

PHARMACY SOCIETY OF WISCONSIN

**BOARD
MANUAL**

TABLE OF CONTENTS

Vision and Mission

Goals and Objectives

Tab

Annual Strategic Planning..... 1

Philosophy

Calendar of Events

Organizational Structure..... 2

Organizational Charts

Description of Organization Components

PSW Governing Documents (Bylaws, Articles of Incorporation)

Officer and Board Member Responsibilities 3

Responsibilities and Goals

Standards of Conduct

Policy Development

Use of Parliamentary Procedure

Current List of Officers and Board of Directors

Position Descriptions

Other Assistants and Acting Officers

PSW Region Map

Practice Interest Networks Guidelines 4

Section Description and Governing Documents 5

Students

Current List of Officers and Board of Directors

Technicians

Current List of Officers and Board of Directors

Long Term Care

Current List of Officers and Board of Directors

Committee, Counsel, and Taskforce Descriptions 6

Executive Committee

Nominations Committee

Council of Health Care Professionals

WPRN

Ad Hoc Committees

Association Law 7

Defining a Non Profit Association

Legal and Fiduciary Responsibilities

Legal Duty of Association Officers and Directors

Financial 8

Understanding the Budgeting Process

Current Budget With Detail

Accountant's/Auditor's Report

Investment Policy

Pharmacy Business Support Program

Corporate Sponsorship Program

Relationship with Independent Pharmacy Cooperative (IPC)

Relationship with McKesson

- Contracts and Agreements
 - Wisconsin Pharmacy Foundation (Not-For-Profit)
 - Pharmacy Services of Wisconsin (For-Profit)
 - Friends of Pharmacy
 - Pharmacy Marketing Group
- Reimbursement of Expenses for Board of Directors
- Reimbursement of Expenses and Honorarium for Speakers
- Exhibitor Fees: Prospectus
- Advertising Rates

Correspondence 9

- Board of Directors Correspondence
 - General Correspondence
 - Meeting Minutes
- Distribution General PSW Member Correspondence
 - Use of Surveys
 - Brochure/Marketing Materials Guidelines
 - Guidelines for Use and Sale of Mailing Lists
 - Courtesy PSW Mailings

Membership Services 10

- General Information
- Staff Services and Resources
- Communications
 - Town Hall Meetings/Membership Business Meetings
 - Elections
 - Fast Fax
 - Journal/Membership Directory
 - Web/Internet Page
- Membership Programs
 - Educational Offerings
 - Certificate Programs
 - Annual Meeting
 - Educational Conference
 - Section: Long Term Care Conferences
 - Section: Technicians
 - CE via Correspondence/Journal
 - Other CE Resources
 - ACPE Provider Information
 - Leadership Training
 - Board Orientation
 - Strategic Planning
 - National Affiliate Activities
 - ASHP Delegate Process
 - ASCP
 - APhA
 - NCPA
 - Young Pharmacist Leadership Training
 - Past Leadership Pharmacy Participant Roster
- Awards
 - Pharmacy Technician of the Year
 - Young Pharmacist of the Year
 - Pharmacist of the Year
 - Innovative Practice
 - Distinguished Service Award
 - Bowl of Hygeia
 - PSW Presidents Award
- Wisconsin Pharmacy Residency Programs

Miscellaneous Membership Benefit
PSW Resource Center
Liability Insurance
Credit Card Services

Government Affairs Activities 11

Friends of Pharmacy Fund
Pharmacy Legislative Action Network (PLAN)
Conduit Form
Establishing PSW Legislative Agenda
 Policy Process
 Prioritizing Legislative Agenda
 Creating Policy/Position Statements
Legislative Day
Resources

Appendix 12

Past Presidents
Affiliation Agreements
 APhA
 NCPA
 ASCP
 ASHP
 PTCB
Membership Report
Membership Application

PREFACE

PSW is the state's professional society of pharmacists. A professional society is an organization of individual practitioners who have banded together to perform functions, which practitioners cannot perform or accomplish in their separate capacity as individuals. As such, PSW represents the pharmacy profession and the individual interests of pharmacists throughout Wisconsin.

PSW has been influential in defining and expanding the role of the pharmacist as well as advancing the profession at both the state and national level. Because of the progressive and innovative insights and actions of its leadership, PSW has successfully overcome many challenges presented to Wisconsin pharmacists. PSW is recognized as one of the leading state pharmacy organizations in the country and has a responsibility to contribute toward progressive health policy at the state and national level.

As an elected PSW Board member, you have the responsibility of representing the interests and concerns of pharmacists from diverse areas of practice throughout the state. As a Board member you are responsible for administering the finances of the Society as well as conducting and overseeing all of the business and activities of the organization. Your guidance and leadership will result in the continued improvement and expansion of the role of the pharmacist in the health care delivery system.

During your term on the Board you will be faced with many challenges. It will be your vision and insight that will guide and direct the activities of the Society to transform the various confrontations and challenges into opportunities for the profession and the organization.

This information manual is designed to provide Board members with detailed information on the structure, functions and policies of PSW and its subsidiary companies. The manual will provide Board members with information regarding the various organizational units, subsidiaries and committees. A major portion of the manual is devoted to explaining the functions and responsibilities of staff, Board members and elected officers. Information on the expectations of the Board and Board policies have been included in the manual to assist Board members in becoming familiar with the activities of the Board and Society.