

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
PRESIDENT**

**ACCOUNTABLE TO:**

- ❑ The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists.

**QUALIFICATIONS:**

- ❑ See President-Elect.

**RESPONSIBILITIES:**

- ❑ To uphold the Constitution and Bylaws of the Association.
- ❑ Provide leadership for the Association.
- ❑ Strives to fulfill the mission and purposes of the Association and oversee the implementation of its goals under the direction of the Board of Directors.
- ❑ Sets the agenda for meetings of the Board of Directors (in consultation with other officers)
- ❑ Plans projects and/or initiatives in concert with the Board of Directors.
- ❑ Gives key priority assignments to Councils, committees or task forces as per the goals of the Board of Directors.
- ❑ Prepare and file an annual report and evaluation of the operations and actions of the Board of Directors and presents a summary of the reports to the membership at a designated meeting of the membership.
- ❑ Participates in political initiatives agreed upon and established by the Board of Directors.
- ❑ Presides at and chair all ceremonial functions and meetings of the Association.
- ❑ Chairs ABHP Board of Directors meetings (10-12 per year)
- ❑ Appoints Chairpersons and Members of ABHP Councils and task forces with the approval of the ABHP Board of Directors
- ❑ Appoints Chairperson and Members of ABHP Board of Canvassers.
- ❑ Member and Vice-Chair, ABHP Council on Finance
- ❑ May serve as Executive Liaison to one or more ABHP Councils
- ❑ The President conducts an orientation for all Councils to teach them the ABHP "process."

**ANNUAL SCHEDULE OF ACTIVITIES**

|                     |   |
|---------------------|---|
| <b>Monthly:</b>     | Attend Board of Directors Meetings (live or phone conferences)  |
| <b>Annually:</b>    | Attend ASHP MidYear Meetings  |
| <b>As Budgeted:</b> | Attend ASHP Annual Meetings   |
| <b>Annually:</b>    | Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)  |
| <b>As Budgeted:</b> | Attend APhA Annual Meetings   |
| <b>As Budgeted:</b> | Attend NPhA Annual Meetings   |
| <b>January:</b>     | Board of Directors Meeting  |
| <b>February</b>     | Board of Directors Meeting<br>Educational Affairs Council Conference Call   |
| <b>March:</b>       | <b>APhA Annual Meetings</b><br>Board of Directors Meeting<br>Awards Committee Conference Call<br>Committee on Resolutions Conference Call |

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| <b>April:</b>     | Board of Directors Meeting<br>ALOM Meeting of Offices and Board-elect<br>Budget and Finance Meeting  |
| <b>May:</b>       | Board of Directors Meeting<br>Strategic Planning Committee Meeting<br><b>ABHP Annual Meeting</b><br>Council on Student Affairs<br>ABHP Foundation Meeting<br>ALOM Meeting of Councils and Committees<br>Member Forum Meeting |
| <b>June:</b>      | <b>ASHP Annual Meetings</b><br>Board of Directors Meeting<br>ALOM Meeting of Councils and Committees   |
| <b>July:</b>      | <b>NPhA Annual Meetings</b><br>Board of Directors Meeting<br>Committee on Nominations Meeting  |
| <b>August:</b>    | Board of Directors Meeting<br>Standing Councils Meetings   |
| <b>September:</b> | Board of Directors Meeting   |
| <b>October:</b>   | Board of Directors Meeting   |
| <b>November:</b>  | Board of Directors Meeting   |
| <b>December:</b>  | <b>ASHP MidYear Meetings</b><br>Awards & Installation of Officers Luncheon<br>Association Leadership Orientation Meeting (ALOM), Board-elect and<br>President-elect<br>Board of Directors Meeting                            |

**TIME COMMITMENT ESTIMATE:**

The ABHP President can expect to spend a minimum of 40 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays when most business activities may occur, and one-third could be expected to be weekends.

The ABHP President can expect to spend an average of approximately 6 to 8 hours per week staying abreast with reading ABHP material, responding to activities and issues, and preparing for ABHP activities and communicating with ABHP members.

**RESOURCES AND REIMBURSED EXPENSES:**

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

**TERM OF OFFICE:**

- One year (+4 months as President-elect + 1 year as Immediate Past President).

ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
**PRESIDENT-ELECT**

**ACCOUNTABLE TO:**

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

**QUALIFICATIONS:**

- ❑ Active ABHP Membership
- ❑ Preferably has experience as a member of the ABHP **Board of Directors** for a full-term
- ❑ 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.
  - -can consider the impact of issues on a regional, state and national level.

**RESPONSIBILITIES:**

- ❑ To uphold the Constitution and Bylaws of the Association.
- ❑ To serve as President in the President's absence, fulfilling all responsibilities of the President in such case.
- ❑ To promote the mission of the Association and participate in the implementation of its goals.
- ❑ Represent ABHP at the NPhA Annual Meeting.
- ❑ Member, ABHP Committee on Finance.
- ❑ May carry liaison responsibilities with councils, Councils and/or task forces
- ❑ Attends orientation session for new members of the ABHP **Board of Directors**.
- ❑ Attends ABHP Regional Chapter Officer Training Sessions.
- ❑ Attends ABHP **Board of Directors** meetings (4-5 per year).
- ❑ Serves as Vice-Chairperson of the **Board of Directors** and presides at such meetings in the absence of the President.
- ❑ Represent ABHP in the President's absence.
- ❑ Attends APhA Annual Meetings.
- ❑ Attends NPhA Annual Meetings.
- ❑ Attends ASHP MidYear and Annual Meetings.
- ❑ Assists with the preparation of **Board of Directors'** meeting agendas.
- ❑ Directs ABHP Strategic Plan.
- ❑ Recommends to the **Board of Directors**, individuals for appointment to all ABHP councils, Councils and task forces.
- ❑ Recommends to the **Board of Directors** charges for all councils, Councils and task forces.
- ❑ 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)

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|---------------------|--|
| <b>Annually:</b>    | Attend ASHP MidYear Meetings   |
| <b>As Budgeted:</b> | Attend ASHP Annual Meetings  |
| <b>Annually:</b>    | Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)   |
| <b>As Budgeted:</b> | Attend NPhA Annual Meetings  |
| <b>January:</b>     | Board of Directors Meeting   |
| <b>February</b>     | Board of Directors Meeting<br>Educational Affairs Council Conference Call  |
| <b>March:</b>       | <b>APhA Annual Meetings</b><br>Board of Directors Meeting<br>Awards Committee Conference Call<br>Committee on Resolutions Conference Call  |
| <b>April:</b>       | Board of Directors Meeting<br>ALOM Meeting of Offices and Board-elect<br>Budget and Finance Meeting  |
| <b>May:</b>         | Board of Directors Meeting<br>Strategic Planning Committee Meeting<br><b>ABHP Annual Meeting</b><br>Council on Student Affairs<br>ABHP Foundation Meeting<br>ALOM Meeting of Councils and Committees<br>Member Forum Meeting |
| <b>June:</b>        | <b>ASHP Annual Meetings</b><br>Board of Directors Meeting<br>ALOM Meeting of Councils and Committees   |
| <b>July:</b>        | <b>NPhA Annual Meetings</b><br>Board of Directors Meeting<br>Committee on Nominations Meeting  |
| <b>August:</b>      | Board of Directors Meeting<br>Standing Councils Meetings   |
| <b>September:</b>   | Board of Directors Meeting   |
| <b>October:</b>     | Board of Directors Meeting   |
| <b>November:</b>    | Board of Directors Meeting   |
| <b>December:</b>    | <b>ASHP MidYear Meetings</b><br>Awards & Installation of Officers Luncheon<br>Association Leadership Orientation Meeting (ALOM), Board-elect and President-elect<br>Board of Directors Meeting                               |

### **TIME COMMITMENT ESTIMATE:**

Depending on financial resources, the ABHP President-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 President-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.

### **ASSIGNMENTS:**

- Recruit 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:**

- Nominations Committee, Member
- Corporate Alliance and Development Council, Chair-elect
- Executive Committee, Member
- Strategic Planning Committee, Vice-Chair

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

- President and President-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
- ByLaws – ABHP Foundation, 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 x 3 websites

### **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)

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
IMMEDIATE PAST PRESIDENT**

**ACCOUNTABLE TO:**

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

**QUALIFICATIONS:**

- ❑ See President-Elect

**RESPONSIBILITIES:**

- ❑ Assists with the preparation of **Board of Directors'** meeting agendas.
- ❑ Chairs meetings of the ABHP **Board of Directors** (4-5 per year) in the absence of President-Elect and President
- ❑ Member, Committee on Finance and Strategic Planning.
- ❑ Chairs and appoint members of the Committee on Nominations.
- ❑ Report Nominations Committee recommendations to the **Board of Directors/Board**.
- ❑ 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.
- ❑ May serve as liaison to ABHP Regional Chapters, Councils or Task Forces
- ❑ Conducts annual Orientation Session (ALOM) for newly-elected members of the ABHP **Board of Directors**

**ANNUAL SCHEDULE OF ACTIVITIES**

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| <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<br>Educational Affairs Council Conference Call  |
| <b>March:</b>    | <b>APhA Annual Meetings</b><br>Board of Directors Meeting<br>Awards Committee Conference Call<br>Committee on Resolutions Conference Call  |
| <b>April:</b>    | Board of Directors Meeting<br>ALOM Meeting of Offices and Board-elect<br>Budget and Finance Meeting  |
| <b>May:</b>      | Board of Directors Meeting<br>Strategic Planning Committee Meeting<br><b>ABHP Annual Meeting</b><br>Council on Student Affairs<br>ABHP Foundation Meeting<br>ALOM Meeting of Councils and Committees<br>Member Forum Meeting |



|                   |   |
|-------------------|---|
| <b>June:</b>      | <b>ASHP Annual Meetings</b><br>Board of Directors Meeting<br>ALOM Meeting of Councils and Committees  |
| <b>July:</b>      | <b>NPhA Annual Meetings</b><br>Board of Directors Meeting<br>Committee on Nominations Meeting   |
| <b>August:</b>    | Board of Directors Meeting<br>Standing Councils Meetings  |
| <b>September:</b> | Board of Directors Meeting  |
| <b>October:</b>   | Board of Directors Meeting  |
| <b>November:</b>  | Board of Directors Meeting  |
| <b>December:</b>  | <b>ASHP MidYear Meetings</b><br>Awards & Installation of Officers Luncheon<br>Association Leadership Orientation Meeting (ALOM), Board-elect and<br>President-elect<br>Board of Directors Meeting |

#### **TIME COMMITMENT ESTIMATE**

The ABHP Immediate Past President can expect to spend a minimum of 18 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 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 ABHP Immediate Past President 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.

- Attend and chair 2 Committee on Nominations meetings, 1 - 2 hours per meeting.
- Preparation for Officers Elections and Nomination Committee activities, 1 hour per month.
- Attend and chair 1 Association Leadership Orientation Meeting (ALOM), 3 - 4 hours per meeting; 10 - 15 hours for preparation.
- Eleven **Board of Directors'** meetings, 1 - 2 hours per meeting, and one, 1-day strategic planning session annually.
- Attend 2 Finance Committee meetings, 1 - 2 hours per meeting.

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

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

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

- One year

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
TREASURER**

**QUALIFICATIONS:**

- ❑ Ability to create an organizational budget.
- ❑ Ability to manage and maintain an electronic financial management software.
- ❑ Interest in financial management.
- ❑ Ability to chair committee meetings.
- ❑ Ability to compose and present financial reports and recommendations.

**RESPONSIBILITIES:**

- ❑ Coordinate the Finance Committee preparation of the annual budget of the Association.
- ❑ Responsible for and oversee the following financial functions:
  - -Establish convenient bank accounts for the efficient collection, disbursement and investment of Association's funds.
  - -Maintenance of records for the fiscal year.
  - -Receipt, recording and deposit of all membership dues and other funds submitted to the Association.
  - -Payment of all bills and other accounts payable per approved the Association procedures.
  - Oversee the maintenance and management the Association debit and credit cards
  - Assist in resolving any financial discrepancies between the members, officers, and volunteers of the association.
  - -Maintenance of appropriate financial records and reconciliation of all account statements.
  - -Preparation of financial reports for **Board of Directors** and **Board of Directors** meetings.
  - -Preparation and timely submittal of all Federal and State tax filings, including but not limited to, Federal tax form for tax exempt organizations, state and county tax filings, W-2's and forms for all persons paid by the Society.
- ❑ Annually:
  - Filing the Annual Incorporation Report.
  - Renew all annual website domain and maintenance cost
  - -Arrange for an audit of all financial records of the Association by a qualified accountant.
  - -Be available to assist in the completion of the audit as needed.
  - -Ensure completion of the audit within 180 days following the close of the fiscal year.
  - -Prepare and submit to the **Board of Directors**, a report summarizing the final results of the audit.
  - -Present a report of the Association financial status annual Members Open Forum.
- ❑ At the end of the term of office:
  - -Notify all financial institutions holding ABHP accounts of the forthcoming change in officers and obtain appropriate signature cards for the new Treasurer to sign and return.
- ❑ Monitor ABHP's financial performance.
- ❑ Chairs Finance Committee.
- ❑ Agenda preparation for Finance Committee and Investment Review Committee.

- ❑ Report Finance Committee recommendations to **Board of Directors**/Board.
- ❑ Assess financial impact of recommendations considered by **Board of Directors**.
- ❑ Liaison with Council on Organizational and Administrative Affairs regarding financial issues.
- ❑ Prepare written reports and proposals for Finance Committee and **Board of Directors**/Board.
- ❑ Present Finance Committee report at each **Board of Directors** meeting.

**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  |
| <b>March:</b>     | <b>APhA Annual Meetings</b><br>Board of Directors Meeting   |
| <b>April:</b>     | Board of Directors Meeting<br>Budget and Finance Meeting  |
| <b>May:</b>       | Board of Directors Meeting<br>Strategic Planning Committee Meeting<br><b>ABHP Annual Meeting</b>  |
| <b>June:</b>      | <b>ASHP Annual Meetings</b><br>Board of Directors Meeting   |
| <b>July:</b>      | <b>NPhA Annual Meetings</b><br>Board of Directors Meeting   |
| <b>August:</b>    | Board of Directors Meeting<br>Standing Councils Meetings  |
| <b>September:</b> | Board of Directors Meeting<br>Committee on Finance Meeting  |
| <b>October:</b>   | Board of Directors Meeting  |
| <b>November:</b>  | Board of Directors Meeting  |
| <b>December:</b>  | <b>ASHP MidYear Meetings</b><br>Members Open Forum<br>Awards & Installation of Officers Luncheon<br>Association Leadership Orientation Meeting (ALOM)<br>Board of Directors Meeting |

**TIME COMMITMENT ESTIMATE:**

- Four **Board of Directors'** meetings, 1 days per meeting, and one, 1-day strategic planning session annually.
- Attend 2 Finance Committee meetings, 1 day per meeting.
- Preparation for **Board of Directors** meetings, 2-3 hours per month.
- Preparation for Finance Councils, 4-8 hours per each meeting.
- Preparation of Treasurer's Report to the membership - 10 -15 hours..

**RESOURCES AND REIMBURSED EXPENSES:**

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

**TERM OF OFFICE:**

- Two years, plus one year as Treasurer-Elect

**BENEFITS OF OFFICE:**

Opportunity to.....

- Contribute to the Association's success.
- Development of skills to be an effective chairperson.
- Develop presentation skills.
- Professional growth through interaction with a highly motivated group of successful individuals..
- Gain increased knowledge of financial processes, key reports and evaluation tools.
- Gain insight into the functioning of an organization which can be applied to the work environment.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS  
VOLUNTEER JOB DESCRIPTION  
SECRETARY**

**QUALIFICATIONS:**

- ❑ Experience as a state, regional, or local chapter president and/or ABHP councils or Councils 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.
  - Ability to manage electronic databases
  - Maintain and management shared data storage for the association files

**RESPONSIBILITIES:**

- ❑ To uphold the Constitution and Bylaws of the Association.
- ❑ Promote the purposes of the Association and assist with overseeing the implementation of its goals.
- ❑ Prepare and file an annual report and evaluation of the operations and actions of the Office of Secretary and presents a summary of the reports to the membership at a designated meeting of the membership.
- ❑ Assist with controlling and managing the affairs of the Association as directed by the Board of Directors.
- ❑ Maintains an accurate membership roster.
- ❑ Records the attendance at all official meetings of the Association.
- ❑ Attends and participates in all **Board of Directors** meetings per guidelines established by the **Board of Directors**.
- ❑ Record and read minutes of general Association meetings and activities and **Board of Directors** meetings.
- ❑ Assist the President, Executive Committee, and Council Chairs in the preparation of membership reports and membership rosters as needed.
- ❑ Assure availability of adequate supplies for the Association with the assistance of the Treasurer.
- ❑ Clarify periods for membership dues and reports with the Board of Directors.
- ❑ Maintain and manages all official correspondence, minutes of meetings, and reports of the officers, Councils, and councils.
- ❑ Maintains the ABHP Corporate Seal and the Association's Constitution and Bylaws.
- ❑ Assists the Communications Committee in the preparation of information to be included on the Association's official website.
- ❑ Offer clarification of ABHP **Board of Directors** decisions, policy and/or procedure to Councils, councils 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.
- ❑ Represent ABHP, if assigned, to other organizations.

### 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

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|-------------------|---|
|                   | Association Leadership Orientation Meeting (ALOM), Board-elect and President-elect<br>Board of Directors Meeting<br>Board of Directors Meeting  |
| <b>January:</b>   |   |
| <b>February</b>   | Board of Directors Meeting  |
| <b>March:</b>     | <b>APhA Annual Meetings</b><br>Board of Directors Meeting   |
| <b>April:</b>     | Board of Directors Meeting  |
| <b>May:</b>       | Board of Directors Meeting<br>Strategic Planning Committee Meeting<br><b>ABHP Annual Meeting</b>  |
| <b>June:</b>      | <b>ASHP Annual Meetings</b><br>Board of Directors Meeting   |
| <b>July:</b>      | <b>NPhA Annual Meetings</b><br>Board of Directors Meeting   |
| <b>August:</b>    | Board of Directors Meeting<br>Standing Councils Meetings  |
| <b>September:</b> | Board of Directors Meeting<br>Committee on Finance Meeting  |
| <b>October:</b>   | Board of Directors Meeting  |
| <b>November:</b>  | Board of Directors Meeting  |
| <b>December:</b>  | <b>ASHP MidYear Meetings</b><br>Members Open Forum<br>Awards & Installation of Officers Luncheon<br>Association Leadership Orientation Meeting (ALOM)<br>Board of Directors Meeting<br>Standing Councils Meetings |

#### **TIME COMMITMENT ESTIMATE**

- Preparation for Board activities and communication with members - 1-2 hours per week .
- Ten to twelve **Board of Directors'** meetings, 1 - 4 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 – 1-2 hours per meeting.

#### **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 state 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.