

# Offices of ASHP Sections

## POSITION DESCRIPTIONS FOR EXECUTIVE COMMITTEE ROLES

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. **Appointed members will meet for the first official Executive Committee business virtually in September.**

### Chair:

Primary duties:

- Identifies topics and contributes to the agenda preparation process for monthly conference calls and in-person meetings, in consultation with ASHP.
- 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.
- Attends a Regional Delegate Conference as a Section delegate.
- Appoints standing Committees and Advisory Groups.
- Serves as official representative of the Section at various ASHP activities.

**Vice-Chair:** The Vice-Chair performs the duties of the Chair in the Chair's absence. The Vice-Chair of the Section Executive Committee 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.

### **Executive Committee Member-at-Large:**

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.

## **TRAVEL AND REIMBURSEMENT PROCEDURES**

### **ASHP Section Executive Committee Meetings:**

ASHP will reimburse airfare and lodging associated with attendance at the Executive Committee meetings. Members will be notified of specific travel arrangements for each meeting prior to the meeting.

### **Regional Delegates Conference:**

Only Section Chairs will be required to attend the Regional Delegates Conference, however, Vice-Chairs will be required to attend in an event the Chair cannot attend. 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.