

# House of Delegates 2018

## Checklist for June House of Delegates

| When                                      | Logistics  | Policy   | Other Business   |
|---|--|--|--|
| <b>January 1 to March 31</b>              | <input type="checkbox"/> Register for ASHP Summer Meetings<br><input type="checkbox"/> Register for Regional Delegate Conference<br><input type="checkbox"/> Participate in Delegate Webinar (March 8)*<br><input type="checkbox"/> Make travel arrangements   | <input type="checkbox"/> Review Role of Delegates on ASHP Web site<br><input type="checkbox"/> Submit Proposed Resolutions* (before March 5)   |  |
| <b>April 1 to April 27</b>                | <input type="checkbox"/> Visit ASHP Connect<br><input type="checkbox"/> Request room for a caucus*   | <input type="checkbox"/> Review proposed policies<br><input type="checkbox"/> Solicit input on proposed policies from your constituents<br><input type="checkbox"/> Discuss proposed policies on ASHP Connect  | <input type="checkbox"/> Register for PAC Event*   |
| <b>April 28 to June 1</b>                 | <input type="checkbox"/> Attend Regional Delegate Conference<br><input type="checkbox"/> Print out or download Agenda, Board Report on Councils, Treasurer's Report, and the Report of the Committee on Nominations  | <input type="checkbox"/> Discuss proposed policies at Regional Delegate Conference<br><input type="checkbox"/> Discuss proposed policies on ASHP Connect<br><input type="checkbox"/> Prepare amendments to proposed policies*<br><input type="checkbox"/> Prepare recommendations*<br><input type="checkbox"/> Prepare new business items* | <input type="checkbox"/> Review Treasurer's Report<br><input type="checkbox"/> Review nominees for House Chair<br><input type="checkbox"/> Communicate outcomes of Regional Delegate Conference to your constituents |
| <b>At the Summer Meeting<br/>June 2-7</b> | <input type="checkbox"/> Register as a Delegate<br>Attend: <ul style="list-style-type: none"> <li><input type="checkbox"/> Open Forum for Members</li> <li><input type="checkbox"/> Delegate Primer on HOD Processes</li> <li><input type="checkbox"/> Caucuses Facilitated by Chair of the House</li> <li><input type="checkbox"/> First &amp; Second Meetings of House</li> <li><input type="checkbox"/> Meet the Candidates</li> <li><input type="checkbox"/> Delegate Reception</li> <li><input type="checkbox"/> Attend PAC event*</li> </ul> | <input type="checkbox"/> Submit amendments*<br><input type="checkbox"/> Vote on proposed policies<br><input type="checkbox"/> Submit recommendations*<br><input type="checkbox"/> Submit new business items* (before 4 pm Monday, June 4)  | <input type="checkbox"/> Vote on Treasurer's Report<br><input type="checkbox"/> Vote on nominees for House Chair   |
| <b>After the Summer Meeting</b>           |  |  | <input type="checkbox"/> Communicate outcomes of House of Delegates to ASHP members in your state  |

\*Optional activity. For more information, visit <https://www.ashp.org/House-of-Delegates> or email the Chair of the House at [hodchair@ashp.org](mailto:hodchair@ashp.org).