

Offices of ASHP Sections 2009

POSITION DESCRIPTIONS FOR EXECUTIVE COMMITTEE OFFICES

The role of the Section Executive Committees is to provide leadership, guidance and advice to ASHP on ways to better meet the day to day practice needs of members.

Chair: The Chair provides leadership to the Section Executive Committee and serves as the primary contact to ASHP staff. The term of office is officially one year, but in reality is nearly 3 years with 9 months as Chair-elect and 12 months as Immediate Past Chair. Primary duties:

- Identifies topics and contributes to the agenda preparation process in consultation with ASHP staff.
- Serves as the meeting facilitator in section/forum meetings and conference calls.
- The Executive Chair develops correspondence with section/forum members (i.e. "Message from the Chair" communications).
- Attends Board of Directors strategic planning retreat on behalf of section/forum.
- Serves as section/forum delegate at the ASHP House of Delegates.
- Attends a Regional Delegate Conference as a section/forum delegate.
- Reviews Section/Forum House of Delegates Report.
- Appoints standing committees and advisory groups.
- Provides draft minutes for review prior to distribution to committee for vote.
- Serves as chair of the nominations committee when serving as the immediate past chair of the section.
- Serves as official representative of the section/forum at various ASHP activities.

Tentative Time Commitment (2009-2010):

- January Executive Committee Meeting *1-2 days* (at ASHP Headquarters)
- June Executive Committee Meeting *2 days* minimum (at ASHP Summer Meeting)
- ASHP Summer Meeting *5 days*
- Section related meetings at the ASHP *2 days* minimum during Midyear (encouraged but Midyear not required)
- Regional Delegates Conference *2 days*
- ASHP Board of Directors Retreat *1-2 days*

Chair-Elect: The Chair-elect serves as Vice-Chair of the Section Executive Committee and performs the duties of the Chair in the Chair's absence. Also, the Chair-Elect serves as the Section's alternate delegate to the ASHP House of Delegates and attends a Regional Delegates Conference. After installation at the Summer Meeting, the Chair-elect assumes the office of Chair.

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- June Executive Committee Meeting *2 days* minimum (at ASHP Summer Meeting)
- ASHP Summer Meeting *5 days*
- Section related meetings at the ASHP *2 days* minimum during Midyear (encouraged but Midyear not required)
- Regional Delegates Conference *2 days* (optional during year as Chair-elect)

Immediate Past Chair: The Immediate Past Chair serves as Chair of the nominations committee.

Tentative Time Commitment (2009-2010):

- January Executive Committee Meeting *1-2 days* (at ASHP Headquarters)
- June Executive Committee Meeting *2 days* minimum (at ASHP Summer Meeting)
- Section related meetings at the ASHP *2 days* minimum during Midyear (encouraged but Midyear not required)

Director-at-Large: The Executive Committee includes two Directors-at-Large. Directors-at-Large serve for 2-year terms. The election of Directors-at-Large is staggered with one elected each year. Primary duties:

- Recommend issues for the section/forum agenda.
- Thoroughly study issues scheduled for deliberation by the committee.
- Engage constructively in the discussion of section/forum issues.
- Participate in any votes or ballots on committee issues.
- Respond in a timely manner to any requests related to committee work.

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- June Executive Committee Meeting *2 days* minimum (at ASHP Summer Meeting)
- Section related meetings at the ASHP *2 days* minimum during Midyear (encouraged but Midyear not required)

TRAVEL AND REIMBURSEMENT PROCEDURES

The ASHP Sections will reimburse airfare and lodging associated with attendance at the executive committee meetings held at the ASHP Summer Meeting and the meeting held at ASHP Headquarters in Bethesda, Maryland. A complimentary registration for the Summer Meeting will be provided. Airline reservations will be coordinated through ASHP's travel agent in accordance with established ASHP travel policies. Lodging arrangements will be made for executive committee members by ASHP staff for both of these meetings. Executive Committee members will be responsible for incidental expenses incurred while attending the Summer Meeting. Members will be notified of specific travel arrangements for each meeting prior to the meeting.

For the ASHP Midyear Clinical Meeting, airline and lodging arrangements should be made by individual executive committee members and are not routinely reimbursed by ASHP. A complimentary meeting registration will be provided for the Midyear Clinical Meeting.

ASHP POLICY ON DISCLOSURE OF OUTSIDE INTERESTS

Section leadership are deemed to act as official representatives of ASHP and are responsible for the direction of the business and professional affairs of ASHP. Since major decisions about ASHP are made by Directors/Representatives, it is important that individuals with the appropriate level of experience and expertise be available for service to ASHP. It is expected that these individuals will have other concurrent professional and business interests while

representing ASHP. Some of these other interests may involve potential conflicts of interest. To address conflicts of interest, and to protect the Director/Representative and their decisions on behalf of ASHP, individuals serving ASHP in this capacity are asked to disclose and discuss with ASHP these other material activities.

Upon agreeing to be considered for nomination and annually thereafter, Section leaders shall complete the ASHP Disclosure Report Form and the Nondisclosure/Confidentiality Statement, and return both documents to the Secretary of the Section. The Disclosure Report Form should disclose any outside activity or interest of a personal, financial, business, or other nature which might create a bias or conflict of interest with ASHP, whether or not the individual believes that a conflict or bias will develop.