



Volunteer Leadership Opportunities

“CSHP’s greatness comes from the contributions of many hands and minds.”

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BOARD OF DIRECTORS

The Board of Directors (BOD) shall consist of the President, the Immediate Past President, the President-Elect, the Treasurer, the Chairperson of the House of Delegates (HOD), the Chairperson-Elect of the HOD and ten (10) elected Directors for a total of sixteen (16) members. Of the ten elected directors, one shall be a pharmacy technician member and one shall be a new practitioner member.

PRESIDENT

QUALIFICATIONS

- Experience as a member of the CSHP BOD or on an Affiliate Chapter BOD preferred

RESPONSIBILITIES

- Chairs annual strategic planning meeting, CCTF orientation (at Seminar), and Legislative/Policy Day
- Chairs quarterly meeting of Affiliate Chapter Presidents' (ACP)
- Attends CSHP BOD' meetings, Seminar, and other activities as needed
- Attends weekly meetings of CSHP BOD Presidents and CEO
- Attends CSHP Committee on Finance meetings (4 per year)
- Serves as a delegate to the CSHP HOD
- Serves as a delegate to the California Pharmacy Association (CPhA) HOD
- Serves as a delegate to the American Society of Health-System Pharmacists (ASHP) HOD
- Serves as leader of the California delegation to the ASHP HOD and shall be responsible for coordinating meetings and forums
- Attends ASHP Presidential Officers' Retreat (as applicable)
- Appoints chairpersons, chair-elects, and members to CSHP CCTFs in concert with the President-elect and Immediate Past President
- Serves as a liaison to selected CSHP's CCTFs and Affiliate Chapter
- Provides guidance to the CEO on CSHP issues between meetings of the CSHP BOD
- Assists in promoting the Professional Practice Advancement Committee (PPAC) to CSHP members

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 BOD (Immediate Past President)

PRESIDENT-ELECT

QUALIFICATIONS

- Experience as a member of the CSHP BOD or on an Affiliate Chapter BOD preferred

RESPONSIBILITIES

- Attends CSHP BOD' meetings, strategic planning, Seminar, CCTF orientation, Legislative/Policy Day, quarterly ACP meetings and other activities as needed
- Attends weekly meeting of CSHP BOD Presidents and CEO
- Attends CSHP Committee on Finance meetings (4 per year)
- Serves as a delegate to the CSHP HOD
- Serves as a delegate to the CPhA HOD
- Serves as a delegate to the ASHP HOD
- Appoints chairpersons, chair-elects, and members to CSHP CCTFs in concert with the President and Immediate Past President
- Serves as a liaison to selected CSHP's CCTFs and Affiliate Chapter
- Provides guidance to the CEO on CSHP issues between meetings of the CSHP BOD
- Assists in promoting the PPAC to CSHP members

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

- One (1) year, commencing in January through December, then succeeds to the office of President

IMMEDIATE PAST-PRESIDENT

QUALIFICATIONS

- Experience as a member of the CSHP BOD or on an Affiliate Chapter Board of Director preferred

RESPONSIBILITIES

- Sets the agenda for, and chairs, meetings of the BOD in consultation with the CEO
- Conducts annual orientation session (in conjunction with the CEO) for newly-elected members of the CSHP BOD
- Attends strategic planning meeting, Seminar, CCTF orientation, Legislative/Policy Day, quarterly ACP meetings and other activities as needed
- Attends weekly meeting of CSHP BOD Presidents and CEO
- Attends CSHP Committee on Finance meetings (4 per year)
- Serves as a delegate to the CSHP HOD
- Serves as a delegate to the ASHP HOD
- Appoints chairpersons, chair-elects, and members to CSHP CCTFs in concert with the President and Immediate Past President
- Serves as a liaison to selected CSHP's CCTFs and Affiliate Chapter
- Provides guidance to the CEO on CSHP issues between meetings of the CSHP BOD
- Assists in promoting the PPAC to CSHP members

TIME COMMITMENT ESTIMATE

- The CSHP Immediate Past President (Chairman of the BOD) 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 Director and/or member of a CCTF preferred
- Ability to compose and present reports and recommendations

RESPONSIBILITIES

- Chairperson of the Committee on Finance (4 meetings per year)
- Prepares and presents written reports and proposals for Committee on Finance and BOD
- Develops budget in conjunction with CSHP CEO
- Monitors CSHP's financial performance
- Prepares Treasurer's report for HOD
- Assesses financial impact of recommendations considered by BOD
- Liaison to the CEO regarding financial issues
- Chairs annual Affiliate Chapter Treasurer orientation session
- Attends CSHP BOD' meetings, including strategic planning, Seminar, CCTF orientation, Legislative/Policy Day and other activities as needed
- Liaison to selected Affiliate Chapter and CCTFs
- Assists in promoting the PPAC to CSHP members

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 BOD preferred
- Experience as a CSHP Delegate

RESPONSIBILITIES

- Attends CSHP BOD' meetings, including strategic planning, Seminar, CCTF orientation, Legislative/Policy Day and other activities as needed
- Presides over meetings of the CSHP HOD and serves as a resource to delegates, maintaining communication before and after meetings
- Appoints Parliamentarian for CSHP HOD 30 days prior
- Convenes an Open Forum for members to discuss issues prior to annual HOD meeting
- Represents delegates' views during meetings of the BOD and Committee on Finance
- Coordinates Regional Delegate Conference (RDC). Prepares, in concert with CSHP staff, outcomes of the RDCs, tracking and following recommendations and proposals until resolved.
- Serves as BOD liaison to Sunset Review Committee and Committee on Professional Affairs
- Attends CSHP Committee on Finance meetings (4 per year)
- Appoints the CSHP Committee on Nominations & Leadership and serves as BOD liaison
- Serves as a Delegate to the ASHP HOD
- Liaison to selected CSHP Affiliate Chapters and CCTFs
- Assists in promoting the PPAC to CSHP members
- Orients successor in conjunction with the CEO and President

TIME COMMITMENT ESTIMATE

- The CSHP Chairperson of the HOD can expect to spend a minimum of 18-22 days attending CSHP related meetings and performing CSHP activities. An additional 3 or 4 days could be spent in "optional activities" if scheduling permits.
- The CSHP Chairperson of the HOD 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 HOD.

TERM OF OFFICE

- *Three (3) years; the first year will be as Chairperson-elect of the HOD followed by two (2) years as the Chairperson of the HOD; may be elected to a maximum of two (2) consecutive terms – Pending outcome of vote*

CHAIRPERSON-ELECT. HOUSE OF DELEGATES

QUALIFICATIONS

- Experience as a member of the CSHP BOD preferred
- Experience as a CSHP Delegate

RESPONSIBILITIES

- Attends:
 - CSHP BOD' meetings, including strategic planning
 - CSHP HOD and RDC meetings
 - Seminar, including Open Forum
 - Legislative/Policy Day
 - Committee on Finance meetings (4 per year)
 - CCTF orientation
 - CCTF meetings
 - Sunset Review Committee
 - Committee on Professional Affairs
 - Committee on Nominations & Leadership
- Assists in promoting the PPAC to CSHP members

TIME COMMITMENT ESTIMATE

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

TERM OF OFFICE

- One (1) year followed by two years as the Chairperson of the HOD

MEMBERS. BOARD OF DIRECTORS

QUALIFICATIONS

- Experience as an Affiliate Chapter Director and/or member of a CCTF preferred

RESPONSIBILITIES

- Attends CSHP BOD' meetings, including strategic planning, Seminar, CCTF orientation, Legislative/Policy Day, and other activities as needed
- Attends and serves as liaison to the RDC
- Mentors newly elected BOD members as assigned
- Serves as a liaison to selected CSHP's CCTFs and Affiliate Chapter
- Assists in promoting the PPAC and educating members

TIME COMMITMENT ESTIMATE

- CSHP BOD members can expect to spend a minimum of 18-22 days attending CSHP related meetings and performing CSHP activities.
- CSHP BOD members can expect to spend approximately three (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 OF DIRECTORS LIAISON TO CCTFs

RESPONSIBILITIES

- Facilitates communication between the CSHP BOD and CCTF
- Assists CCTF chairperson with running and organization of meetings
- Offers clarification of CSHP policy and/or procedure to the CCTF, as needed
- Assures CSHP Strategic Plan priorities are understood. Assists CCTF in the development and execution of Strategic Map Action Plan(s).
- Assures CSHP Administrative policies are understood and adhered to
- Models CSHP culture and methods of doing business

TIME COMMITMENT ESTIMATE

- CCTF liaison assignment meetings: 1 or 2 meetings per month
- On average, a director will be assigned 2 or 3 CCTFs.

BOARD OF DIRECTORS LIAISON TO AFFILIATE CHAPTERS

RESPONSIBILITIES

- Facilitates communication between the CSHP BOD and CCTF and Affiliate Chapter
- Attends Affiliate Chapter meetings at least quarterly
- Offers clarification of CSHP policy and/or procedures
- Assures CSHP Strategic Plan priorities are understood. Assists CCTF in the development and execution of Strategic Map Action Plan(s).
- Assures CSHP Administrative policies are understood and adhered to, as applicable
- Models CSHP culture and methods of doing business

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

COMMITTEES, COUNCILS, AND TASK FORCES

CSHP's "CCTFs" 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, and membership retention, recruitment and recognition.

CHAIRPERSON

QUALIFICATIONS

- Experience as an Affiliate Chapter officer and/or member of CSHP CCTF preferred

RESPONSIBILITIES

- Attends CSHP Seminar and CCTF orientation
- Works with CSHP staff liaison to schedule meetings and prepare agendas
- Conducts meetings as required to fulfill charges and provides leadership
- Provides meeting minutes to CSHP staff and CCTF members
- Maintains communication with CCTF members, CSHP staff liaison, and BOD Liaison
- Prepares reports for the HOD in the proper format
- Operates within established budget, as applicable
- Assures CSHP Strategic Plan priorities are understood and CCTF's SMAPs are communicated to Organizational Performance Council (OPC).
- Mentors respective Chairs-elect

TIME COMMITMENT ESTIMATE

- Varies depending on the CCTF and can range from a few hours to 10 hours per month

TERM OF APPOINTMENT

- One (1) year by appointment

CHAIR-ELECT

QUALIFICATIONS

- Experience as an Affiliate Chapter officer and/or member of CSHP CCTF preferred

RESPONSIBILITIES

- Attends all CCTF 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 seated Chair becomes unavailable
- In the subsequent year, serves one (1) year as Chair

TIME COMMITMENT

- Varies depending on the CCTF and can range from a few hours to 10 hours per month

TERM OF APPOINTMENT

- One (1) year

CHAIRPERSON, SEMINAR PLANNING COMMITTEE (SPC)

QUALIFICATIONS

- Participation on previous SPC strongly recommended

RESPONSIBILITIES

- Organizes, coordinates, and motivates the Committee to achieve fiscal and educational meeting objectives
- Works with CSHP staff liaison to schedule meetings and prepare agendas
- Conducts meetings as required to fulfill charges and provides leadership
- Communicates budget, status reports, and meeting minutes at designated meetings and intervals
- Communicates with BOD Liaison, CSHP staff, and Committee
- Organizes the critique and evaluation of the previous year's Seminar
- 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 (CCTFs)

Canvassing Committee (CC)

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

Committee on Nominations & Leadership (CONL)

Nominates the candidates for the offices of President- elect, Treasurer (when applicable), Directors, Chairperson of the HOD, and Delegates to the American Society of Health-System Pharmacists' (ASHP) HOD, per CSHP Bylaws, Article VIII, Section 12.

Continuing Pharmacy Education Committee (CPE)

Provides 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 HOD for consideration.

Diversity, Equity & Inclusion Advisory Council (DEI)

Identifies initiatives and strategies to achieve selected DEI goals for pharmacy workforce and provision of pharmacy delivered healthcare.

Geriatric Pharmacy Care Council (GPCC)

Provides subject matter expertise on geriatric care to the BOD, Governmental Affairs Advisory Committee and promotes advancement of geriatric pharmacy delivered care.

Government Affairs Advisory Committee (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).

Hospital Leadership Council (HLC)

Provides subject matter expertise on issues/concerns coming from health-system leaders amongst our membership to the BOD, Governmental Affairs Advisory Committee and promotes advancement of health-system pharmacy practice.

Legislative Committee (LC)

Identifies opportunities to advance legislative initiatives and supports relationships to promote successful advancement of those initiatives.

Managed Care Advisory Council (MCAC)

Provides subject matter expertise on managed care to the BOD, Governmental Affairs Advisory Committee and promotes the advancement of managed care as it pertains to pharmacy practice.

Medication Safety Council (MSC)

Discusses medication safety topics and shares resources and strategies with CSHP's membership.

Member Recognition Committee (MRC)

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

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

Membership Committee (MC)

Under the leadership of CSHP's Membership Manager, designs membership promotions such as the Hospital Champion Program and oversees 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, and development and implementation of recruitment and retention plans and student programming at Seminar. Administers the New Practitioner Achievement Award). Develop a podcasting platform for CSHP, including developing, recording, editing and posting the content.

Organizational Performance Council (OPC)

The Organizational Performance Council is an advisory body to the BOD. Analyzes studies, recommends broad goals for the profession of pharmacy and for the Society, and outlines plans for achieving such goals. Note: Formerly known as the Committee on Goals (COG).

Pharmacist of the Year Award, Distinguished Service Award (POY/DSA):

Vets the nominations for the POY and DSA awards. The committee is comprised of past POY and DSA recipients of both awards.

Pharmacy Technician Executive Leadership (PTEL)

Represents and promotes 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.

Practice Advancement Initiative Task Force (PAITF)

The selected PAI Champion will lead the task force by developing strategies and tactics to drive pharmacy practice change at the state level, aligned with 2030 ASHP national goals.

Professional Awards Committee (PAC)

Identifies and nominates qualified candidates for professional awards from other associations or organizations (ex. ASHP, PQA, etc.).

Seminar Planning Committee (SPC)

Executes a successful and financially profitable annual meeting. Assists CSHP staff with marketing, planning, coordinating, and implementing multiple ancillary events and with volunteer recruitment.

Student Section Executive Committee (SSEC)

Liaises between CSHP student members and the CSHP BOD. Expresses the interests of CSHP student members as well as promotes student involvement within the Society. Fosters communication between the student chapters and the faculty student liaisons.

Sunset Review Committee (SRC)

Periodically reviews all CSHP policies for their relevance and continued applicability so that CSHP Professional and Administrative policies reflect current pharmacy practice, professional standards, and operations of the organization. Works alongside the COPA in providing professional policy proposals for consideration to the BOD. The BOD if in agreement presents these to the delegates of HOD to be adopted as CSHP Professional policies.

AFFILIATE CHAPTER PRESIDENT

QUALIFICATIONS

- Chapter specific

RESPONSIBILITIES

- Attends Affiliate Chapter President meetings and webinars
- Conducts meetings and other activities per year (6-12 per year) and provides leadership to achieve continuity and progression of goals of the Affiliate Chapter and CSHP
- Schedules meetings and prepares agendas in consultation with other officers
- Communicates with members, local board, and CSHP staff
- Represents chapter concerns and interests with CSHP
- Responds to external requests from CSHP CCTFs, and/or staff
- Prepares meeting activities and communicates with members

TIME COMMITMENT ESTIMATE

- Approximately 120 hours

TERM OF OFFICE

- Stipulated in the Bylaws of the Affiliate Chapter

AFFILIATE CHAPTER DELEGATE TO THE CSHP HOUSE OF DELEGATES

QUALIFICATIONS

- Chapter specific

RESPONSIBILITIES

- Attends CSHP Seminar, including HOD Orientation (if first year) and meetings; Affiliate Chapter meetings; open hearings; and caucuses (4-6 days per year)
- Provides input at all delegate conferences, caucuses, and informal HOD meetings
- Represents Affiliate Chapter concerns and interests
- Reviews all mailings from the HOD
- Solicits input from CSHP members

TIME COMMITMENT ESTIMATE

- Approximately 20 hours

TERM OF OFFICE

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

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

DELEGATE TO THE ASHP HOUSE OF DELEGATES

QUALIFICATIONS

- Member of ASHP in good standing

RESPONSIBILITIES

- Attends HOD meeting at annual meeting,
- Attends ASHP's Affiliate Delegates Conference and the annual meeting, Affiliate Chapter meetings, open hearings, and caucuses (4-6 days per year)
- Participates in ASHP Virtual HOD
- Discusses proposals and formulates positions in preparation for ASHP HOD meetings
- Provides input at all delegate conferences, caucuses, and informal HOD meetings
- Solicits input from CSHP and ASHP members
- Represents state and Affiliate ASHP members
- Reviews all mailings from the HOD

TIME COMMITMENT ESTIMATE

- Note: Travel required

TERM OF OFFICE

- Two (2) year by election