2023-2024 ASCP State Delegate Guide

Thank you for volunteering as an ASCP representative for your state/country! For some states, you may be the President of your local ASCP contingent with a group of involved volunteers; for others, you may be the sole representative giving voice to your state issues and helping to grow the membership in your area. Either way, we want to help you be a voice for your state/country and help our membership on a grassroots level gain access to ASCP resources and events.

A public list of all the 2023-2024 State Delegates can be found here: Regions and Affiliates.

This guide should help you understand your role as a state delegate and as part of the Senior Care Senate. If you have any questions, please contact Valerie Hill at vhill@ascp.com.

1. Staff Contacts
Valerie Hill at vhill@ascp.com is your main contact to ASCP staff. Valerie will help connect you with other staff members who can assist with education, meetings, and advocacy. Please keep Valerie in the loop on your emails with ASCP, so she can provide continuity in communications.

Valerie will also help with logistics for state calls. Valerie will set up state conference calls (if needed/requested), regional conference calls, and Senior Care Senate calls.

2. Terms, Elections, and Appointments
Glossary of Terms
Regional Director: ASCP board members are elected by region. The “regional director” is the board member who represents the region in which you reside.
President: For states where there is a historic and involved former “chapter” of ASCP, they may still continue appointing or electing officers, including a state (“chapter”) president. In this case, the state “president” will serve as the state delegate for ASCP.
State Delegate: An ASCP member appointed to be the leader for each state (plus a few countries that have a high number of ASCP members). This person will represent the state and serve on the Senior Care Senate.
Senior Care Senate: This group is comprised of state delegates and representatives from a few countries that have a high number of ASCP members.
Appointment of State Delegates

- The Regional Director* is responsible for appointing State Delegates
- State Delegates will change based on regional director election timeline
- The term for State Delegates will be 3 years, running from Nov. 1 - Oct. 31

*For states where there is a historic and involved former “chapter” of ASCP, you may still want to continue appointing or electing officers, including a president. In this case, your state “president” will serve as the state delegate for ASCP.

Election of “Presidents”

If your state plans to hold an election for state delegate, president, or other, please notify Valerie Hill by August 1. It is up to the state to hold these elections in the month of September and inform ASCP of the results by September 30. Results should be sent to Valerie including the name and contact information for your state delegate.

3. Communicating with Your State

As a state delegate we hope you will communicate with your state members and create a plan for regular communications! Below are some ways you may touch base with your state members.

Please note: The use, transmission, and security of personally identifiable information, including names and email addresses, is the subject of increasing governmental regulation and enforcement, particularly on the State level, with each State adopting its own protocols. There is also greater awareness in this area among the public generally. As a result, compliance by ASCP has grown in significance and complexity. Therefore, communications to state members must be coordinated by, and originate from, ASCP only.

Emails

Email is the main method of communication between ASCP and our members. As the state delegate for your state/country, we encourage you to send updates and important information to your state using the guidelines below:

- All emails MUST be sent through ASCP’s email platform.
- All emails should be specific to ASCP and your state, and should NOT include promotions for programs without ASCP’s involvement (e.g. promotions for another association’s meeting in your state).
- If an email is promotional in nature (e.g. industry supported), it will need to be reviewed and approved by ASCP’s Senior Director of Strategic Partnerships.
- If you would like to email your state members, please send all details to Valerie Hill. Valerie will create the email on your state’s template and send a “proof” for approval. We will try to send emails as quickly as possible, but please allow 3-5 days to create emails and have them “proofed” and approved.
• If the content of your email is pertinent to the entire region, Valerie can also email the full region on a regional template. Please let her know the preferred target audience when sending the content.

Conference Calls
As a state delegate, you can request a conference call with all members of your state. Many state delegates use this as a regular way to update state members on local issues and to give updates on what’s going on at ASCP. Call requests can be sent to Valerie Hill. All calls will be scheduled via Microsoft Teams and an email or calendar invite can be sent as requested. These calls will also be added to ASCP’s public calendar. Please allow 3-5 days to create and promote.

E-Newsletters
If you would like to send an e-newsletter to your state members, ASCP has created a template for your state! All newsletters can be sent as a Microsoft Word file to Valerie Hill for formatting and distribution. Photos/images should be sent as .jpg attachments. Valerie will format the stories and photos into the newsletter template and send you a “proof” for approval before distribution. Please allow 5 – 10 days for completion.

Social Media
States may have their own social media accounts provided they update frequently and link ASCP national’s media accounts as well. Don’t forget to tag ASCP so we can share your posts too! ASCP’s social media accounts are as follows:
• Instagram @ASCPharm
• Twitter @ASCPharm
• Facebook
• LinkedIn

ASCP Branding & Style
ASCP has logos for all states to be used on marketing and communications pieces. We encourage you to use the state logo provided by ASCP, which can be downloaded from here: State Logos.

Also, we encourage you to phase out the use of the term “chapter” in your messages to members, as we progress towards a more regional model with state delegates. For example, please use “ASCP Texas” not “Texas ASCP Chapter.”
4. State Delegate Responsibilities
As an ASCP state delegate, you will be asked to sit on 3 yearly calls with the Senior Care Senate (all state delegates and regional directors). These calls will be as follows:
- October/November (Onboarding)
- January/February (Kick Off)
- June/July (Summer touch-base meeting)
You will also be asked to attend quarterly calls with your regional director and the other delegates in your region, and you are encouraged to attend ASCP’s Annual Meeting & Exhibition.

Senior Care Senate Conference Calls
ASCP has appointed a delegate from every state in the US, plus representatives from a few countries that have a high number of ASCP members. All state delegates make up a larger group, the Senior Care Senate. This group, along with their Board representatives, will meet to discuss issues of importance to ASCP and our members. Please note:
- The Senior Care Senate will have 3 conference calls per year (as outlined above).
- Valerie Hill will send all conference call communications to state delegates.
- A call schedule for the following year will be set in November. Schedules will be communicated to all delegates in November, after the Annual Meeting.

Senior Care Senate Onboarding – Virtual Meeting
In October/November of each year, ASCP will host a virtual onboarding session for all state delegates. This meeting will introduce ASCP staff and leadership, a review of the information contained in this guide, and an overview of the leadership plan. All state delegates, regional board members, and staff are encouraged to attend.

Regional Quarterly Call for State Delegates
Every quarter you will have the opportunity to join your regional director and the other state delegates in your region on a conference call. The schedule and cadence for these calls should be set in November, and the call information will be created and shared by Valerie Hill.

5. State Financials
Budgets for state events are expected to, at the very least, break-even. Any/all additional expenses not included in the budget, must be sent to ASCP staff for review and approval prior to the expenditure. For approved expenditures, expense receipts and back up documentation must be submitted to ASCP using ascpbills@bill.com for reimbursement.
6. Meetings & Events
We’d love to help your state have a meeting of its own, or work with the other states in your region to host a regional event! State meetings can be anything from a small dinner gathering to a larger educational event. Below are some helpful guidelines to help you plan an event in your area.

- Northeast Senior Symposium
- Florida Consultant Pharmacist Conference (In partnership with AME)
- Midwest Regional Meeting
- Mid-Atlantic Regional Meeting
- South Central Regional Meeting

If your state is involved in planning as ASCP Regional meeting, ASCP National will reach out to you to open the lines of communication and get the names of everyone on the planning committee for the upcoming year. ASCP will work with the planning committees to outline a clear picture of regional meetings and the responsibilities we’ll share.

If your state is NOT involved with the planning of your regional meeting, but you would like to be included, please email Valerie to ask how you can get involved!

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