

Executive Committee Member Responsibilities

CHAIR

- Appoints chair of New Practitioners Forum advisory groups.
- Jointly, with the secretary and vice chair, formulates meeting agendas.
- Conducts June and December meetings of executive committee.
- Conducts all conference calls of the executive committee.
- Consults with secretary in finalizing minutes of meetings.
- Participates in ASHP strategic planning exercises.
- Executes any follow-up on committee issues necessary when committee is not in session.
- Represents the New Practitioners Forum at the ASHP House of Delegates.
- Attends the ASHP Regional Delegate Conferences.

VICE-CHAIR

- Assumes the role of the chair in his / her absence.
- Supports the chair as may be requested.
- Jointly, with the secretary and chair, formulates the meeting agendas.
- Serves as alternate delegate for the Forum at the ASHP House of Delegates.
- Encouraged to attend the ASHP Regional Delegate Conferences.

ALL MEMBERS

- Attend June and December meetings.
- Participate in all executive committee conference calls.
- Recommend issues for meeting agendas.
- Approve minutes of all executive committee meetings.
- Respond in a timely manner to any requests related to New Practitioners Forum work.
- Serve as liaisons to Forum advisory groups.
- Responsible for advising staff on new practitioner activities and representing new practitioner interests to ASHP.
- Perform assigned duties as needed for new practitioner programming and events.
- Promote new practitioner involvement in ASHP nationally.
- Attend and represent the Forum at the ASHP Summer Meeting and Midyear Clinical Meeting.
- Write one article for the *AJHP* New Practitioners column.
- Communicate regularly with fellow executive committee members and ASHP staff.
- Review and comment on new practitioner publications.
- Promote all New Practitioners Forum activities.
- Recruit new practitioner members.
- Represent ASHP positions and policies at all times.
- Abide by ASHP policies.
- Represents the ASHP New Practitioners Forum at other events as assigned.