



# Volunteer Leadership Opportunities

“CSHP’s greatness comes from the contributions of many hands and minds”  
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## **BOARD OF DIRECTORS**

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The Board of Directors shall consist of the President, the Immediate Past President, the President-Elect, the Treasurer, the Chairperson of the House of Delegates and ten (10) elected Directors for a total of fifteen (15) members. Of the ten elected directors, one shall be a pharmacy technician member and one shall be a new practitioner member.

### **PRESIDENT**

#### **QUALIFICATIONS**

- Preferably has experience as a member of the CSHP Board of Directors

#### **RESPONSIBILITIES**

- Attends CSHP Board of Directors' meetings (four in person per year/participates in interim meetings, month or as needed)
- Chairs the CSHP Board of Directors' Strategic Planning meeting
- Serves as Delegate to the CSHP House of Delegates
- Attends CSHP Committee on Finance meetings (4 per year)
- Attends meetings of the CSHP Affiliate Chapter Presidents
- Serves as a Delegate to the ASHP House of Delegates
- Serves as a Delegate to the CPhA House of Delegates (2 – 3 days)
- Attends ASHP Presidential Officers' Retreat (3 days in November)
- Serves as leader of the California delegation to the ASHP House of Delegates and shall be responsible for coordinating meetings and forums
- Attends Seminar, Legislative Day, and other CSHP activities
- Provides guidance to the CEO on CSHP issues between meetings of the CSHP Board of Directors
- May serve as liaison to one or more of CSHP's councils, committees, or task forces
- Serves as President of the PPC-PAC
- Invited to attend ASHP Affiliate Presidential Officers' dinner at ASHP Midyear Meeting
- Assists in promoting the PPC-PAC and educating members
- Attends Orientation for CSHP Councils, Committees, and Task Forces, 1 day per year

#### **TIME COMMITMENT ESTIMATE**

- The CSHP President can expect to spend a minimum of 35 days attending CSHP related meetings and performing CSHP activities. An additional 5 or 6 days could be spent in optional activities if scheduling permits.
- The CSHP President can expect to spend an average of approximately 6 – 8 hours per week reading CSHP material, preparing for CSHP activities, and communicating with CSHP members.

#### **TERM OF OFFICE**

- One (1) year, then succeeds to the office of Chair of the Board (Immediate Past President)

## **PRESIDENT-ELECT**

### **QUALIFICATIONS**

- Preferably has experience as a member of the CSHP Board of Directors

### **RESPONSIBILITIES**

- Attends CSHP Board of Directors' meetings (four in person per year/participates in interim meetings, month or as needed)
- Attends the CSHP Board of Directors' Strategic Planning meeting
- Serves as Delegate to the CSHP House of Delegates
- Attends CSHP Committee on Finance meetings (4 per year)
- Chairs meetings of the CSHP Affiliate Chapter Presidents
- Serves as a Delegate to the ASHP House of Delegates
- Serves as a Delegate to the CPhA House of Delegates (2 – 3 days)
- Attends ASHP Presidential Officers' Retreat (3 days in November)
- Attends Seminar, Legislative Day, and other CSHP activities
- Provides guidance to the CEO on CSHP issues between meetings of the CSHP Board of Directors
- May serve as liaison to one or more CSHP's councils, committees, or task forces
- Member of the PPC-PAC Board of Directors
- Invited to attend ASHP Affiliate Presidential Officers' dinner at ASHP Midyear Meeting
- Appoints chairpersons, chair-elects, and members of CSHP councils, committees, and task forces with the approval of the CSHP Board of Directors, if applicable
- Assigns CCTF members for the upcoming year
- Assists in promoting the PPC-PAC and educating members
- Attends Orientation for CSHP Councils, Committees, and Task Forces, 1 day per year

### **TIME COMMITMENT ESTIMATE**

- The CSHP President-elect can expect to spend a minimum of 27 days attending CSHP related meetings and performing CSHP activities (see Task List). An additional 5 or 6 days could be spent in optional activities if scheduling permits.
- The CSHP President-elect can expect to spend an average of approximately 3 – 5 hours per week reading CSHP material, preparing for CSHP activities and communicating with CSHP members.

### **TERM OF OFFICE**

- Ten (10) months commencing in January through Seminar, then succeeds to the office of President

## **IMMEDIATE PAST-PRESIDENT**

### **QUALIFICATIONS**

- Preferably has experience as a member of the CSHP Board of Directors

### **RESPONSIBILITIES**

- Chairperson of the CSHP Board of Directors meetings (four in person per year/participates in interim meetings, month or as needed)
- Attends the CSHP Board of Directors' Strategic Planning meeting
- Sets the agenda for meetings of the Board of Directors in consultation with the CEO
- Serves as a Delegate to the ASHP House of Delegates
- Delegate to the CPhA House of Delegates (3 days per year)
- Chairs CSHP Committee on Finance meetings (4 meetings per year)
- Liaison to CSHP Affiliate Chapters, Committees, Councils or Task Forces
- Attends meetings of the CSHP Affiliate Chapter Presidents (optional)
- Conducts annual Orientation Session (in conjunction with the CEO) for newly-elected members of the CSHP Board of Directors
- Attends Seminar, Legislative Day, and other CSHP activities
- Assists in promoting the PPC-PAC and educating members
- Attends Orientation for CSHP Councils, Committees, and Task Forces, one day per year

### **TIME COMMITMENT ESTIMATE**

- The CSHP Immediate Past President (Chairman of the Board) can expect to spend a minimum of 24 days attending CSHP related meetings and performing CSHP activities (see Task List). An additional 5 or 6 days could be spent in "optional activities" if scheduling permits.
- The CSHP Immediate Past President can expect to spend an average of approximately 3 – 5 hours per week reading CSHP material, preparing for CSHP activities and communicating with CSHP members.

### **TERM OF OFFICE**

- One (1) year

## **TREASURER**

### **QUALIFICATIONS**

- Experience as an Affiliate Chapter president and/or CSHP committees or councils desirable
- Ability to compose and present reports and recommendations

### **RESPONSIBILITIES**

- Attends CSHP Board of Directors' meetings (four in person per year/participates in interim meetings, month or as needed)
- Budget development in conjunction with CSHP staff, Committee on Finance, and Board
- Monitors CSHP's financial performance
- Attends the CSHP Board of Directors' Strategic Planning meeting
- Chairperson of the Committee on Finance (4 meetings per year)
- Prepares Treasurer's report for House of Delegates
- Attends Seminar, Legislative Day, and other CSHP activities
- Assesses financial impact of recommendations considered by Board of Directors
- Liaison with the CEO regarding financial issues
- Prepares written reports and proposals for Committee on Finance and Board
- Liaison to Affiliate Chapter, council/committee, or task force
- Attends meetings of the CSHP Board of Directors and presents Committee on Finance report
- Assists in promoting the PPC-PAC and educating members
- Attends Orientation for CSHP Councils, Committees, and Task Forces, 1 day per year

### **TIME COMMITMENT ESTIMATE**

- The CSHP Treasurer can expect to spend a minimum of 16 days attending CSHP related meetings and performing CSHP activities (see Task List). An additional 5 or 6 days could be spent in "optional activities" if scheduling permits.
- The CSHP Treasurer can expect to spend an average of approximately 1 – 3 hours per week reading CSHP material, preparing for CSHP activities and communicating with CSHP members.

### **TERM OF OFFICE**

- Three (3) years

## **CHAIRPERSON, HOUSE OF DELEGATES**

### **QUALIFICATIONS**

- Experience as a member of the CSHP Board of Directors preferred
- Experience as a CSHP Delegate

### **RESPONSIBILITIES**

- Attends CSHP Board of Directors' meetings (four in person per year/participates in interim meetings, month or as needed)
- Presides over meetings of the House of Delegates
- Member, CSHP Board of Directors meetings, Strategic Planning meeting and serves as parliamentarian (4 meetings per year)
- Member, CSHP Committee on Finance (4 meetings per year)
- Serves as a Delegate to the ASHP House of Delegates
- Serves as a resource to delegates of the CSHP House of Delegates
- Represents Delegates' views during meetings of the Board and Committee on Finance
- Maintains communication with Delegates before and after meetings of the House of Delegates
- Appoints Parliamentarian for House of Delegates 30 days prior
- Appoints the CSHP Committee on Nominations
- Liaison to CSHP Affiliate Chapters, Councils, Committees, or Task Forces
- Attends Seminar, Legislative Day, and other CSHP activities
- Convenes Open Forum at Seminar for CSHP members to discuss issues
- Tracks and follows recommendations until resolved
- Communicates outcome of proposals made in timely manner
- Orients successor in conjunction with the CEO and President
- Conducts brief STP training during House of Delegates orientation
- Serves as Board liaison to the Committee on Nominations, although does not attend their meetings
- Coordinates Regional Delegate Conferences (RDC)
- Assists in promoting the PPC-PAC and educating members
- Attends Orientation for CSHP Committees, Councils, and Task Forces, 1 day per year

### **TIME COMMITMENT ESTIMATE**

- The CSHP Chairperson of the House of Delegates can expect to spend a minimum of 18 – 22 days attending CSHP related meetings and performing CSHP activities. An additional 3 – 4 days could be spent in “optional activities” if scheduling permits.
- The CSHP Chairperson of the House of Delegates can expect to spend approximately 3 hours per week reading CSHP material, preparing for CSHP activities and communicating with CSHP members. Additional concentrated time of 3 hours per week is expected in the months of July-September in preparation for the House of Delegates.

### **TERM OF OFFICE**

- Three (3) years; may be elected to a maximum of 2 consecutive terms

## **MEMBERS, BOARD OF DIRECTORS**

### **QUALIFICATIONS**

- Experience as an Affiliate Chapter president and/or member of a CSHP committee or council desirable

### **RESPONSIBILITIES**

- Attends CSHP Board of Directors' meetings (four in person per year/participates in interim meetings, month or as needed)
- Participates the Strategic Planning meeting
- Provides input to operational plan status report
- As liaison, assists CCTF chair with organization of meetings
- Liaison to Affiliate Chapter(s) or CCTF
- Attends Seminar, Legislative Day, and other CSHP activities
- Mentors newly elected Board members as assigned
- Represents CSHP, if assigned, to other organizations
- Assists in promoting the PPC-PAC and educating members
- Attends Orientation for CSHP Councils, Committees, and Task Forces, 1 day per year
- Attends and coordinate Delegate Conference (RDC)

### **TIME COMMITMENT ESTIMATE**

- CSHP Board members can expect to spend a minimum of 18 – 22 days attending CSHP related meetings and performing CSHP activities. An additional 3 – 4 days could be spent in “optional activities” if scheduling permits.
- CSHP Board members can expect to spend approximately 3 hours per week reading CSHP material, preparing for CSHP activities and communicating with CSHP members.

### **TERM OF OFFICE**

- Three (3) years; New Practitioner to serve for a two (2) year term.



## **BOARD LIAISON TO CCTF's**

### **RESPONSIBILITIES**

- Assists committee/council/task force chairperson with running and organization of meetings
- Offers clarification of CSHP policy and/or procedure to groups assigned to for liaison activities
- Assures CSHP Strategic Plan charges are understood
- Assures CSHP Administrative policies are understood and adhered to
- Models CSHP culture and methods of doing business
- Facilitates communication between the CSHP Board and Directors and the committee/task force/management team
- Assures the group completes follow-up activities and assignments per pre-established timelines and obtains clarification as needed
- Assists the Chair of the group to prepare the written report of the group's activities and proposals in the proper format (e.g. "STP" format and House of Delegates formats)
- Presents the work of the group to the CSHP Board of Directors at the July Board meeting and at other Board meetings as necessary
- Reports to the Chair of the group the results of Board action after the July Board meeting in time for finalization of the report to the House of Delegates in August
- Determine methods to encourage new practitioners and students to become involved in committees at the local level by requesting local board members to reach out to them
- *For the Government Affairs Advisory Committee Liaison:*
  - Shall also serve as a director for the PPC-PAC

### **TIME COMMITMENT ESTIMATE**

- Committee/council liaison assignment meetings: 3-4 half- to whole-day meetings per year; and/or Seminar Liaison, 12 meetings per year (*Note: Directors average 2–3 liaison assignments per year.*)

### **TERM OF OFFICE**

- One (1) year as appointed by President; 18 months for Seminar Planning Committee

## **BOARD LIAISON TO AFFILIATE CHAPTERS**

### **RESPONSIBILITIES**

- Reviews CSHP Volunteer Job Description for Affiliate Chapter Presidents
- Offers clarification of CSHP policy and/or procedures
- Assures CSHP Strategic Plan charges are understood and pursued
- Assures CSHP Administrative policies are understood and adhered to, as applicable
- Models CSHP culture and methods of doing business
- Facilitates communication between the CSHP Board of Directors and the committee/council/task force/management team
- Assures the group completes follow-up activities and assignments per pre-established timelines and obtains clarification as needed
- Attends each Affiliate Chapter meeting at least quarterly
- Communicates with Affiliate Chapter President
- Communicates with Affiliate Chapter President at a minimum quarterly
- Communicates with the Affiliate Chapter President regarding the CSHP yearly calendar

### **TIME COMMITMENT ESTIMATE**

- 2 – 3 hours per quarter to keep in communication with Affiliate Chapter President
- Four (4) hours per quarter to attend Affiliate Chapter meetings, where feasible

### **TERM OF OFFICE**

- One (1) year as appointed by Board President-Elect

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## **COMMITTEES, COUNCILS, AND TASK FORCES**

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CSHP's Committees, Councils, and Task Forces are integral to the organization's success with total membership across the CCTFs numbering approximately 200. The CCTFs are responsible for informing and recommending to the Board of Director's actions or policies related to the CCTF specific topic area such as but not limited to; pharmacy-related legislation, seminar activities, continuing education programs, professional policies, compliance with sterile compounding, and membership recognition.

### **CHAIRPERSON**

#### **QUALIFICATIONS**

- Experience as an Affiliate Chapter officer and/or membership on CSHP committees or councils desirable

#### **RESPONSIBILITIES**

- Conducts meetings as required to fulfill charges and provides leadership
- Works with staff liaison to set meeting dates, prepare agendas, and notifies members of meetings in advance
- Provides a copy of all minutes to the CSHP office and committee members
- Maintains communication with committee, CEO, board liaison, and staff liaison
- Prepares reports for the House of Delegates in the proper format
- Operates within established budget
- Assures CSHP strategic plan charges are understood
- When applicable, Chairs are responsible for mentoring their respective Chairs-elect during their terms of office.
- Chair of the Government Affairs Advisory Committee shall also serve as a director for the PPC-PAC Board.
- Attends training session for CSHP Councils and or Committees, 1 day per year
- Attends Seminar

#### **TIME COMMITMENT ESTIMATE**

- Approximately 160 hours

#### **TERM OF APPOINTMENT**

- One (1) year by appointment

## **CHAIR-ELECT**

### **RESPONSIBILITIES**

- Attends all committee meetings
- Receives all e-mail correspondence that is sent to the Chair
- Provides assistance to the Chair as requested
- Serves in the capacity of Chair in the event the Chair becomes unavailable
- In the subsequent year, serves one (1) year as Chair
- GAAC Chair-elect serves as director on the PPC-PAC Board

### **TIME COMMITMENT**

- Approximately 160 hours

### **TERM OF APPOINTMENT**

- One (1) year

## **CHAIRPERSON, SEMINAR PLANNING COMMITTEE**

### **QUALIFICATIONS**

- Experience as a planning team member on previous Seminar committee strongly recommended

### **RESPONSIBILITIES**

- Organizes, coordinates, and motivates the Planning Committee to achieve fiscal and educational meeting objectives
- Sets Planning Committee meeting dates, prepares agendas, and conducts meetings in consultation with other members of Planning Committee and CSHP staff
- Communicates budget, status reports, and meeting minutes at designated meetings and intervals
- Communicates with Board Liaison, CSHP staff, and Planning Committee
- Organizes the critique and evaluation of the previous year's Seminar
- Participates in preparing Seminar budget in conjunction with CSHP staff, Treasurer, and Board Liaison
- Attends Seminar and officiates at Opening Session and other official functions
- Attends SPC Orientation

### **TIME COMMITMENT ESTIMATE**

- Approximately 120 hours

### **TERM OF APPOINTMENT**

- 18 months

## **LIST OF COMMITTEES, COUNCILS, AND TASK FORCES**

### **Blue Ribbon Committee on Governance**

Responsible for reviewing CSHP governing documents and making recommendations to the Board of Directors for amendments, deletions and additions to enhance clarity.

### **Canvassing Committee**

CSHP member appointed by President-elect who obtains, counts, and documents all votes cast for CSHP Board of Directors and ASHP Delegates, manually and electronically, reporting said results to Chief Executive Officer. Maintains all election results confidentially and in accordance with CSHP records retention policy.

### **Committee on Goals (COG)**

The Committee on Goals shall be an advisory body to the Board of Directors. It shall analyze studies, recommend broad goals for the profession of pharmacy and for the Society, and shall outline plans for achieving such goals. The Committee on Goals shall consist of a chairperson and members as listed in Article VII Section 12 (b).

The Committee on Goals shall consist of a chairperson and the following members:

- (i) 2nd Year Board of Directors member
- (ii) Non-Board, State
- (iii) Non-Board, Local
- (iv) President-Elect
- (v) Pharmacy Technician member
- (vi) Chief Executive Officer (Staff)
- (vii) 3<sup>rd</sup> Year Board of Directors member (Board Liaison)

### **Committee on Nominations (CON)**

The duty of the Committee shall be to nominate the candidates for the offices of President-elect, Treasurer (when applicable), Directors, Chairperson of the House of Delegates, and Delegates to the American Society of Health-System Pharmacists' (ASHP) House of Delegates, per [CSHP bylaws](#) Article VIII, Section 12.

### **Continuing Pharmacy Education Committee (CPE)**

Provide innovative educational activities that will advance the practice of pharmacy and optimize patient care.

### **Council on Professional Affairs (COPA)**

Reviews and recommends relevant professional policies from other organizations for acceptance by the House of Delegates (HOD) for consideration; receives documentation with recommendations from CPhA HOD for inclusion of pertinent policies; reviews ASHP policies as directed by the BOD throughout the year.

### **Editorial Advisory Board (EAB)**

Create and review an annual calendar of articles for submission to CJHP, including an article which highlights New Practitioner Career Profiles; administer the “Editorial Excellence Award” and “Editorial excellence Award – First-Time Author in a Peer-Reviewed Journal”.

### **Fellowship Opportunities Committee (FOC)** 2018-2019 In Development

Appoint an Ad Hoc Committee to evaluate the feasibility of a Personnel Placement Service specifically for fellowships and produce a report to the BOD and CSHP office.

### **Government Affairs Advisory Board (GAAC)**

Recommends the positions and priorities for legislative action on bills before the state legislature; participates in the legislative and regulatory process through grassroots lobbying techniques.

### **Healthcare Reform Committee (HRC)**

Educates members regarding healthcare reform; publishes demonstrated value of the role of pharmacists in healthcare delivery; administers the Innovative Pharmacy Practice Award (IPPA).

### **Member Recognition Committee (MRC)**

Responsible for administering the following award programs: Practitioner Recognition Program (Fellows), Student Leadership in Health-System Practice, Student Chapter Community Service Project Award.

The MRC is the combination of the previously known Practitioner Recognition Program and the Public Relations Committee prior to 2018.

### **Membership Committee**

Responsible for administering the Hospital Champion Program and the Affiliate Chapter Volunteer of the Year Award.

### **New Practitioner Executive Committee (NPEC)**

Represents and promotes the interests of new practitioners through outreach to transitioning students; development and implementation of recruiting and retention plans and student programming at Seminar. Administers the New Practitioner Award and Resident/Fellow of Distinction Award.

### **Opioid Stewardship Task Force (OSTF):** Launched 2017-18

Advocate for the safe use of opiates; access to opiate related treatment; educate the public of the epidemic through campaigns and other resources and advise policy recommendations.

### **Pharmacist of the Year Award, Distinguished Service Award, Technician Achievement Award (POY/DSA/TAA)**

To vet the nominations for the POY, DSA, and TAA awards.

**Pharmacy Technician Executive Leadership (PTEL)**

To represent and promote the interests of pharmacy technicians in the advancement of their profession through recruitment, marketing and outreach campaigns, promotion of membership benefits, and providing tools to achieve these objectives.

**Residency Barrier Task Force:** On Hold effective 2017

**Seminar Planning Committee (SPC)**

Execute a successful and financially profitable annual meeting by: developing a logo and theme plan; implementing promotional program at prior year Seminar; assist staff with publicity, marketing, planning, coordinating, and implementing multiple seminar related events; and assist staff with volunteer recruitment.

**Sterile Compounding Task Force (SCTF):** Launched 2017-18

Develop and provide educational and compliance tools for adherence to state and federal sterile compounding standards, regulations, and laws.

**Student Section Executive Committee (SSEC):**

The SSEC shall serve as a liaison between CSHP student members and the CSHP BOD. The Committee will express the interests of CSHP student members as well as promote student involvement within the Society. The SSEC shall foster communication between the student chapters and the faculty student liaisons.



## **AFFILIATE CHAPTER PRESIDENT**

### **QUALIFICATIONS**

- Chapter specific

### **RESPONSIBILITIES**

- Conducts meetings and provides leadership to achieve continuity and progression of goals of the Affiliate Chapter and CSHP
- Sets meeting dates and prepares agendas in consultation with other officers
- Communicates with members, local board, and CSHP
- Represents chapter concerns and interests with CSHP
- Attends Affiliate Chapter President meetings and webinars
- Responds to external requests from CSHP committees, councils, task forces, and/or staff
- Maintains liaison relationship with CPhA
- Conducts 6–12 chapter meetings and other activities per year
- Prepares meeting activities and communicates with members, 4–5 hours per month

### **TIME COMMITMENT ESTIMATE**

- Approximately 120 hours

### **TERM OF OFFICE**

- Length of office stipulated in the Bylaws of the Affiliate Chapter

## ***AFFILIATE CHAPTER DELEGATE TO THE CSHP HOUSE OF DELEGATES***

### **QUALIFICATIONS**

- Chapter specific

### **RESPONSIBILITIES**

- Reviews all mailings from the House of Delegates
- Provides input at all delegate conferences, caucuses, and informal House of Delegates meetings
- Solicits input from CSHP members
- Represents Affiliate Chapter concerns and interests
- Attends Seminar
- Attends House of Delegates Orientation at Seminar, if first year
- Attends House of Delegates meeting at Seminar, open hearings, affiliate meetings, and caucus meetings, 4 – 6 days per year

### **TIME COMMITMENT ESTIMATE**

- Approximately 20 hours

### **TERM OF OFFICE**

- Length of office stipulated in the Bylaws of the Affiliate Chapter

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## **ASHP**

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### ***DELEGATE TO THE ASHP HOUSE OF DELEGATES***

#### **QUALIFICATIONS**

- Member of ASHP in good standing

#### **RESPONSIBILITIES**

- Reviews all mailings from the House of Delegates
- Participate in ASHP Virtual House of Delegates
- Provides input at all delegate conferences, caucuses, and informal House of Delegates meetings
- Solicits input from CSHP and ASHP members
- Represents state and Affiliate ASHP members
- Discusses proposals and formulate positions in preparation for ASHP HOD meetings
- Attends ASHP's Affiliate Delegates Conference and the annual meeting

#### **TIME COMMITMENT ESTIMATE**

- Attends House of Delegates meeting at annual meeting, open hearings, Affiliate meetings, and caucus meetings, 4 – 6 days per year
- Travel required

#### **TERM OF OFFICE**

- One (1) year by election