

## 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, and is given immediate voting rights. 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)**  
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**  
ASHP Summer Meetings (5 days minimum)
- ***In the event that the Chair cannot attend***  
Regional Delegates Conference (2 days)  
ASHP Policy Week (3 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 for monthly conference calls and in-person meetings, in consultation with ASHP staff.
- Serves as the meeting facilitator in Section meetings and conference calls.
- Develops correspondence for Section members (i.e. "Message from the Chair" communications).
- Attends Board of Directors strategic planning retreat on behalf of Section.
- Serves as Section delegate at the ASHP House of Delegates.
- Reviews Section House of Delegates Report.
- Attends a Regional Delegate Conference as a Section delegate.
- Appoints standing Committees and Advisory Groups.
- Provides draft minutes for review prior to distribution to committee for vote.
- Serves as official representative of the Section at various ASHP activities.

**Chair Tentative Travel Time Commitment:**

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

**Immediate Past Chair:** The Immediate Past Chair continues to serve on the Executive Committee in support of the Chair and other Committee members. They also serve as Chair of the Committee on Nominations.

**Immediate Past Chair Tentative Travel Time Commitment:**

- **December Executive Committee Meeting at ASHP Midyear Clinical Meeting (MCM)**  
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**  
ASHP Summer Meetings (3 days minimum)
- **ASHP Policy Week** (*in the event that both the Chair and Chair-Elect cannot attend*) - 3 days

**Director-at-Large-Elect:** The Executive Committee includes two Directors-at-Large, and one Director-at-Large Elect. The term of office is officially two years, but encompasses nearly 3 years with 1 year as Director-at-Large-Elect. Voting rights begin after the first year on the Committee. The election of Directors-at-Large is staggered with one elected each year. Primary duties:

- Recommend issues for the Section agenda.
- Thoroughly study issues scheduled for deliberation by the Committee.
- Engage constructively in the discussion of Section.
- 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)**  
ASHP Midyear Clinical Meeting (3 days minimum)
- **June Executive Committee Meeting at ASHP Summer Meeting (SM)**  
ASHP Summer Meetings (3 days minimum)

## **TRAVEL AND REIMBURSEMENT PROCEDURES**

### **ASHP Midyear Clinical Meeting and Summer Meeting:**

ASHP will reimburse airfare and lodging associated with attendance at the Executive Committee meetings held at the ASHP Summer Meetings and 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 each meeting 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 hotels 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 offset other travel related expenses. Executive Committee members will be responsible for incidental expenses incurred while attending the Summer Meeting and Midyear Clinical Meeting based on the noted minimum days noted above.

### **Regional Delegates Conference:**

Only Section Chair(s) will be required to attend the Regional Delegates Conference, however, Chair-Elect(s) will be required to attend in an event the Chair(s) cannot 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**

ASHP 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.

