



Florida Society of Health-System Pharmacists

TITLE: BOARD OF DIRECTORS – TECHNICIAN DIRECTOR

REPORTS TO: MEMBERSHIP OF FSHP

APPLICATION CRITERIA:

- Each applicant must submit a letter of intent, at least one letter of recommendation from a pharmacist and a resume or CV.

QUALIFICATIONS:

- Member in good standing.
- A current or past member of the Technician Council.

SELECTION CRITERIA:

- Each applicant's information will be reviewed by the Council on Technician Affairs. After which the Chair, Vice-Chair, Board Liaison and one other designee from the Council will choose three candidates.
- The Council on Technician Affairs will forward to the Committee on Nominations, the three candidates that have met all the criteria and that the Council on Technician Affairs feels would be the best candidate to represent the Technician Council and the Technician membership.
- The Committee on Nominations will review the candidates and submit their information to the Board of Directors prior to the first session of the House of Delegates.
- The Committee on Nominations shall submit to the House of Delegates one or more reports nominating two candidates for the Technician Director seat. These reports shall not be subject to amendment and shall be the exclusive source of nominations for the office.
- The names of the candidates for the Technician Director shall be included on the ballot that will be distributed to every active member of FSHP within 45 days after nomination. The members shall indicate on the ballot one choice for the office of Technician Board Member.
- The ballots returned electronically or postmarked within 30 days of the date printed on the ballot will be submitted to the Board of Canvassers who shall oversee counting of the ballots. The Board of Canvassers shall certify the results of the election to the FSHP Executive Committee. The President shall notify all candidates of the results of the election, and the results of the election shall be disseminated to the membership.

FUNCTIONS:

The Board of Directors under majority vote as defined by at least 51% shall manage the affairs of the FSHP, establish policies within the limits of the Bylaws, actively pursue the purposes of FSHP, and have discretion in the control, management, investment, and disbursement of its funds. The Board of Directors, through its Executive Committee, shall develop and approve an annual budget, establish financial goals for FSHP, and oversee the financial operations of FSHP. The Board of Directors shall establish and review long-term objectives of FSHP and establish the priority of all programs and activities. The Board may establish whatever rules and regulations for the conduct of its business it deems advisable and may appoint whatever agents it considers necessary to carry out its powers.

TERM OF OFFICE:

A term of two years will follow a one-year term as Board-Elect.

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 nine 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 technician 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 Co-Board Liaison for an FSHP Council.
- Member of Board of Directors.
- Attend the House of Delegates.

ABILITIES:

- Good verbal and written communication skills.
- Knowledge of Council operations.
- Familiarity with the membership (regional, chapter).
- Ability to communicate with the Technician Council and members of FSHP.

Board of Director Approval Date: 4/2/2013

Board of Director Revision Date: 5/24/2016