

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
CHAIRPERSON
COUNCILS AND COUNCILS**

ACCOUNTABLE TO:

- ❑ The membership of the Association. Reports to the Board of Directors.

QUALIFICATIONS:

- ❑ Member of ABHP in good standing.
- ❑ Experience as a regional chapter officer and/or membership on ABHP councils or Councils desirable.
- ❑ 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.
 - -is able to 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.
 - -is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- ❑ Conduct meetings and provide leadership needed to achieve the charge of the group.
- ❑ Coordinate meeting dates, prepare agendas and notify members of meeting in advance.
- ❑ Coordinate meeting arrangements with ABHP staff meeting planner.
- ❑ Provide a copy of all minutes to the ABHP Secretary and council/committee members.
- ❑ Maintain communication with council and/or committee and ABHP Secretary.
- ❑ Meet deadlines as established by the Board and/or President
- ❑ Operate within established budget
- ❑ Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings in the proper format. Submit reports to the Secretary as per pre-established timelines.

ANNUAL SCHEDULE OF ACTIVITIES:

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP MidYear Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
January:	Board of Directors Meeting
February	Board of Directors Meeting Educational Affairs Council Conference Call
March:	APhA Annual Meetings Board of Directors Meeting

Awards Committee Conference Call
Committee on Resolutions Conference Call

April:

Board of Directors Meeting
ALOM Meeting of Offices and Board-elect
Budget and Finance Meeting

May:

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), Councils and
Committees
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 Council and Committee Chairs 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.

- Six to eleven **Council** meetings, 1 – 2 hours per meeting, and one 1-day strategic planning session annually.
- Preparation for **Council** meetings, 2-3 hours per month.
- Preparation for Strategic Planning, 2-3 hours per each meeting.
- 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 30th*
- Assist with the development of the Strategic Planning Committee

COUNCIL AND COMMITTEE APPOINTMENTS:

- Assigned Council, Member
- Strategic Planning Committee

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

- Council Chair and Vice-Chair Job descriptions; all officers Job Descriptions
- Council and Committee Charges and Key Priorities
- 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

SUGGESTED REVIEWS AND READINGS:

- 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:

- 1 year (June – 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.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
TECHNICIAN DIVISION OFFICER**

QUALIFICATIONS:

- ❑ Member of ABHP in good standing.
- ❑ Experience as a Technician Division officer and/or membership on Technician Division councils or Councils desirable.
- ❑ 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.
 - -is able to 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.
 - -is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- ❑ Conduct meetings and provide leadership to achieve continuity and progression of goals of the Technician Division and ABHP.
- ❑ Set meeting dates and prepares agendas in consultation with other officers.
- ❑ Maintain communication with members, local board and ABHP.
- ❑ Represents technician concerns and interests with ABHP.
- ❑ Respond to external requests from ABHP councils or Councils.
- ❑ 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.

ANNUAL SCHEDULE OF ACTIVITIES:

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP MidYear Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
January:	Board of Directors Meeting
February	Board of Directors Meeting Educational Affairs Council Conference Call Pharmacy Technician Meeting
March:	APhA Annual Meetings Board of Directors Meeting Awards Committee Conference Call Committee on Resolutions Conference Call
April:	Board of Directors Meeting

ALOM Meeting of Offices and Board-elect
Budget and Finance Meeting

May: 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
Pharmacy Technician 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
Pharmacy Technician 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), Councils and
Committees
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TIME COMMITMENT ESTIMATE:

Depending on financial resources, the ABHP Council and Committee, Technician Chairs 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 Technician Chair and Chair-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.

- Three to six **Technician** meetings, 1 – 2 hours per meeting, and one 1-day strategic planning session annually.

- Preparation for **Technician** meetings, 2-3 hours per month.
- Preparation for Strategic Planning, 2-3 hours per each meeting.
- 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 Technician members for the succeeding term/year. *Start: Beginning of term. Deadline: March 30th*
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COUNCIL AND COMMITTEE APPOINTMENTS:

- Pharmacy Technician Division, Member
- Strategic Planning Committee

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

- Council Chair and Vice-Chair Job descriptions; all officers Job Descriptions
- Council and Committee Charges and Key Priorities
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