Application for program approval of a Universal Program Number.

Please submit the following information to the NYSCHP, Executive Director, 435 New Karner Road, Albany, NY 12205. Please note the program must be of high quality and have relevance to the practice of pharmacy.

- This checklist (retain a copy for later use)
- Copy of the speaker(s) CV with name and credentials
- Copy of handout material**
- 3-5 Educational Goals and Learning Objectives for each CEU requested.
- Program announcement/brochure which includes the following:
 - o Program title, date, and location, speaker(s) name and speaker(s) credentials.
 - o Schedule of educational activities.
 - o Educational objectives.
 - o Intended audience.
 - o Acknowledgement of financial support, if applicable.
 - o Cost and refund policy (include "no fee" if applicable).
 - o Trademarked ACPE symbol in close proximity to the following statement:

*The New York State Council of Health-system Pharmacists is approved by the American Council on Pharmaceutical Education as a provider of continuing pharmaceutical education. This program, # _____ is approved for _____ CEUs (_____ contact hours). Continuing Pharmaceutical Education Statements of Credit are mailed from NYSCHP within 30 days of receipt of completed evaluation forms.. **A completed evaluation form is required to obtain continuing education credit.***

Payments to NYSCHP are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code (i.e., ordinary, necessary business expense; miscellaneous itemized deduction).

SIGNATURE: _____ DATE: _____

II. **Program Chair: BEGINNING OF THE MEETING:**

1. Arrange to obtain a complete list of all attendees. Have all attendees sign-in for attendance verification.
2. Distribute handouts, learning objectives, self-assessment questions (and answers, separate), and program evaluation forms. **Evaluation forms must be completed in their entirety if CE credit is desired by attendee.**

VI. **Program Chair: END OF MEETING:**

1. Collect the evaluation forms and send to NYSCHP Council office.
2. Send handout material, self-assessment material with questions and answers and sign-in sheets to NYSCHP Council office.

V. B. CHAPTER CONSTITUTION AND BYLAWS CHAIR

TITLE: CHAPTER CONSTITUTION AND BYLAWS CHAIR

DEFINITION: The Constitution and Bylaws Chair shall maintain the official, complete, and updated copy of the chapter Constitution and Bylaws. The Constitution and Bylaws Chair may be elected or appointed.

RESPONSIBILITIES:

- A. Appoint committee members, as needed, to review the Constitution and Bylaws.
- B. Review and make recommendations to the executive committee regarding modifications in the Constitution and/or Bylaws.
- C. Obtain approval for any Constitution and/or Bylaw changes from the NYSCHP Constitution and Bylaws Committee.
- D. Obtain approval from the active chapter membership regarding the changes in the Constitution and/or Bylaws as approved by the NSYCHP.
- E. Provide all new members with a current copy of the Constitution and Bylaws.

COMMITTEE APPOINTMENTS:

Executive Committee

V. B. CHAPTER LEGISLATIVE LIAISON

TITLE: CHAPTER LEGISLATIVE LIAISON

DEFINITION: The Legislative Liaison shall inform the chapter of proposed or current local, state, or federal legislation affecting the practice of pharmacy. The Legislative Liaison shall act as the liaison with the Vice-President, Government Affairs of the NYSCHP and the chapter. The Legislative Liaison may be elected or appointed.

RESPONSIBILITIES:

- A. Appoint committee members as needed to carry out necessary action.
- B. Provide information to the chapter regarding the NYSCHP position on legislative issues.
- C. Provide information to the NYSCHP regarding the chapter's position on legislative issues.
- D. Communicate to the local and/or state legislature regarding positions taken by the chapter and the NYSCHP.
- E. Submit articles to local professional newsletters to stimulate membership communication with public officials concerning positions on pending bills and legislation.

COMMITTEE APPOINTMENTS:

Executive Committee

V. B. CHAPTER MEMBERSHIP CHAIR

TITLE: CHAPTER MEMBERSHIP CHAIR

DEFINITION: The Membership Chair shall seek members to build and maintain a strong and effective organization. The Membership Chair may be elected or appointed.

RESPONSIBILITIES:

- A. Appoint a committee to establish membership goals with an action plan to obtain those goals.
- B. Maintain a current list of chapter members.
- C. Develop and coordinate recruitment programs to attract prospective members.
- D. Assure membership retention via involvement and personal contact.
- E. Participate in the NYSCHP Membership Committee.

COMMITTEE APPOINTMENTS:

Executive Committee

V. B. CHAPTER PUBLIC RELATIONS CHAIR

TITLE: CHAPTER PUBLIC RELATIONS CHAIR

DEFINITION: The Public Relations Chair shall develop policies and implement programming which will facilitate positive relationships among pharmacy practitioner groups, promote positive interactions with other professionals, and create a positive public image of health-system pharmacy practice. The Public Relations Chair may be elected or appointed.

RESPONSIBILITIES:

- A. Appoint a committee and develop goals based on who your public is, what you want them to know, and why you want them to know it.
- B. Review the budget and determine how it should be divided.
- C. Determine how to convey messages to your public, including chapter newsletters, displays, liaisons to other professional organizations, joint meetings, newspapers, radio, television, local health fairs, national health weeks, and career days.
- D. Develop a method to evaluate and improve the programs.

COMMITTEE APPOINTMENTS:

Executive Committee

V. B. EDITOR OF CHAPTER NEWSLETTER

TITLE: EDITOR OF CHAPTER NEWSLETTER

DEFINITION: The Editor of the newsletter shall edit, publish, and distribute a newsletter containing articles, reports and announcements of interest to the chapter. The Editor of the newsletter may be elected or appointed.

RESPONSIBILITIES:

- A. Select a co-editor.
- B. Appoint committee members and develop a philosophy of purpose, setting goals and objectives to fulfill this purpose.
- C. Review the budget and make arrangements for typing or printing and mailing of the newsletter.
- D. Develop a format of regular articles and contributors and determine publication dates and deadlines for submitting articles or announcements.
- E. Keep in close communication with the Executive Committee, NYSCHP, and committee chairs for additional reports or announcements.
- F. Review and edit articles to be included in the newsletter and coordinate the activities of all persons directly involved with the newsletter, including typing or printing and distribution.
- G. Order mailing labels from the Council, including other chapter presidents, members of NYSCHP, and presidents or liaisons of other pharmacy or professional organizations.

COMMITTEE APPOINTMENTS:

Executive Committee

V. E. INSTALLATION OF OFFICERS

The installation ceremony reminds the members of the aims and ideals of the chapter and challenges the new officers to lead the members toward these goals.

The ceremony may be conducted by a past president, NYSCHP president, a visiting ASHP officer or staff member, the Executive Director of NYSCHP or the retiring president. A brief statement of the accomplishments of the retiring officers and the objectives to be met by the new officers may precede the oath of office. All participants in the installation ceremony must be adequately briefed so that it will run smoothly.

The following ceremony should serve as a guide for assistance to chapters. It is purposely thorough in order to provide the widest possible scope. Portions may be omitted or interchanged. The installing officer should, upon being introduced, take his place at the lectern. The incoming officers should be introduced, then aligned in front of and to one side of the lectern. The highest-ranking officer-elect should be nearest the speaker and then the others in descending rank.

INSTALLATION

- I. Introduction of Installing Officer by Presiding Officer.
- II. Opening Remarks of Installing Officer.
- III. Installing Officer reads from Constitution and Bylaws the duties of the Officers being installed.
- IV. Oath of Office Administered to Incoming Officer(s).

OATH OF OFFICE

And now, ladies and gentlemen, it is my honor to install your next (Title of Officer), (Name and Title, Place of Employment and Address).

You have been duly elected to your office in accordance with the Constitution and Bylaws of the (Chapter Name) Society of Health-system Pharmacists. I now have the honor to act as its representative and to induct you to the office of _____.
Will you therefore repeat after me the following oath:

“I accept the office, to which I have been elected,/and promise to carry out my duties,/fully and faithfully, to the best of my ability,/and to abide by, and support,/the Constitution and Bylaws of the (Chapter Name) Society of Health-system Pharmacists.

By virtue of the authority granted to me. I now declare you duly installed as (Title of Officer) of the (Chapter Name).

V. D. Chapter Constitution and Bylaws

Please insert the Chapter's Constitution and Bylaws here.

V. F. Chapter Incorporation

Please insert the Chapter's Incorporation here.