

## ASHP Appointment Process

**Q: As an ASHP affiliate, we have several active members interested in gaining an appointment to an ASHP Council. What can we do to best accomplish this?**

**A:** There are a number of opportunities for affiliates to showcase their members and promote their leadership capabilities within ASHP. Council, commission, and task force appointments are the most common avenues. The appointment process begins with a call for nominations in October and ends with the ratification of appointments by the ASHP Board in April for the ensuing program year.

With only a limited number of opportunities, affiliate leadership should pay close attention to dates and deadlines for nominations and incorporate some local opportunities to showcase their best talent. The deadlines are inherent in the process itself. First, the call for volunteers is sent to members and state organizations in early fall. Information is provided about the process and the specific information required. The deadline for receipt of nominations and supporting documentation is in mid-December. Between mid-December and early February, the three presidential officers read all documents, including the nominees' cover letters and curriculum vitae. Letters from interested individuals should be concise and reflect their field of expertise and interest. Greater detail, including relevant state-level experience, should be outlined in the letter sent by the affiliate. Letters of support from ASHP component groups are also valuable to candidates. The criteria used by the presidential officers include the member's experience, desire to serve, support from the respective affiliate or respective component group, and willingness to commit the necessary time throughout the year.

It is important to remember that, while the process itself is simple, a number of factors can affect whether or not a nominee actually receives an appointment to one of these important policy-recommending bodies. For example, even though appointments are for a one-year term, a number of members are reappointed for continuing service for the benefit of historical perspective. Equally important is the need to represent the perspective of different geographic regions, sexes, practices, cultures, and experiences to maintain a balance in the Council.

Once the list of appointees is finalized, letters are sent to those selected. These volunteer groups officially begin their term at the ASHP Summer Meeting. The Councils' work begins in August as they prepare for the meetings in September. Other appointed bodies meet at various times during the year. It is not uncommon for the work of these volunteer groups to continue throughout the year.

There are some additional activities that affiliates could perform to enhance the visibility of their outstanding volunteers. First, an affiliate can create a program for identifying, recruiting, and developing leaders early in their professional careers. These young leaders should be encouraged to develop poster and platform presentations for major ASHP meetings. Second, when state affiliates conduct their own educational meetings, ASHP Board members and officers should be invited as speakers. In addition to their

responsibilities to ASHP, these national officers are experts in certain areas of practice and can serve as excellent role models for new practitioners. Opportunities such as these also encourage emerging leaders to begin a dialogue with ASHP officers and Board members. Third, state affiliates should ensure that their presidential officers participate in the fall ASHP Affiliate Presidential Officer retreats. These events provide an occasion for concentrated work sessions with key ASHP officers.

Interested practitioners should keep in mind that there are many members seeking a limited number of appointments. Therefore, they should take advantage of available opportunities to meet and interact with the incoming president-elect (e.g., at a state meeting just after the new president-elect has been determined, at the Midyear Clinical Meeting). A brief conversation about their interest in serving on an ASHP Council and their area of expertise may capture the president-elect's attention early in the appointment process. Because these appointments are leadership-development opportunities, affiliate leaders should make every attempt to send the names of new and emerging leaders to ASHP for consideration as Council appointees.

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