



# Florida Society of Health-System Pharmacists

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**TITLE: CHAIR-ELECT OF THE FSHP HOUSE OF DELEGATES**

**REPORTS TO: MEMBERSHIP OF FSHP**

**QUALIFICATIONS:**

- Member in good standing.

**FSHP Governing Documents:** 3.7.2, 3.7.3, All of Article 4, 5.2, 6.1.3, 6.3.4, 6.4.2, 6.4.3.4

**FUNCTIONS:**

The Chair-Elect of the House of Delegates is present at all sessions and meetings of the House of Delegates, is a non-voting member of the Board of Directors, and represents the House of Delegates at all Board meetings.

**TERM OF OFFICE:**

The Chair-Elect of the House of Delegates is elected bi-yearly by written ballot of the majority of the House of Delegates and serves until expiration of the term of office at the next yearly session of the House of Delegates. The Chair-Elect then moves to the two-year term as Chair of the House of Delegates. The one-year Chair-Elect term begins immediately upon installation at the House of Delegates.

**TIME COMMITMENT ESTIMATE:**

Preparation for Board activities and communication with members may take one to two 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 Chair-Elect of the House of Delegates 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 Chair-Elect of the House of Delegates 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:**

- Assist the Chair with the specific responsibilities and duties outlined below.
- In addition to the specific responsibilities and duties outlined below, the Chair-Elect of the House of Delegates has the same responsibilities and duties outlined in the Board of Directors job description.

## **HOUSE OF DELEGATES AND RESOLUTIONS:**

- Appoint four (4) active members and act as chairman of the Committee on Resolutions. The Committee shall review all resolutions. Once considered by the Board of Directors, the Committee shall submit them to the House of Delegates.
- Advises the Board of Directors on issues and actions likely to be raised by the House of Delegates.
- Serves as liaison between the submitter of resolutions for consideration by the House and the Committee on Resolutions.
- Conducts the order of business of the House of Delegates.
- Extends the privilege of the floor during the meeting of the House of Delegates.
- Guides the House of Delegates in its interpretation of the FSHP governing documents, precedents, and *Robert's Rules of Order* as they relate to the business of the House.
- Consults with the parliamentarian concerning current and pending procedural matters before the House.
- Prepares a report to House on action of the previous year.
- Maintain a log of status of current year resolutions and submit report on the status to the Secretary for each Board of Director conference call and meeting.

## **BY-LAWS:**

- Work with Organization Affairs Council to review by-laws to determine if updates are needed.
- Submit language for by-laws amendment(s) for consideration by Board of Directors.
- Once the language/wording is approved by the Board of Directors, present by-law amendment(s) for voting at the House of Delegates meeting.
- Once approved by a majority vote of Delegates, the amendment becomes immediately effective.
- Present amended by-laws to the Board of Directors at the conference call immediately following the House of Delegates meeting.

## **REGIONAL SOCIETY LIAISON:**

- Serve as liaison between the Regional Society membership and the Board of Directors and the FSHP staff.
- Assist in coordinating the Annual Regional Society Leadership Workshop.

## **COMMITTEE ASSIGNMENTS:**

- Member of the Organizational Affairs Council
- Member of the Board of Directors

## **ABILITIES:**

- Good verbal and written communication skills.
- Knowledge of Council operations.
- Familiarity with the membership (regional, chapter).
- Ability to maintain direction of the Organizational Affairs Council.
- Interest in Parliamentary Procedures and familiarity with *Robert's Rules of Order*.
- Ability to maintain direction of the House of Delegates meetings.

**Board of Director Approval Date: 1/15/2010**

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