TITLE: BOARD OF DIRECTORS-ELECT

REPORTS TO: MEMBERSHIP OF FSHP

QUALIFICATIONS:
  o Member in good standing.

FSHP Governing Documents: 3.7.2, 3.7.3, All of Article 4, 5.2, 6.4.3.4

FUNCTIONS:
The intent of the Board of Directors-Elect position is to become educated on FSHP operations and programs, but does not allow for voting privileges.

TERM OF OFFICE:
A term of approximately one year, from the date of election through installation as Board of Director at the FSHP Annual Meeting following their election. Elected Directors may not serve more than two consecutive terms.

TIME COMMITMENT ESTIMATE:
Preparation for Board activities and communication with members may take 1-2 hours per week. Participation in four Board of Directors’ meetings, and monthly conference calls is expected. Attendance at FSHP Annual Meeting, and other FSHP meetings is desirable. The FSHP Board of Directors can expect to spend a minimum of 9 days attending FSHP related meetings and performing FSHP activities, not including Committee meetings and conference calls. An additional two to three days could be spent in “optional activities” if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends (usually Saturdays).

The FSHP Board of Directors can expect to spend an average of two to four hours per week reading FSHP material, preparing for FSHP activities and communicating with FSHP members via the telephone/e-mail systems.

With the acceptance of this position, at least 75% participation is required. This includes conference calls and live meetings. At the start of a President’s annual term in August, the number of potential conference calls and live meetings will be presented and approved by the FSHP Board of Directors. By mid-term, Board members will be evaluated if they have not participated in at least 50% of Board activity (calls and/or live meetings). Should a situation arise where a Board member can no longer...
commit, a majority vote of the Board is required to dismiss Board members. Official documentation (certified letter) stating the dismissal agreed upon by both parties will be required upon Board vote. Section 4.1.3 of the FSHP Bylaws outlines the procedure to fill vacant Board seats. Vacant seats can arise from resignation and/or dismissal by a vote of the FSHP Board of Directors.

RESPONSIBILITIES:

- Represents the Society as the official voice of health-system pharmacists in the State of Florida.
- Acts on administrative, fiscal, and other matters consistent with the Bylaws.
- Controls and manages the affairs, property and funds of the Society.
- Makes decisions regarding the actions of the Councils and Officers.
- Exercises final authority over any project requiring the expenditure of Society funds.
- Takes action on all “votes to recommend (actions requiring Board approval)” from the Councils/Sections/Task Forces.
- Receives, revises if necessary, and approves the proposed budget for the calendar year from the Executive Committee.
- Confirms the appointments made by the President for the Council Chairs, Committees, Chair of the Research and Education Foundation and any ad hoc Committees or groups that the Board of Directors establishes.
- Approves propositions to alter or amend the Bylaws of the Society submitted as provided in the Bylaws and submits to the active membership for vote by mail ballot.
- Receives nominations and votes to approve election of Honorary members.
- Approves the appointment of members of the Society to Liaison Committees with other organizations.
- Establish dues and membership periods for active members.
- Choose the Executive Vice President who serves at the pleasure of the Board of Directors. The Board of Directors may, on behalf of FSHP, enter into a contract with the Executive Vice President with such terms and for such fixed period as the Board of Directors deems reasonable and in the best interests of FSHP.
- Fill all vacancies in the list of candidates that may occur by death or resignation after the adjournment of the Annual Meeting of FSHP and before the issuance of mail ballots.
- Determine by reputation and demonstrated activity that the Regional Society is acceptable as an affiliated group; the Regional Society must have been approved by the Board of Directors for affiliation at least sixty (60) days prior to be eligible to seat representatives in the House.
- Establish terms and conditions that affiliated state societies may use the official Society logo.
- Review any proposed amendments to FSHP’s Bylaws submitted to the Board of Directors and submit the proposed amendment to the House of Delegates.

COMMITTEE ASSIGNMENTS:

- Serves as Board Liaison for appointed Council.
- Member of Board of Directors.
- House of Delegates.
ABILITIES:

- Good verbal and written communication skills.
- Knowledge of Council operations.
- Familiarity with the membership (regional, chapter).
- Ability to envision and direct the Council towards more ideal practice environments.
- Ability to maintain direction of the Council.

**Board of Director Approval Date:** 1/9/2009

**Board of Director Revision Date:** 5/24/2016