

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
MEMBER, BOARD OF DIRECTORS**

**QUALIFICATIONS:**

- ❑ Experience as a state, regional, or local chapter president and/or ABHP councils is desirable.
- ❑ Member of ABHP in good standing.
- ❑ Desired Characteristics of Nominees for Elective and Appointed Office:
  - -has been associated with a high level of professional institutional practice.
  - -has served in elected office at the regional chapter level.
  - -is articulate and can sell an idea.
  - -is a good listener.
  - -understands the organizational process and has demonstrated sincere interest in organizational work.
  - -can prioritize personal time so that organizational commitments can be met consistently.
  - -does homework and is well prepared.
  - -has support of family and employer for planned participation.
  - -can support majority decisions and is able to compromise when needed.
  - -can consider the impact of issues on a regional, state, and national level.

**RESPONSIBILITIES:**

- ❑ Controls and manages the affairs and funds of the Association.
- ❑ Develops long-term objectives of the Association. Assures that planning encompasses and accounts for:
  - Mission statement and organizational purposes.
  - Current programs and services.
  - New programs and services.
  - Supporter development and retention.
  - Staffing (voluntary and paid, both current and projected)
  - Financial projections, including income and expenditures.
- ❑ Provide sufficient resources to maintain and the organization's strategic plan. Each board member is expected to:
  - Become involved in some facets of raising funds for the organization.
  - Developing and carrying out a fundraising plan.
  - Reach out to their personal and professional networks to locate prospective donors.
  - Attend all public fundraising events and invite close contacts to attend and to donate.
  - Make personal financial contribution on an annual basis.
- ❑ Assure that the organization fulfills legal obligations.
  - Responsible for being aware of all applicable federal, state, and local laws
- ❑ Provide proper financial oversight by being knowledgeable of the organization's income and expenses.
  - Develop and execute a financial plan.
  - Review and approve all financial statements.
  - Review and approve the annual budget.
  - Approve all major organization decisions and all programming or other large expenditures.
- ❑ Improving the organization's public standing within the profession.
  - Advocate publicly for the organizations mission and vision to help maintain a positive standing with the profession and the community.
  - Attend other professional association meeting on behalf of the ABHP.
  - Garner support of one's network and corporate donors by positively advocating the organization's mission, vision, and goals.
- ❑ Recruit and orient new board members.
  - Assure a clear understanding of what skills or experiences are need for success.

- Proactively reach out to qualified individuals.
- Develop and carefully oversee the selection decision, using a systematic process involving all members of the Board.
- Ensure there are no conflicts of interest or competing interest of loyalties.
- ❑ May serve as Ex-officio member of all Councils.
- ❑ Directs the operations and maintenance ABHP Councils.
- ❑ Assist in the recruitment and recommends for appointment by the President, Chairpersons and Members of the ABHP Councils and committees.
- ❑ Establishes Councils, committees, and task forces and designates representatives to other organizations.
- ❑ Makes decisions regarding the recommendations of Councils, Committees, or Task Forces.
- ❑ Exercises final authority over projects requiring expenditure of Association's funds.
- ❑ Establishes dues and membership periods.
- ❑ Assist council/committee chairperson with running and organization of meetings. Assure that written reports of all Councils are submitted to the Secretary as per pre-established timelines.
- ❑ Serve as Board Liaison to ABHP Councils or committees.
- ❑ Present and clarify all recommendations of Councils to the **Board of Directors**.
- ❑ Offer clarification of ABHP **Board of Directors** decisions, policy and/or procedure to Councils, committees or groups assigned to for liaison activities.
- ❑ Model ABHP culture and methods of doing business.
- ❑ Complete follow-up activities and assignments per pre-established timelines; obtain clarification as needed.
- ❑ Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings. Submit reports to the Secretary as per pre-established timelines.
- ❑ Participate in **Board of Directors** meetings per guidelines established by the **Board of Directors**.
- ❑ Represent ABHP, if assigned, to other organizations.

### ANNUAL SCHEDULE OF ACTIVITIES

<b>Monthly:</b>	Attend Board of Directors Meetings (live or phone conferences)
<b>Annually:</b>	Attend ASHP MidYear Meetings
<b>Annually:</b>	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
<b>January:</b>	Board of Directors Meeting
<b>February</b>	Board of Directors Meeting Educational Affairs Council Conference Call
<b>March:</b>	APhA Annual Meetings Board of Directors Meeting Awards Committee Conference Call Committee on Resolutions Conference Call
<b>April:</b>	Board of Directors Meeting ALOM Meeting of Offices and Board-elect Budget and Finance Meeting
<b>May:</b>	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting Council on Student Affairs ABHP Foundation Meeting

ALOM Meeting of Councils and Committees  
Member Forum Meeting

**June:** ASHP Annual Meetings  
Board of Directors Meeting  
ALOM Meeting of Councils and Committees

**July:** NPhA Annual Meetings  
Board of Directors Meeting  
Committee on Nominations Meeting

**August:** Board of Directors Meeting  
Standing Councils Meetings

**September:** Board of Directors Meeting

**October:** Board of Directors Meeting

**November:** Board of Directors Meeting

**December:** ASHP MidYear Meetings  
Awards & Installation of Officers Luncheon  
Association Leadership Orientation Meeting (ALOM), Board-elect and  
President-elect  
Board of Directors Meeting

#### **TIME COMMITMENT ESTIMATE**

- Preparation for Board activities and communication with members 2-5 hours per week .
- Eleven - twelve **Board of Directors'** meetings, 1-2 hours per meeting, and one, 1-day strategic planning session annually.
- Attendance at other ABHP meetings desirable.
- Training/Orientation Session for ABHP Councils and/or Councils, ½ day per year
- Council/committee liaison assignment meetings – 3 council/committee phone conferences 1-2 hours per meeting. *Note: Directors average 2 liaison assignments per year.*

#### **TERM OF OFFICE:**

- Two years

#### **RESOURCES AND REIMBURSED EXPENSES:**

- Expenses covered are those approved by the **Board of Directors** according to current policy.

#### **BENEFITS OF OFFICE:**

Opportunity to.....

- Contribute to the Association's success.
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.
- Interact with colleagues from multiple practice environments throughout the nation enhancing one's personal networking abilities and opportunities.

- Develop leadership and organizational skills, including consensus building, chair Councils, presenting and defending reports and gaining insight into productive functioning of an organization.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping pharmacy practice at both the state and national levels.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
DIRECTOR-ELECT, BOARD OF DIRECTORS**

**QUALIFICATIONS:**

- ❑ Experience as a regional chapter president and/or with an ABHP council or committee preferred.
- ❑ Member in good standing of ABHP.
- ❑ Desired Characteristics of Nominees for Elective and Appointed Office:
  - -has been associated with a high level of professional institutional practice.
  - -has served in elected office at the regional chapter level.
  - -is articulate and can sell an idea.
  - -is a good listener.
  - -understands the organizational process and has demonstrated sincere interest in organizational work.
  - -can prioritize personal time so that organizational commitments can be met consistently.
  - -does homework and is well prepared.
  - -has support of family and employer for planned participation.
  - -can support majority decisions and is able to compromise when needed.
  - -can consider the impact of issues on a regional, state and national level.

**RESPONSIBILITIES:**

- ❑ Learn and model ABHP culture and methods of doing business.
- ❑ Complete follow-up activities and assignments per pre-established timelines; obtain clarification as needed.
- ❑ Participate in Board meetings per guidelines established by the Board.

**ANNUAL SCHEDULE OF ACTIVITIES:**

<b>Monthly:</b>	Attend Board of Directors Meetings (live or phone conferences)
<b>Annually:</b>	Attend ASHP MidYear Meetings
<b>Annually:</b>	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
<b>January:</b>	Board of Directors Meeting
<b>February</b>	Board of Directors Meeting Educational Affairs Council Conference Call
<b>March:</b>	APhA Annual Meetings Board of Directors Meeting Awards Committee Conference Call Committee on Resolutions Conference Call
<b>April:</b>	Board of Directors Meeting ALOM Meeting of Offices and Board-elect Budget and Finance Meeting
<b>May:</b>	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting

Council on Student Affairs  
ABHP Foundation Meeting  
ALOM Meeting of Councils and Committees  
Member Forum Meeting

**June:** ASHP Annual Meetings  
Board of Directors Meeting  
ALOM Meeting of Councils and Committees

**July:** NPhA Annual Meetings  
Board of Directors Meeting  
Committee on Nominations Meeting

**August:** Board of Directors Meeting  
Standing Councils Meetings

**September:** Board of Directors Meeting

**October:** Board of Directors Meeting

**November:** Board of Directors Meeting

**December:** ASHP MidYear Meetings  
Awards & Installation of Officers Luncheon  
Association Leadership Orientation Meeting (ALOM), Board-elect and  
President-elect  
Board of Directors Meeting

#### **RESOURCES AND REIMBURSED EXPENSES:**

- Expenses covered are those approved by the Board of Directors according to current policy. Expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

#### **TIME COMMITMENT ESTIMATE:**

Depending on financial resources, the ABHP Board-Elect can expect to spend a minimum of 6 days attending ABHP related meetings and performing ABHP activities. An additional 2 or 3 days could be spent in "optional activities" if scheduling and finances permits. Approximately two-thirds of the days would be expected to be weekends (usually Saturdays) and one-third could be expected to be weekdays. The ABHP Board-Elect can expect to spend an average of approximately 3 to 5 hours per week reading ABHP material, preparing for ABHP activities and communicating with ABHP members.

- Eleven **Board of Directors'** meetings, 1 - 2 hours per meeting, and one 1-day strategic planning session annually.
- Attend 2 Budget and Finance Committee meetings, 1 - 2 hours per meeting.
- Preparation for **Board of Directors** meetings, 2-3 hours per month.
- Preparation for Strategic Planning, 2-3 hours per each meeting.
- Four Board of Directors' meetings, 1 day per meeting, and one, 1-day strategic planning session annually.
- Attendance at other ABHP meetings desirable.
- Training/Orientation Session for ABHP Councils and/or Committees, ½ day per year

- Council/committee liaison assignment meetings - ½ day meeting per year. *Note: Directors average 2 liaison assignments per year.*

**ASSIGNMENTS:**

- Assist the President-elect with recruiting Council and Committee members for the succeeding term/year. *Start: Beginning of term. Deadline: March 30<sup>th</sup>*
- Update the ABHP Policy Manuals. *Start: Beginning of term. Deadline: May 1<sup>st</sup>*
- Assist with the development of the Strategic Planning Committee

**COUNCIL AND COMMITTEE APPOINTMENTS:**

- Board Liaison to Councils assigned
- Assigned Council, Member
- Strategic Planning Committee
- Committee on Resolutions

**REQUIRED READING AND REFERENCES (documents are on the website):**

- Board and Board-elect Job descriptions; all officers Job Descriptions
- Council and Committee Charges
- Minutes of Board Meetings for past year (*for purpose of updating the Administrative Policy Manual*)
- Calendar of Operations
- Table of Organization
- Volunteer Handbook
- Council and Committee Guidebook
- Nominations Committee Guidebook
- ABHP Travel Grid
- ByLaws – ABHP Inc
- Board of Directors Guidelines

**SUGGESTED REVIEWS AND READINGS:**

- ABHP Business, tax ID, operational accounts, bank and accounting system setup; state incorporation annual renewal process
- ABHP Management tools and accounts, e.g., Email Marketing, PayPal, QuickBooks, Google Email accounts, Google Analytics. Accounts user IDs and passwords.
- Membership Tracking and Database
- ABHP Corporate Documents
- ABHP Corporate Partnerships
- ABHP Website setup, e.g. host server, UserIDs and passwords

**RESOURCES AND REIMBURSED EXPENSES:**

- Expenses covered are those approved by the **Board of Directors** according to current policy.

**TERM OF OFFICE:**

- 6-7 months, then succeeds to the office of President (Oct – May)

**BENEFITS OF OFFICE:**

Opportunity to.....

- Contribute to the Association’s success.
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.

- Interact with colleagues from multiple practice environments throughout the country enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and defending reports and gaining insight into productive functioning of an organization.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping pharmacy practice at both the state and national levels.