

Advisory Group Responsibilities

Chair:

- Schedules all advisory group conference call meetings.
- Conducts all advisory group meetings.
- Creates agenda for all advisory group meetings.
- Encouraged to attend Midyear Clinical meeting for in-person meeting.
- Respond in a timely manner to requests related to New Practitioners Forum work.
- Advise staff on new practitioner interests.
- Assist in development of Forum initiatives.
- Promote new practitioner involvement in ASHP.
- Assist in identifying authors for the *AJHP* New Practitioners column.
- Assist in identifying speakers for Forum educational programs.
- Review and comment on new practitioner publications.
- Review and comment on Forum Web offerings.
- Promote New Practitioners Forum activities.
- Represent ASHP positions and policies at all times.
- Abide by ASHP policies.
- Represent the ASHP New Practitioners Forum at events as assigned.

All Members:

- Participate in **all** advisory group conference calls (approximately 5–6 per year).
- Encouraged to attend Midyear Clinical meeting for in-person meeting.
- Recommend issues for meeting agendas.
- Respond in a timely manner to requests related to New Practitioners Forum work.
- Advise staff on new practitioner interests.
- Assist in development of Forum initiatives.
- Promote new practitioner involvement in ASHP.
- Assist in identifying authors for the *AJHP* New Practitioners column.
- Assist in identifying speakers for Forum educational programs.
- Review and comment on new practitioner publications.
- Review and comment on Forum Web offerings.
- Promote New Practitioners Forum activities.
- Represent ASHP positions and policies at all times.
- Abide by ASHP policies.
- Represent the ASHP New Practitioners Forum at events as assigned.