Offices of ASHP Sections

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-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. The Chair-elect assumes their responsibilities immediately after election results are announced. Also, the Chair-Elect serves as the Section's alternate delegate to the ASHP House of Delegates and may attend a Regional Delegates Conference if the Chair is unable. After installation at the Summer Meeting, the Chair-elect assumes the office of Chair.

Chair-Elect Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
  Section related meetings at the ASHP MCM Meeting (*3 days* minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**
  ASHP Summer Meeting (*5 days* minimum)
- **Regional Delegates Conference** *(Only in the event that the Chair can not attend)*
  2 days

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 encompasses 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.

Chair Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
  Section related meetings at the ASHP MCM Meeting (*3 days* minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**
  ASHP Summer Meeting (*5 days* minimum)
- **Regional Delegates Conference (RDC)**
  2 days
- **ASHP Board of Directors Retreat** (Does not occur every year)
  1-2 days

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

Immediate Past Chair Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
  Section related meetings at the ASHP MCM Meeting (*3 days* minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**
  ASHP Summer Meeting (*3 days* minimum)

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.

Director-at-Large Tentative Travel Time Commitment:

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**
  Section related meetings at the ASHP MCM Meeting (*3 days* minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**
  ASHP Summer Meeting (*3 days* minimum)

NOTE: Director-at-Large elect(s) are invited and supported to attend the Executive Committee Meeting in December, Executive Committee conference calls following election results and are required to attend the June Executive Committee Meeting.

TRAVEL AND REIMBURSEMENT PROCEDURES

ASHP Midyear Clinical Meeting and Summer Meeting:
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 the ASHP Midyear Clinical Meeting (MCM). Members will be notified of specific travel arrangements for each meeting prior to the meeting.

- Complimentary Registration: A complimentary registration for the Summer Meeting and MCM will be provided.

- Airfare: Airline reservations will be coordinated through ASHP's travel agent in accordance with established ASHP travel policies.

- Hotel Accommodation: Reimbursement for 50% of standard hotel rate (rate and taxes) at contracted conference hotel will be paid to the executive committee member upon submitting appropriate original receipts after the meeting. The reimbursement will be up to the noted minimum day requested in the "Time Commitment" above.

- Stipend: A stipend will be provided to cover some of these expenses. Executive Committee members will be responsible for incidental expenses incurred while attending the Summer Meeting and MCM based on the days minimum noted above.

Regional Delegates Conference:
Only Section Chair(s) will be required to attend the Regional Delegates Conference, however, Chair-Elect(s) will attend in an event the Chair(s) can not attend.

- Stipend: A stipend will be provided to cover some of these expenses. Members will be notified of specific travel arrangements for each meeting prior to the meeting.

ASHP Board of Directors Retreat
The ASHP Sections will cover and reimburse airfare and lodging associated with attendance at the ASHP Board of Directors retreat in accordance with the established ASHP travel policies.

ASHP POLICY ON DISCLOSURE OF OUTSIDE INTERESTS

Section leadership officers 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.