**Oregon Society of Health System Pharmacists (OSHP)   
Annual Seminar Chair Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** |  | X |
| **Appointed by OSHP President?** | X |  |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** |  | X |
| **Executive Committee Member?** |  | X |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** Usual term length of one year (prefer 2 years)  **Term limits:** Assume No Term Limits in Effect  **Dates of service:**  June to June.  Prior to assuming office the Annual Seminar Chair should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** Appointed by President | | |

1. **Position Description (per bylaws):**

Cut and paste from bylaws if applicable, or state Not Described in Bylaws

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing.
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the BOD and/or EAC
   3. Nomination process: n/a
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer) | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | BOD special projects: | Email dialogue contribution required |
| 4 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE |
| 5 | OSHP Annual Seminar (April) | Attendance is strongly encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 6 | North/South Chapter Meetings | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE |
| 7 | Annual Seminar Committee planning meetings | Attendance is required ***(frequency & length)*** |
|  |  |  |
| 8 | Educational Affairs Council meetings | Attendance is optional, but communication is strongly encouraged |
| 9 | Participation in pharmacy student activities (e.g. Quick Conversations, Mock Interviewing, precepting events, etc.) | Attendance encouraged to show support as able, usually 2 hr events |
| 10 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 11 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (not something you would do outside of OSHP). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President, List others if appropriate dotted or dashed line reporting exists
3. Works closely with: Update Management Association Manager, List other BOD members
4. Expectations at BOD meetings:  List any chief duties including submitting meeting minutes, submitting action items to agenda, providing verbal activities report and presenting proposals as needed, contributing to discussion and voting on issues (if authorized).

?table with responsible subcommittees and tasks

End of Job Description

Issue Date: Month Year

Approval Date:

Revised Dates: September 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Board Member At-Large Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** | x |  |
| **Appointed by OSHP President?** |  | x |
| **Member of Board of Directors?** | x |  |
| **Voting member of Board of Directors?** | x |  |
| **Executive Committee Member?** |  | x |
| **Responsible for Recruiting Committee Members?** |  | x |
| **Term length:** Two (2) consecutive years  **Term limits:** Each Board Member-at-Large may serve no more than two (2) consecutive terms  **Dates of service:** June 1 to July 31 (following election in the Spring and installation at Annual Seminar). Prior to assuming office the incoming Board Member-at-Large should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** If the Board Member-at-Large becomes unable to perform the duties of office, the Board of Directors is empowered to fill such vacancy until the next election when nominations will be made according to the provisions of the Bylaws. | | |

1. **Position Description (per bylaws):**

There shall be two (2) elected Board Members-at-Large, designated as “Junior” Board Member-at-Large (JBML) and “Senior” Board Member-at-Large (SBML) depending on their respective year of service. They shall serve for a term of two years beginning with their installation at the Annual Meeting following their election. Board Members at Large serve as members of the Board of Directors of OSHP.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing.
   2. Recommended: Past OSHP service for at least 2 years
   3. Nomination process: Nominations for the position are solicited each year and presented to the Board of Directors for approval. Interested members may self-nominate. Nominees are then presented to the general membership for electronic vote.
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer) | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | Fellowship (FOSHP) induction | Call for nominations coordinated by Update Management and distributed to membership in May-June, Junior Board Member-at-Large reviews applications in conjunction with current Fellow members in September-October, JBML contacts award presenters in October |
| 4 | ASHP/Oregon House of Delegates Election  \**Note: may not occur each year, depending on current delegate cycle* | Call for nominations coordinated with Update Management and JBML. Distributed to membership in early November, present nominees at November BOD meeting, election ballots sent out in November, election results announced in December |
| 5 | Board of Directors Election | Call for nominations coordinated with Update Management and SBML. Distributed to membership in early January, present nominees at March BOD meeting, election ballots sent out in March, election results announced in March-April |
| 6 | BOD special projects | Email dialogue contribution required |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE  Introduction of FOSHP inductee recognition |
| 8 | Annual Seminar awards (e.g. Pharmacist of the Year, New Practitioner of the Year, Distinguished Service Award, Excellence in Education Award) | Call for nominations coordinated with Update Management and SBML. Distributed to membership in December, review and select awardees by March, coordinate with presenters, awards announced in April at Annual Seminar. |
| 9 | OSHP Annual Seminar (April) | Attendance encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 10 | North/South Chapter Meetings | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE |
| 11 | Participation in pharmacy student activities (e.g. Quick Conversations, Mock Interviewing, precepting events, etc.) | Attendance encouraged to show support as able, usually 2 hr events |
| 12 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 13 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (not something you would do outside of OSHP). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**

**Junior Board Member-at-Large (JBML)**

Reports to: President

Works closely with: Update Management Association Manager, Senior Board Member-at-Large

Expectations and Duties:

1. Attends all full OSHP board meetings

2. Attends Board of Directors’ retreat in summer

3. Collects nominations for the election of delegates for the ASHP and Oregon House of Delegates, and presents nominees to the Board of Directors, coordinates ballot procedures with Update Management, and presents election results to Board of Directors and membership

4. Coordinate with current fellows to review applications for Fellowship (FOSHP) inductees, participate in selection, and coordinate with award presenters at Fall Seminar

5. Review OSHP Annual Seminar awards nominations and select awardees in collaboration with Senior Board Member at Large.

6. Fill in, as needed, on ad hoc committees

**Senior Board Member-at-Large (SBML)**

Reports to: President

Works closely with: Update Management Association Manager, Junior Board Member-at-Large

Expectations and Duties:

1. Attends all full OSHP board meetings

2. Attends Board of Directors’ retreat in summer

3. Collects nominations for the election of OSHP Board of Directors, coordinates ballot procedures with Update Management, presents nominees to the Board of Directors, and presents election results to Board of Directors and membership

4. Review OSHP Annual Seminar awards nominations and select awardees in collaboration with Junior Board Member at Large, and coordinate with award presenters

5. Fill in, as needed, on ad hoc committees

End of Job Description

Issue Date: Month Year

Approval Date:

Revised Dates: January 2018

**Oregon Society of Health System Pharmacists (OSHP)   
Educational Affairs Council Chair Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** |  | X |
| **Appointed by OSHP President?** | X |  |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** | X |  |
| **Executive Committee Member?** |  | X |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** One Year  **Term limits:** No Term Limits  **Dates of service:** 6/1 to 5/30 of the following year (although the best time to take over is usually after the OSHP Fall Seminar has taken place). Prior to assuming office the EAC co-chairs should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** The Board of Directors shall fill unexpired terms of elected officials, which may occur.  If the President becomes unable to perform the duties of office, the President-Elect shall  Immediately ascend to the Office of President. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint a current Board member, to serve as President for the balance of the unexpired term. At the next election, the Committee on Nominations shall present nominations for the offices of President and President-Elect. They shall be elected according to the provisions of these Bylaws. | | |

1. **Position Description (per bylaws):**  
   The Board of Directors or the President of OSHP shall appoint such additional Committees as are deemed necessary to carry out the responsibilities and programs of OSHP.
2. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing.
   2. Recommended: Past OSHP service and at least one year of membership to the Educational Affair Committee.
   3. Nomination process: Recommendations for appointment are solicited by the President-Elect from Current position holder, committees, Board of Directors, and general call to membership for service interest.
3. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer) | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | Executive Committee budget meeting (Oct) | Attendance required (in person or remote), usually 1.5 hr with dinner |
| 4 | Executive Committee meetings (ad hoc for instances requiring urgent action, approx 1-2/yr) | Attendance required (in person or remote), usually 1.5 hr |
| 5 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 1.5 hr/wk for non-Presidential officers |
| 6 | BOD special projects: | Email dialogue contribution required |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE |
| 8 | OSHP Annual Seminar (April) | Attendance encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 9 | North/South Chapter Meetings | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE |
| 10 | Participation in pharmacy student activities (e.g. Quick Conversations, Mock Interviewing, precepting events, etc.) | Attendance encouraged to show support as able, usually 2 hr events |
| 11 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 12 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (not something you would do outside of OSHP). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President
3. Works closely with: Update Management Association Manager as well as Annual Seminar Co-Chairs to coordinate CE content offered at the Annual and Fall Seminars.
4. Expectations at BOD meetings: submitting meeting minutes, submitting action items to agenda, providing verbal activities report and presenting proposals as needed, contributing to discussion and voting on issues.
5. Expectations for EAC: monthly meetings to discuss CE content and speaker recruitment, send out meeting minutes to EAC members, coordinate with other chapter chairmen for all matters involving continuing education content (Annual Seminar, Trivia Night, etc.), assist in the coordination of pharmacy student activities (Mock Interview Night, etc.), and work with Update Management Association Manager to determine Fall Seminar budget.

End of Job Description

Issue Date: 7/8/2017

Approval Date:

Revised Dates: September 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Immediate Past President Job Description**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** | X |  |
| **Appointed by OSHP President?** |  | X |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** | X |  |
| **Executive Committee Member?** | X |  |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** 1 year (Year 3 of 3 year commitment: President-elect, President, Immediate Past-President)  **Term limits:** May not serve more than two (2) consecutive terms in the same position.  **Dates of service:** June 1 to May 31 (following election/appointment in Spring and installation at OSHP Annual Seminar). Prior to assuming office the Immediate Past-President should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** The Board of Directors shall fill unexpired terms of elected officials which may occur. No existing process outlined; currently at discretion of the Board of Directors. | | |

1. **Position Description (per bylaws):**

The Immediate Past President shall be a member of the Executive Committee and Board of Directors. In the absence of both the President and the President-Elect, the Immediate Past President shall serve as Chairperson of the Board and Executive Committee.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing, completion of year of President)
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the BOD (elected or appointed position)
   3. Nomination process: None (elected to three years of service starting as President Elect).
2. **Estimated time commitment, duties, meetings, and general expectations:**

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| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer)  - Collaborates to establish goals and objectives for upcoming year. | Attendance required, usually half to full day at UM in Portland |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | OSPA BOD meetings – Director of Hosp/Health System (approx 7/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 4 | Executive Committee budget meeting (Oct) | Attendance required (in person or remote), usually 1.5 hr with dinner |
|  | **Duty and Usual Timeline** | **Expectation** |
| 5 | Executive Committee meetings (ad hoc for instances requiring urgent action, approx 1-2/yr) | Attendance required (in person or remote), usually 1.5 hr |
| 6 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 2.5 hr/wk |
| 7 | BOD special projects (As arises or assigned at BOD retreat)  Assist UM and Executive Committee with review and revision of Constitution and Bylaws and Policies (every 2 years, odd years)   * Participate in discussions via email regarding content changes * Attend in person meeting for final language approval before presentation to BOD   Assist UM and Executive Committee with review and revision of Job Descriptions (every 2 years, even years) | Email dialogue contribution required, varies by project, estimated at 0.25 hr/wk  Attendance at any associated Executive Committee meeting required |
| 8 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE. Registration self-pay. |
| 9 | OSHP Annual Seminar (April) | Attendance strongly encouraged (traditionally sets agenda and chairs meeting at Past-Presidents’ breakfast on Sunday; attendance at Sat evening awards program encouraged), 2.5-day event with meals and CE. Registration self-pay. |
| 10 | ASHP Regional Delegates Conference (April/May) - Delegate for OR, vote in ASHP House of Delegates, must be ASHP member | Attendance required (or Delegate Alternate to serve), 2 day meeting, choice of national site to attend (may attend with other OR delegates or chose separate regional sites). OSHP stipend covers some of expenses. |
| 11 | ASHP Summer Meeting House of Delegates (June) - Delegate for OR, attend caucuses and vote in ASHP House of Delegates, must be ASHP member | Attendance required (or Delegate Alternate to serve), 4 day meeting, national site rotates. OSHP stipend covers some of expenses. |
| 12 | Oregon Pharmacy Coalition (monthly, most active during legislative sessions) | Attendance encouraged (preferably in person),  ~2 hours monthly during legislative sessions. No cost. All pharmacists welcome. |
| 13 | Northern/Southern Chapter Meetings (As scheduled, usually 3-4 per chapter per year) | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE. Registration included in membership. |

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| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 14 | Participation in OSU/OHSU and Pacific Student Chapter activities [e.g. Quick Conversations, Mock Interviewing, precepting events, etc.] (As scheduled, usually 2-3 events per chapter per year, some are joint chapter events) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. |
| 15 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 16 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (do not count if also part of employment duties). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President and membership
3. Works closely with: Update Management Association Manager, Executive Committee, Board of Directors, and leadership of other state and national societies
4. Expectations at BOD meetings: The Immediate Past-President will be an engaged participant at Board meetings. In the event that the President and President-Elect are unable to lead the meeting, the Immediate Past-President will act as Chairperson of the Board or Executive Committee.
5. Sign any required documents presented by Update Management Association Manager.
6. The Immediate Past President shall be a member of the ASHP so that they may be entered into the ballot for ASHP Delegate and serve if elected.
7. The Immediate Past President shall mentor the President and President-Elect in the usual tasks of the presidential officers.
8. The Immediate Past President shall develop an agenda for the Past President’s breakfast at the OSHP Annual Seminar concerning strategic and other matters of interest to the society.

End of Job Description

Current Issue Date: Sept 2017

Approval Date: Sept 2017

Revised Dates: July 2002, March 2014, July 2017, Sept 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Industrial Relations Committee (IRC) Liaison Job Description**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** |  | X |
| **Appointed by OSHP President?** | X |  |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** |  | X |
| **Executive Committee Member?** |  | X |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** One (1)-year term  **Term limits:** None  **Dates of service:** June 1 to May 31 (following appointment by President). Following installation at the Annual Seminar, the IRC Liaison attends the final board meeting in May and joins Board of Directors at summer BOD retreat. Prior to assuming office, the IRC Liaison should attend committee meetings and spend time with their predecessor and the Association Manager to become familiar with details of the position.  **Vacancy:** Except as otherwise provided, the President shall fill all vacancies by appointment. The President welcomes IRC assisting with recruitment. | | |

1. **Position Description:**

None per bylaws. Appointed by President.

Acts as a liaison between OSHP and industry to facilitate recommendations, communicate needs, and develop relationships between the two parties.

Leads the IRC, which is a subcommittee of the Membership Council and serves to develop partnerships between OSHP’s pharmacist members and its pharmaceutical industry partner-members.  The IRC is responsible for continuing to enhance program development which benefit business practices for both parties.  OSHP acknowledges that its continuing education programming could not be delivered if it were not for the assistance of our industry partners. The IRC has also instituted programming at past OSHP seminars.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on a seminar committee or the IRC. Current or past connections with industry are valuable. Prior BOD service is not required.
   3. Nomination process: None. This position serves at the pleasure of the President. Attempts will be made to recruit committee leadership from active council members who have experience with the roles and responsibilities of the group. The President-Elect will be made aware of current incumbents in office when they are preparing their list of appointees. Expression of interest or suggesting a peer for service to the President-Elect is encouraged.
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD Retreat   * Late Spring or Summer (one day) | * Collaborate to establish goals and objectives for upcoming year. * Provide Industry and exhibiter feedback and establish goals and vision of the IRC for the upcoming year. * Attendance required. |
| 2 | Coordinate and lead IRC meetings   * 6 meetings per year (1 hour each) | * Solicit feedback from exhibiters regarding seminars to share with BOD and seminar committees. * Work with Industry Members to establish goals and objectives for committee. * Develop new and maintain strong relationships between OSHP and Industry Partners. * Promote membership to OSHP. * Promote seminars and meetings to encourage exhibits and attendance. * Attendance required. |
| 3 | OSHP BOD meetings   * 6 meetings per year (3 hours each) | * Responsible for sending report to Organization Manager and Secretary. * Send action items for agenda in advance to Organization Manager and President. * Responsible for providing budget requests to Organization Manager and Treasurer. * Share feedback from Industry and exhibiters on seminars and other activities or goals of IRC. * Attendance required (preferably in person, but call-in option available). |
| 4 | Work with Organization Manager to coordinate exhibit space for Fall Seminar   * Time estimate 2 hours | * Email/phone dialogue contribution required, varies. |
| 5 | Provide IRC budget request to Organization Manager and Treasurer   * Time estimate 30 minutes | * Provide requests by October deadline for coming fiscal year |
| 6 | BOD special projects   * As arises or as assigned by BOD * Time estimate varies | * Email/phone dialogue contribution required, varies by project. |
| 7 | OSHP Fall Seminar   * One day | * Thank Partners and exhibiters. * Attendance strongly encouraged. * Registration self-pay. |
| 8 | Work with Organization Manager to coordinate exhibit space for Annual Seminar   * Time estimate 2 hours | * Email/phone dialogue contribution required, varies by project. |
| 9 | OSHP Annual Seminar   * 3-day event (Friday PM, all day Saturday and Sunday AM) | * Thank Partners and exhibiters. * Attendance strongly encouraged. * Registration self-pay. |
| 10 | Northern/Southern Chapter Meetings   * About 3-4 per chapter meetings per year (2 hours each) | * Attendance encouraged based on chapter affiliation. * Registration included in membership. |
| 11 | OSU/OHSU and Pacific Student Chapter activities [e.g. Quick Conversations, health screenings, mock interviewing, community outreach events, etc.]   * About 2-3 events per chapter per year, some are joint chapter events (2 hours each) | * Attendance encouraged to show support and meet the members as able. * Registration included in membership. |
| 12 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (do not count if also part of employment duties). | * Required per IRS non-profit statutes for cycle Jan 1 – Dec 31. * Suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President and BOD
3. Works closely with: Association Manager, Membership Council (Subcommittee of), Fall and Annual Seminar Committees, and Board of Directors.
4. Expectations at BOD meetings: Be an engaged participant at Board meetings. Provide report prior to meeting for inclusion in agenda packet. Send any action items needing BOD discussion in advance.
5. Coordinate and lead IRC meetings.
6. Reviews solicitation and marketing materials to industry.
7. Work with Association Manager to promote and coordinate industry partnership contracts. Determine categories of partnerships and annual contribution levels for each category. Re-evaluate annually.
8. Works with Association Manager and Fall and Annual Seminar Committees to coordinate exhibit space and programming for both seminars.
9. Solicit feedback from industry as to their perceived value of support at OSHP seminars and meetings.
10. At request, provide industry support information or guidance to any board member or OSHP member soliciting funds for specific OSHP CE program or event.
11. Ensure proper support and recognition of industry contributions at OSHP meetings and seminars.

End of Job Description

Current Issue Date: March 2018

Approval Date: March 2018

Revised Dates: July 1995, Oct 2000, July 2002, January 2018

**Oregon Society of Health System Pharmacists (OSHP)   
Legal & Regulatory Affairs (LRAC) Chair Job Description**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** |  | X |
| **Appointed by OSHP President?** | X |  |
| **Member of Board of Directors?** |  | X |
| **Voting member of Board of Directors?** |  | X |
| **Executive Committee Member?** |  | X |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:**  One year  **Term limits:** No Term Limits in Effect  **Dates of service:** June 01 to May 31. Prior to assuming office, the LRAC Chairperson should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:**  Presidential appointment. | | |

1. **Position Description (per bylaws):**

This position in not referenced in the organizational bylaws. The Legal and Regulatory Affairs Committee Chairperson of the Professional Relations Council shall be responsible for review and interpretation of proposed legislation and actual changes in laws, rules and regulations affecting public health, pharmacy and hospital pharmacy practice and for interpretation and application of state Society principles and ethics.

The Chairperson will serve as invited member of the OSHP-OSPA Joint Legislative Council.

The Chairperson will coordinate activities of the Committee and report activities and recommendations to the Board of Directors.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing.
   2. Recommended: Past OSHP service to LRAC for at least 1 year.
   3. Nomination process: Recommendations for appointment are solicited by the President-Elect from current position holder, committees, Board of Directors, and general call to membership for service interest.
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer), and coordinate and prioritize goals and objectives for the upcoming legislative year | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx. 5 per year)  Serve as liaison between the LRAC members and the OSHP board of directors | Attendance required (in person or remote), usually 2.5 hours with dinner |
| 3 | Submit membership list of year's current members to the board and the administrative office. | August |
| 4 | Plans and schedules all LRAC meetings (monthly, or as needed) | Communicate dates to office management in August |
| 5 | Assures minutes are taken at all meetings and distributes to committee members and the OSHP BOD | Estimated at 3 hr/month. Deliver at least one week before each full OSHP board meeting |
| 6 | Participate in the interpretation of proposed legislation and actual law changes affecting pharmacy practice and/or public health policy. Testify at the State Capital as indicated. | OOJLC teleconferences (1 hour monthly).  Travel to Salem as needed (infrequent). Time at Capitol = 30-90 minutes per hearing |
| 7 | Coordinate with the lobbyist on all activities related to public policy and legislation. | OOJLC teleconferences (1 hour monthly). Additional email dialogue as needed. |
| 8 | Serve as OSHP representatives to the Oregon Pharmacy Coalition. | Attendance (in person or remote), usually 2 hours monthly Sept-Jun. |
| 9 | Provide input on formation of Oregon Pharmacists Fund Political Action Committee Board of Trustees and its fundraising plan. | 1-2 hours per year. Input via OOJLC meetings and email. |
| 10 | Identifies possible chair-elect candidates as early as possible in the year and works with them to assure a successful transition. ~~Contact president-elect before choosing a final candidate.~~ | Solicit persons and deliver names to BOD for appointment confirmation.  Time = variable. |
| 11 | Guide LRAC in the production of fundraising events for Oregon Pharmacists Fund Political Action Committee.   * Solicitation of funds at Fall/Annual OSHP meetings * Example: Wine-tasting social gathering | 20 hours per year (variable) |
| 12 | Write/Coordinate articles for OSHP Newsletter | 1 hour every 2 months |
| 13 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 1.5 hours/month |
| 14 | BOD special projects: | Email dialogue contribution required |
| 15 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE |
| 16 | OSHP Annual Seminar (April); Delivery of Legal and Regulatory update during business meeting | Attendance encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 17 | North/South Chapter Meetings | Attendance encouraged based on chapter affiliation, usually 2 hours with dinner and CE |
| 18 | Participation in pharmacy student activities (e.g. Quick Conversations, Mock Interviewing, precepting events, etc.) | Attendance encouraged to show support as able, usually 2 hour events |
| 19 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hours |
| 20 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (not something you would do outside of OSHP). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President; Professional Relations Council Chair
3. Works closely with: Update Management Association Manager; Professional Relations Council Chair
4. Expectations at BOD meetings: Submitting meeting minutes, submitting action items to agenda, providing verbal activities report and presenting proposals as needed, contributing to discussion.

End of Job Description

Issue Date: November 2017

Approval Date:

Revised Dates: July 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Membership Council Chair Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** |  | x |
| **Appointed by OSHP President?** | x |  |
| **Member of Board of Directors?** | x |  |
| **Voting member of Board of Directors?** | x |  |
| **Executive Committee Member?** |  | x |
| **Responsible for Recruiting Committee Members?** | x |  |
| **Term length:** Usual term length is one year as co-chair then a year as chair.  **Term limits:** No term limits.  **Dates of service:** Following installation at the Annual seminar, attends final board meeting in May and join Board of Directors as voting member at summer BOD retreat. Prior to assuming office the Membership Council Chair/co-chair should attend council meeting and spend time with their to become familiar with the details of the job.  **Vacancy:** Vacancies may be filled through Membership Council leadership recruitment or by Presidential appointment. | | |

1. **Position Description:**

The Membership Council Chair/Co-Chair is responsible for coordinating the activities the council, which includes supporting Chapter and Section Leaders in coordinating and planning of events for OSHP members, AND developing engagement strategies for new members and OSHP membership across the state, practice settings, and roles. The Chair/Co-Chair schedule regular council meetings, communicate the agenda and minutes of the meetings with council membership and the Board of Directors, and attend/report on the Council activities at the BOD meetings and the annual retreat.

The Membership Council Chair/Co-Chair will collaborate with Section & Chapter leadership to identify and recruit successors for leadership positions within these groups. The Chair/Co-Chair will support Section leadership in development and implementation of voting processes for selection of Section leaders.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing.
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the Membership Council.
   3. Nomination process: Chair position is appointed by the president, and attempts will be made to recruit council leadership from active council members who have experience with the roles and responsibilities of the group.
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (summer) | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | Membership Council meetings (approx 8/year, 1 meeting a month Sept, Oct, Nov, Jan, Feb, March, April, May) | Coordinate with co-chair, secure location, create agenda and keep minutes, communicate with council members regarding action items. |
| 4 | Section Events (Depends on Section affiliation and activities, may be ~ 4 a year) | Encourage attendance at a variety of Section events. Strongly encourage attendance of events in Chair’s primary section. |
| 5 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE |
| 6 | OSHP Annual Seminar (April) | Attendance encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 7 | North/South Chapter Meetings | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE |
| 8 | Participation in pharmacy student activities (e.g. Quick Conversations, Mock Interviewing, precepting events, etc.) | Attendance encouraged to show support as able, usually 2 hr events |
| 9 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 10 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (not something you would do outside of OSHP). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President, List others if appropriate dotted or dashed line reporting exists
3. Works closely with: Update Management Association Manager, List other BOD members
4. Expectations at BOD meetings: List any chief duties including submitting meeting minutes, submitting action items to agenda, providing verbal activities report and presenting proposals as needed, contributing to discussion and voting on issues (if authorized).

End of Job Description

Issue Date: July 2017

Approval Date:

Revised Dates: Initial version 2017

**Oregon Society of Health System Pharmacists (OSHP)   
President Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** | X |  |
| **Appointed by OSHP President?** |  | X |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** | X (only in event of tie) |  |
| **Executive Committee Member?** | X |  |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** 1 year (Year 2 of 3 year commitment, President-elect, President, Immediate Past-President)  **Term limits:** May not serve more than two (2) consecutive terms in the same position  **Dates of service:** June 1 to May 31 (following election/appointment in Spring and installation at Annual Seminar in Spring). Prior to assuming office the President should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** The Board of Directors shall fill unexpired terms of elected officials which may occur.  If the President becomes unable to perform the duties of office, the President-Elect shall immediately ascend to the Office of President. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint a current Board member, to serve as President for the balance of the unexpired term. At the next election, nominations shall be presented by the Committee on Nominations for the offices of President and President-Elect. They shall be elected according to the provisions of these Bylaws. | | |

1. **Position Description (per bylaws):**

The President shall be the principal elected official of OSHP. The President shall act as the official spokesperson of OSHP. With approval of the Board of Directors, the President shall appoint all chairpersons of the councils and committees. The President shall appoint additional committees as needed. Except as otherwise provided, the President shall fill all vacancies by appointment. The President shall be a member of the Executive Committee and Board of Directors and serve as Chairperson of both.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing (completion of year of President-Elect).
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the BOD (elected or appointed position)
   3. Nomination process: None (elected to three years of service starting as President Elect).
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer)  -Leads retreat  - Collaborates to establish goals and objectives for upcoming year. | Attendance required (plans and chairs retreat), usually half to full day at UM in Portland |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | Executive Committee budget meeting (Oct) | Attendance required (in person or remote), usually 1.5 hr with dinner |
| 4 | Executive Committee meetings (ad hoc for instances requiring urgent action, approx 1-2/yr) | Attendance required (in person or remote), usually 1.5 hr |
| 5 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 2.5 hr/wk |
| 6 | BOD special projects (As arises or assigned at BOD retreat)  Assist UM and Executive Committee with review and revision of Constitution and Bylaws and Policies (every 2 years, odd years)   * Participate in discussions via email regarding content changes * Attend in person meeting for final language approval before presentation to BOD   Assist UM and Executive Committee with review and revision of Job Descriptions (every 2 years, even years) | Email dialogue contribution required, varies by project, estimated at 0.25 hr/wk  Attendance at any associated Executive Committee meeting required |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE. Registration self-pay. |
| 8 | ASHP Presidents Retreat (November) – Training for how to be successful as state society President | Attendance strongly encouraged, 2-3 days depending on location of meeting; generally in Chicago. OSHP stipend covers most of expenses. |
| 9 | OSHP Annual Seminar (April) | Attendance required (responsible for Sat Open Forum and Sat evening Awards program, attends Past-Presidents’ Breakfast Sun), 2.5 day event with meals and CE. Registration self-pay. |
| 10 | ASHP Regional Delegates Conference (April/May) - Delegate for OR, vote in ASHP House of Delegates, must be ASHP member | Attendance required (or Delegate Alternate to serve), 2 day meeting, choice of national site to attend (may attend with other OR delegates or chose separate regional sites). OSHP stipend covers some of expenses. |

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 11 | ASHP Summer Meeting House of Delegates (June) - Delegate for OR, attend caucuses and vote in ASHP House of Delegates, must be ASHP member | Attendance required (or Delegate Alternate to serve), 4 day meeting, national site rotates. OSHP stipend covers some of expenses. |
| 12 | OSHP/OSPA Joint Legislative Council (monthly Sept to Jun) | Attendance required (teleconference), 1 hour monthly |
| 13 | Oregon Pharmacy Coalition (monthly, most active during legislative sessions) | Attendance encouraged (preferably in person),  ~2 hours monthly during legislative sessions. No cost. All pharmacists welcome. |
| 14 | Northern/Southern Chapter Meetings (As scheduled, usually 3-4 per chapter per year) | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE. Registration included in membership. |
| 15 | Participation in OSU/OHSU and Pacific Student Chapter activities [e.g. Quick Conversations, Mock Interviewing, precepting events, etc.] (As scheduled, usually 2-3 events per chapter per year, some are joint chapter events) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. |
| 16 | Participation in Technician Chapter activities [e.g. CE Meetings, Practice Advancement Summit, etc.] (As scheduled, usually 4 events per year) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. |
| 17 | Guest at Committee meetings (As scheduled, usually 4-6 per year per committee) | Attendance (in person or remote) encouraged once to each committee to show support and meet the members, usually 2 hr events. All members welcome. |
| 18 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 19 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (do not count if also part of employment duties). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: membership
3. Works closely with: Update Management Association Manager, Executive Committee, Board of Directors, and leadership of other state and national societies
4. Expectations at BOD meetings: The President serves as Chairperson of the Board and Executive Committee. The President will plan the agenda with the UM Association Manager and facilitate the BOD meetings according to Roberts Rules of Order (voting only in the event of a tie).
5. Sign any required documents presented by Update Management Association Manager.
6. The President shall be the spokesperson of the society or will designate a spokesperson at their discretion.
7. The President shall be the representative of OSHP at official functions during their tenure.
8. The President shall be a member of the ASHP so that they may be entered into the ballot for ASHP Delegate and serve if elected.
9. The President shall engage the President-Elect in most major decisions and activities and shall mentor them in the usual tasks of the presidential officers.
10. The President will develop and lead the retreat agenda with input from the UM Association Manager, Executive Committee, and Committee Chairs.
11. The President shall appoint chairpersons of the councils and committees and any ad hoc task forces or workgroups needed to complete the goals of the society.

End of Job Description

Current Issue Date: Sept 2017

Approval Date: Sept 2017

Revised Dates: July 2002, March 2014, July 2017, Sept 2017

**Oregon Society of Health System Pharmacists (OSHP)   
President-Elect Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** | x |  |
| **Appointed by OSHP President?** |  | X |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** | X |  |
| **Executive Committee Member?** | X |  |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** 1 year (Year 1 of 3 year commitment: President-elect, President, Immediate Past-President)  **Term limits:** May not serve more than two (2) consecutive terms in the same position  **Dates of service:** June 1 to May 31 (following election/appointment in Spring and installation at OSHP Annual Seminar). Prior to assuming office the Immediate Past-President should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** The Board of Directors shall fill unexpired terms of elected officials which may occur. If the President becomes unable to perform the duties of office, the President-Elect shall immediately ascend to the Office of President. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint a current Board member, to serve as President for the balance of the unexpired term. At the next election, nominations shall be presented by the Committee on Nominations for the offices of President and President-Elect. They shall be elected according to the provisions of these Bylaws. | | |

1. **Position Description (per bylaws):**

The President-Elect shall perform the duties of the President when the President is unable to do so. The President-Elect shall be a member of the Executive Committee and Board of Directors and serve as Vice Chair of both. The President-Elect shall assume other responsibilities as directed by the President.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the BOD (elected or appointed position)
   3. Nomination process: Led by the Senior Board Member at Large of the Nominating Committee, nominations are sought in the winter from the Board of Directors and by general call to the membership for service interest. Self-nomination or peer nomination is allowed. The Nominations Committee shall present candidates for the office of President-Elect annually to the membership. The Nominations Committee shall confirm with the nominated candidate their current membership status and desire to run for elected office and will request a short biography/interest statement from the candidate which will appear with the ballot.
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer)  - Collaborates to establish goals and objectives for upcoming year. | Attendance required (preferably in person), usually half to full day at UM in Portland |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | Executive Committee budget meeting (Oct) | Attendance required (in person or remote), usually 1.5 hr with dinner |
| 4 | Executive Committee meetings (ad hoc for instances requiring urgent action, approx 1-2/yr) | Attendance required (in person or remote), usually 1.5 hr |
| 5 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 2.5 hr/wk |
| 6 | BOD special projects (As arises or assigned at BOD retreat)  Assist UM and Executive Committee with review and revision of Constitution and Bylaws and Policies (every 2 years, odd years)   * Participate in discussions via email regarding content changes * Attend in person meeting for final language approval before presentation to BOD   Assist UM and Executive Committee with review and revision of Job Descriptions (every 2 years, even years) | Email dialogue contribution required, varies by project, estimated at 0.25 hr/wk  Attendance at any associated Executive Committee meeting required |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE. Registration self-pay. |
| 8 | ASHP Presidents Retreat (November) – Training for how to be successful as state society President; most important to attend during President-elect year to establish ideas/make connections for following year | Attendance required, 2-3 days depending on location of meeting; generally in Chicago. OSHP stipend covers most of expenses. |
| 9 | OSHP Annual Seminar (April) | Attendance required, (attendance at Sat evening awards program, Past-Presidents’ Breakfast, Incoming President’s address), 2.5 day event with meals and CE. Registration self-pay. |
| 10 | OSHP/OSPA Joint Legislative Council (monthly Sept to Jun) | Attendance required (teleconference), 1 hour monthly |
| 11 | Oregon Pharmacy Coalition (monthly, most active during legislative sessions) | Attendance encouraged (preferably in person),  ~2 hours monthly during legislative sessions. No cost. All pharmacists welcome. |

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 12 | Northern/Southern Chapter Meetings (As scheduled, usually 3-4 per chapter per year) | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE. Registration included in membership. |
| 13 | Participation in OSU/OHSU and Pacific Student Chapter activities [e.g. Quick Conversations, Mock Interviewing, precepting events, etc.] (As scheduled, usually 2-3 events per chapter per year, some are joint chapter events) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. |
| 14 | Participation in Technician Chapter activities [e.g. CE Meetings, Practice Advancement Summit, etc.] (As scheduled, usually 4 events per year) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. |
| 15 | Guest at Committee meetings (As scheduled, usually 4-6 per year per committee) | Attendance (in person or remote) encouraged once to each committee to show support and meet the members, usually 2 hr events. All members welcome. |
| 16 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 17 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (do not count if also part of employment duties). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President and membership
3. Works closely with: Update Management Association Manager, Executive Committee, and Board of Directors.
4. Expectations at BOD meetings: The President-Elect will be an engaged participant at Board meetings. In the event that the President is unable to lead the meeting, the President-Elect will act as Chairperson of the Board or Executive Committee.
5. Sign any required documents presented by Update Management Association Manager.
6. The President-Elect shall be a President-in-training during their tenure. The President-Elect is included in most major decisions and activities. He/she shall be available for the President for duties, meetings, etc. and assist the President as requested.
7. Represents OSHP at functions where the President is unable to do so.
8. In anticipation of Presidential year, seeks advice of the presidential officers and UM Association Manager to develop the retreat agenda before end of term.
9. In anticipation of Presidential year, seeks advice of the presidential officers and UM Association Manager to form a list of appointees for chairpersons of the councils and committees and any ad hoc task forces or workgroups needed to complete the goals of the society.

End of Job Description

Current Issue Date: Sept 2017

Approval Date: Sept 2017

Revised Dates: July 2002, March 2014, July 2017, Sept 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Professional Relations Council Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** |  | X |
| **Appointed by OSHP President?** | X |  |
| **Member of Board of Directors?** | X | X |
| **Voting member of Board of Directors?** |  | X |
| **Executive Committee Member?** |  | X |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** Usual term length of one year (prefer 2 years)  **Term limits:** Assume No Term Limits in Effect  **Dates of service:**  June to June  **Vacancy:** Appointed by President | | |

1. **General Scope of Accountabilities:**

The Professional Relations Council (PRC) Chair is responsible for all finances, activities, goals and objectives of the Council during their tenure. He/She is also responsible for council meeting arrangements, agendas, minutes, and reports. The chair may delegate activities to council members at his/her discretion. All major decisions should be deliberated with the OSHP Board of Directors. The OSHP Public Relations Committee reports to the PAC Chair. The PAC Chair also serves as a liaison to the OSHP Technician Chapter in the absence of the OSHP Technician Chapter Advisor.

1. **Position Description (per bylaws):**

The Council on Professional Relations shall be responsible for professional and scientific matters including the development and improvement of the professional practice of pharmacy in hospitals and related institutions, the development of standards, guides and related materials, cooperation with allied organizations and agencies, and encouragement of research in hospital pharmacy practice.

The Chairman shall be an ex-officio member of the Board of Directors, appointed annually by the President with the approval of the Board of Directors. The Chairman will coordinate activities of the Council and report activities and recommendations to the Board of Directors.

1. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer) | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 3 | BOD special projects: | Email dialogue contribution required |
| 4 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE, Submit proposed Council Budget to OSHP Treasurer |
| 5 | OSHP Annual Seminar (April) | Attendance is strongly encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 6 | Council Budget | In September- Forecast budget based on proposed activities, submit list of Council members to OSHP President for approval. Begin recruitment of PAC Chai-Elect |
| 7 | Yearly Activity Report (May 1st) | Submit to OSHP President-Elect and OSHP Secretary |
|  |  |  |
| 8 | Identify PAC Chair-Elect | To be done in February |

1. **Miscellaneous Duties:**
   1. Set goals for Council and prepare calendar of events.
   2. Submit articles and Council meeting dates for the OSHP Interactions newsletter as scheduled.
   3. Plan and preside over Council Meetings.
   4. Make meeting site arrangements and prepare and distribute meeting notices and agendas.
   5. Appoint and make task assignments to special committees/work groups as required for planned activities during tenure as chair.
   6. Prepare and distribute minutes of meetings to OSHP Secretary. Council members, support staff, and other interested parties.
   7. Recruit Council Chair-elect and communicate list of names to OSHP President for approval.
   8. Serve as a mentor to the Council Chair-elect.
   9. Promote concept of pharmaceutical care.
   10. Develop/promote professional standards, guides, and related materials within Oregon pharmacy practice.
   11. Develop/promote programs to encourage research in pharmacy practice.
   12. Promote National Pharmacy Week and National Poison Prevention Month.
   13. Coordinate community outreach programs/public relations programs as requested by the OSHP Public Relations Committee.
   14. Oversee activities of the curriculum committee of Oregon State University in conjunction with the Educational Affairs Council Chair.
   15. Recruit new members for OSHP.
   16. Recruit new members to the Council
   17. Correspond with other groups as requested.
   18. Maintain records of council activities to be passed on to next PAC Chair
2. **Accountabilities and Responsibilities**
   1. Reports to: President
   2. Works closely with: Update Management Association Manager, OSHP Board of Directors
   3. Expectations at BOD meetings:  List any chief duties including submitting meeting minutes, submitting action items to agenda, providing verbal activities report and presenting proposals as needed, contributing to discussion and voting on issues (if authorized).

End of Job Description

Issue Date: Month Year

Approval Date:

Revised Dates: September 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Secretary Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** | X |  |
| **Appointed by OSHP President?** |  | X |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** | X |  |
| **Executive Committee Member?** | X |  |
| **Responsible for Recruiting Committee Members?** |  | X |
| **Term length:** Elected on alternate years for a two (2)-year term of office (elected on even years)  **Term limits:** May not serve more than two (2) consecutive terms in the same position  **Dates of service:** June 1 to May 31 (following election in Mar or Apr and installation in May). Prior to assuming office the Secretary-Elect should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** If the Secretary becomes unable to perform the duties of office, the Board of Directors is empowered to fill such vacancy until the next election when nominations will be made according to the provisions of the Bylaws. | | |

1. **Position Description (per bylaws):**

The Secretary shall be a member of the Executive Committee and Board of Directors and shall serve as Secretary of both. The Secretary shall record and maintain minutes of meetings of the Board of Directors, Executive Committee, and other meetings when directed by the President. The Secretary shall conduct OSHP's correspondence as directed by the President. The Secretary shall be elected on even number years.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the BOD (elected or appointed position)
   3. Nomination process: Led by the Senior Board Member at Large of the Nominating Committee, nominations are sought in the winter from the Board of Directors and by general call to the membership for service interest. Self-nomination or peer nomination is allowed. The Committee on Nominations shall present candidates every other year (even years) for Secretary. The Nominations Committee shall confirm with the nominated candidate their current membership status and desire to run for elected office and will request a short biography/interest statement from the candidate which will appear with the ballot.
2. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** | |
| 1 | Annual OSHP BOD retreat (late spring or summer)  - Collaborates to establish goals and objectives for upcoming year. | Attendance required (preferably in person), usually half to full day at UM in Portland | |
| 2 | OSHP BOD meetings (approx 6/yr)   * Responsible for preparing and submitting minutes for BOD approval   + Action items sent to UM Association Manager at conclusion of meeting   + Full minutes sent to Executive Committee and UM Association Manager review within 1 week of BOD meeting * Responsible for revising minutes as needed * Responsible for reporting on action items still pending   In conjunction with UM Association Manager or President, responsible for reporting on any important correspondence to OSHP | Attendance required (in person or remote), usually 2.5 hrs with dinner | |
| 3 | Executive Committee budget meeting (Oct) | Attendance required (in person or remote), usually 1.5 hr with dinner | |
| 4 | Executive Committee meetings (ad hoc for instances requiring urgent action, approx 1-2/yr) | Attendance required (in person or remote), usually 1.5 hr | |
| 5 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 2.5 hr/wk | |
| 6 | BOD special projects (As arises or assigned at BOD retreat)  Assist UM and Executive Committee with review and revision of Constitution and Bylaws and Policies (every 2 years, odd years)   * Participate in discussions via email regarding content changes * Attend in person meeting for final language approval before presentation to BOD * Serve as Secretary to record changes if requested   Assist OAC, UM, and Executive Committee with review and revision of Job Descriptions (every 2 years, even years) | Email dialogue contribution required, varies by project, estimated at 0.25 hr/wk  Attendance at any associated Executive Committee meeting required | |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE. Registration self-pay. | |
| 8 | OSHP Annual Seminar (April) | Attendance encouraged, (attendance at Sat evening awards program strongly encouraged), 2.5 day event with meals and CE. Registration self-pay. | |
|  | **Duty and Usual Timeline** | | **Expectation** |
| 9 | Northern/Southern Chapter Meetings (As scheduled, usually 3-4 per chapter per year) | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE. Registration included in membership. | |
| 10 | Participation in OSU/OHSU and Pacific Student Chapter activities [e.g. Quick Conversations, Mock Interviewing, precepting events, etc.] (As scheduled, usually 2-3 events per chapter per year, some are joint chapter events) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. | |
| 11 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs | |
| 12 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (do not count if also part of employment duties). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. | |

1. **Accountabilities and Responsibilities**
2. Reports to: President and membership
3. Works closely with: Update Management Association Manager, Executive Committee, Board of Directors.
4. Expectations at BOD meetings: Make any corrections to prior meeting’s minutes, read and track action items from last meeting’s minutes, prepare and file minutes of current meeting.
5. The Secretary shall record and maintain minutes of meetings of the Board of Directors, Executive Committee, and other meetings when directed by the President.
6. The Secretary shall conduct OSHP's correspondence as directed by the President.
7. Sign any required documents presented by Update Management Association Manager.

End of Job Description

Current Issue Date: Sept 2017

Approval Date: Sept 2017

Revised Dates: July 2002, March 2014, July 2017

**Oregon Society of Health System Pharmacists (OSHP)   
Student Chapter President Job Description**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Elected by OSHP membership?** | X |  |
| **Appointed by OSHP President?** | X |  |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** |  | X |
| **Executive Committee Member?** | X |  |
| **Responsible for Recruiting Committee Members?** | X |  |
| **Term length:** Usual term length of two years  **Term limits:** Assume No Term Limits in Effect  **Dates of service:**  June to June  **Vacancy:** Elected by OSHP membership | | |

1. **Position Description (per bylaws):**

The officers of the student chapter shall consist of a President and a President-Elect. These officers shall be elected for a term of one school year as provided by in the Bylaws. Thus the position is a commitment of a total of two years.

The President shall be the principal elected official of the chapter, and will be so recognized at all chapter affairs, programs, and activities. The President further shall have the authority to create new committees and appoint the chairpersons thereof. The President shall serve as the representative of the Health-Systems Pharmacy Societies. The President shall also mentor the President-Elect in helping them assume the office of President for the following year. The President-Elect shall perform the duties of the office of President whenever the President shall be unable to do so.

1. **Prerequisites for position (required and recommended)**
2. Required: The student must (1) Be enrolled and registered full-time at the School of Pharmacy for the Doctor of Pharmacy program, (2) Not be on disciplinary probation, (3) Have a minimum GPA of 2.00, and (4) Be a current member of the OSHP Student Chapter.
3. Recommended: Speak with the current President-Elect and President; Attend at least one event coordinated by the President-Elect or President.
4. **Estimated time commitment, duties, meetings, and general expectations:**

|  |  |  |
| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Annual OSHP BOD retreat (late spring or summer) | Attendance required (preferably in person), usually half to full day |
| 2 | OSHP BOD meetings (approx 6/yr) | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 6 | BOD special projects: | Email dialogue contribution required |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE. |
| 8 | OSHP Annual Seminar (April) | Attendance encouraged (attendance at Sat evening awards program highly encouraged), 2.5 day event with meals and CE |
| 9 | North/South Chapter Meetings | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE |
| 10 | Participation in pharmacy student activities (e.g. Quick Conversations, Mock Interviewing, getting preceptors for events, etc.) | Attendance encouraged to show support as able, usually 2 hr events |
| 11 | Participation in community outreach events as volunteer or event coordinator. | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 12 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (doesn’t count things you would do outside of OSHP). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Miscellaneous Duties**
   1. Year Long/Ongoing:Organize student meetings and agendas in collaboration with the other student organization chairs.Promote all OSHP activities including, but not limited to, Fall and Annual Seminars, Northern and Southern Chapter meetings, and C.E. events. Encourage student engagement in OSHP councils and committees (for example: Educational Affairs, Membership, Industrial Relations, Legal and Regulatory).
   2. Recruit Volunteers for the Special Olympics.
   3. Organize membership drive with other student organization chairs.
   4. Provide membership information and dues to OSHP and ASHP.
   5. Promote the OSHP Fall Seminar and Residency Showcase.
   6. Promote and Coordinate the ASHP Midyear Clinical Meeting.
   7. Overview the Clinical Skills Competition, assisting the Clinical Skills Coordinator as needed and fulfilling their duties if necessary.
   8. Health Outreaches (example: Operations Diabetes/Heart and Bone Marrow Screenings).
   9. Coordinate with the OSHP Annual Meeting Committee to organize student involvement and engagement in the Silent Auction as funds are appropriated to student scholarships.
   10. Health Outreaches (example: Operations Diabetes/Heart and Bone Marrow Screenings).
   11. Preside over the election of the President-Elect in the Spring
2. **Accountabilities and Responsibilities**
   1. Reports to: Chapter Adviser.
   2. Works closely with: Other Student Leaders.
   3. Expectations at BOD meetings: Attending board meetings, providing verbal activities report, and presenting proposals as needed, contributing to discussion and voting on issues.

End of Job Description

Issue Date: Month Year

Approval Date:

Revised Dates: March 2018

**Oregon Society of Health System Pharmacists (OSHP)   
Treasurer Job Description**

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|  | **Yes** | **No** |
| **Elected by OSHP membership?** | X |  |
| **Appointed by OSHP President?** |  | X |
| **Member of Board of Directors?** | X |  |
| **Voting member of Board of Directors?** | X |  |
| **Executive Committee Member?** | X |  |
| **Responsible for Recruiting Committee Members?** |  | X |
| **Term length:** Elected on alternate years for a two (2)-year term of office (elected on odd years)  **Term limits:** May not serve more than two (2) consecutive terms in the same position  **Dates of service:** June 1 to May 31 (following election in Mar or Apr and installation in May). Prior to assuming office the Treasurer-Elect should spend time with their predecessor and Update Management Association Manager to become familiar with the details of the job.  **Vacancy:** If the Treasurer becomes unable to perform the duties of office, the Board of Directors is empowered to fill such vacancy until the next election when nominations will be made according to the provisions of the Bylaws. | | |

1. **Position Description (per bylaws):**

The Treasurer shall serve as custodian of OSHP funds. The Treasurer shall invest and disburse funds at the direction of the Board of Directors. The Treasurer shall be a member of the Executive Committee and Board of Directors. The Treasurer shall present periodic statements on the financial condition of the organization, and present a report and financial statement at the Annual Meeting. The Treasurer shall be elected on odd years.

1. **Prerequisites for position (required and recommended)**
   1. Required: Current Active Pharmacist Member in good standing
   2. Recommended: Past OSHP service for at least 2 years with at least one year serving on the BOD (elected or appointed position)
   3. Nomination process: Led by the Senior Board Member at Large of the Nominating Committee, nominations are sought in the winter from the Board of Directors and by general call to the membership for service interest. Self-nomination or peer nomination is allowed. The Committee on Nominations shall present candidates every other year (odd years) for Treasurer. The Nominations Committee shall confirm with the nominated candidate their current membership status and desire to run for elected office and will request a short biography/interest statement from the candidate which will appear with the ballot.
2. **Estimated time commitment, duties, meetings, and general expectations:**

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|  | **Duty and Usual Timeline** | **Expectation** |
| 1 | Review past financial documents, meet with UM Association Manager and current Treasurer (late spring or summer prior to assuming office). Meet UM Accountant. | Attendance required (in person preferred), usually 1.5 hrs |
| 2 | Annual OSHP BOD retreat (late spring or summer)   * Sign paperwork to assume authorization for all bank and investment transfers. * Collaborates to establish goals and objectives for upcoming year. | Attendance required (preferably in person), usually half to full day a location selected by the BOD. |
| 3 | OSHP BOD meetings (approx 6/yr)   * Responsible for presenting the reconciled monthly financial statements * Responsible for presenting budget at November meeting | Attendance required (in person or remote), usually 2.5 hrs with dinner |
| 4 | Executive Committee budget meeting (Oct) | Attendance required (in person or remote), usually 1.5 hr with dinner |
| 5 | Executive Committee meetings (ad hoc for instances requiring urgent action, approx 1-2/yr) | Attendance required (in person or remote), usually 1.5 hr |
| 5 | Executive Committee correspondence (ad hoc for instances requiring urgent action or input requested from President or UM Association Manager, monthly)   * Email communications * Periodic conference calls | Email or conference call dialogue contribution required, estimated at 2.5 hr/wk |
| 6 | BOD special projects (As arises or assigned at BOD retreat)  Assist UM and Executive Committee with review and revision of Constitution and Bylaws and Policies (every 2 years, odd years)   * Participate in discussions via email regarding content changes * Attend in person meeting for final language approval before presentation to BOD   Assist UM and Executive Committee with review and revision of Job Descriptions (every 2 years, even years) | Email dialogue contribution required, varies by project, estimated at 0.25 hr/wk  Attendance at any associated Executive Committee meeting required |
| 7 | OSHP Fall Seminar (Oct/Nov) | Attendance encouraged, full day with meals and CE. Registration self-pay. |
| 8 | OSHP Annual Seminar (April) | Attendance encouraged, (attendance at Sat evening awards program strongly encouraged), 2.5 day event with meals and CE. Registration self-pay. |
| 9 | Northern/Southern Chapter Meetings (As scheduled, usually 3-4 per chapter per year) | Attendance encouraged based on chapter affiliation, usually 2 hrs with dinner and CE. Registration included in membership. |

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| --- | --- | --- |
|  | **Duty and Usual Timeline** | **Expectation** |
| 10 | Participation in OSU/OHSU and Pacific Student Chapter activities [e.g. Quick Conversations, Mock Interviewing, precepting events, etc.] (As scheduled, usually 2-3 events per chapter per year, some are joint chapter events) | Attendance encouraged to show support and meet the members as able, usually 2 hr events. Registration included in membership. |
| 11 | Participation in community outreach events as volunteer or preceptor | Attendance encouraged to show support as able, usually sign up for shifts of 1-4 hrs |
| 12 | Track and report volunteer hours spent on meetings/projects for the benefit of OSHP (do not count if also part of employment duties). | Required per IRS non-profit statutes for cycle Jan 1 – Dec 31, suggest reporting monthly or quarterly. |

1. **Accountabilities and Responsibilities**
2. Reports to: President and membership
3. Works closely with: Update Management Association Manager, Update Management Accountant, Executive Committee, Board of Directors.
4. Expectations at BOD meetings: Provide Treasurer’s report of financial status at each BOD meeting. At November meeting, present budget for approval and co-lead budget setting discussion with Executive Committee and UM Association Manager.
5. The Treasurer shall work with Executive Committee and Update Management Association Manager to gather projected budget needs and prepare a budget for presentation at the November Board Meeting.
6. The Treasurer shall review and approve the monthly expenses and sign disbursements for payment.
7. The Treasurer shall ensure that monies earned are reported appropriately.
8. The Treasurer shall review all tax documents prepared for filing, as well as any legal documents pertaining to finances.
9. The Treasurer shall examine investment strategies annually during budget review per stated in the OSHP bylaws.
10. The Treasurer shall prepare an annual summary report of financial status of the organization to be shared with membership at the OSHP Annual Seminar.
11. Sign any required documents presented by Update Management Association Manager.

End of Job Description

Current Issue Date: Sept 2017

Approval Date: Sept 2017

Revised Dates: July 2002, March 2014, July 2017