

# **CSHP BOARD OF DIRECTORS, OFFICERS AND MEMBERS**

## **PRESIDENT**

### **QUALIFICATIONS**

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

### **RESPONSIBILITIES**

- Attends CSHP Board of Directors' meetings (4 per year)
- 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, if eligible and elected, and acts as Board liaison
- 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 (if elected) 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 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 (4 per year)
- 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, if eligible and elected, and acts as Board liaison
- 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 (if elected) 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 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
- Serves as champion of the current strategic and operational plans, and identifies areas where committees can contribute to that plan
- Assigns student and first time volunteers on each CCTF to be mentored by the committee chair
- 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. 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, 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 (4 meetings per year)
- Attends the CSHP Board of Directors' Strategic Planning meeting
- Sets the agenda for meetings of the Board of Directors in consultation with the CEO
- Delegate to the CPhA House of Delegates (3 days per year)
- Chairs CSHP Committee on Finance meetings (4 meetings per year)
- May serve as 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 councils or committees desirable
- Ability to compose and present reports and recommendations

### **RESPONSIBILITIES**

- 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
- Member 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**

- 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 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
- May serve as 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 Affiliate Delegate Conferences (RDC)
- 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 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**

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

## **MEMBER, BOARD OF DIRECTORS**

### **QUALIFICATIONS**

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

### **RESPONSIBILITIES**

- Participates in Board meetings (4 per year) and 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

## **BOARD LIAISON TO CCTFs AND BRCs**

### **QUALIFICATIONS**

### **RESPONSIBILITIES**

- Assists council/committee/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 council/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 Seminar Management Team Liaison:*
  - Participates in Seminar Management Chair and Management Team Orientation Sessions
  - Assures Management Team is aware of and follows all relevant CSHP Administrative Policies
  - Assures Management Team is aware of and meets the charges from the CSHP Strategic Plan
- *For the Government Affairs Advisory Committee Liaison:*
  - Shall also serve as a director for the PPC-PAC

### **TIME COMMITMENT ESTIMATE**

- Council/committee 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 Management Team Board Liaison

## **BOARD LIAISON TO AFFILIATE CHAPTERS**

### **QUALIFICATIONS**

### **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 council/committee/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

# **CSHP STUDENT SECTION EXECUTIVE COMMITTEE**

## **CO-CHAIRS, STUDENT SECTION EXECUTIVE COMMITTEE**

### **QUALIFICATIONS**

- Active pharmacy student member from California Pharmacy School

### **RESPONSIBILITIES**

- Shall serve as a link between the BOD, SSEC, and FSLs
- Reviews and submits STPs to the BOD pertaining to student issues/concerns from the student chapters
- Addresses and provides solutions to student issues/concerns
- Communicates with the student chapter presidents and arranges necessary meetings/teleconferences
- Communicates and works with CSHP staff when necessary
- Attends at least two Board of Directors (BOD) meetings and attends the Strategic Planning Meeting. Attendance will be based on the co-chairs' availability. The decision as to which co-chair will attend the board meeting shall be determined between the two chairs.
- Provides a written report at all BOD meetings on updates and concerns of the student chapters
- Arranges and moderates 3 – 4 conference calls with the SSEC representatives and CSHP staff/BOD to discuss student issues
- Drafts agendas and moderates face-to-face meeting with SSEC representatives and CSHP staff/BOD at Seminar
- Serves as delegate at House of Delegates at Seminar as a BOD representative
- Recommends Seminar's student programming to the Seminar Management Team, Seminar student liaison, and/or Seminar Manager; including but not limited to the Student Welcome Session
- Provides report to CSHP House of Delegates
- Coordinates student welcome at Seminar

### **TIME COMMITMENT ESTIMATE**

- Approximately 200 hours

### **TERM OF OFFICE**

- One (1) year by appointment

## **REPRESENTATIVES, STUDENT SECTION EXECUTIVE COMMITTEE**

### **QUALIFICATIONS**

- Active pharmacy student member from California Pharmacy School – one (1) per student chapter

### **RESPONSIBILITIES**

- Frequently communicates with other SSEC reps
- Participates in up to 4 telephone conferences per year
- Attends mandatory annual SSEC meeting during Seminar
- Participates in SSEC projects and/or proposals (STPs)
- Reports chapter activities to CSHP SSEC Co-Chairs
- Reports CSHP SSEC and Board of Directors activities to chapter officers/members
- Assists with student programming and volunteer recruitment for Seminar
- Attends Seminar

### **TIME COMMITMENT ESTIMATE**

- Approximately 120 hours

### **TERM OF OFFICE**

- One (1) year