

## Oregon Society of Health System Pharmacists (OSHP) Northern/Southern Chapter Chair-elect Job Description

	Yes	No
<b>Elected by OSHP membership?</b>	x	
<b>Appointed by OSHP President?</b>		x
<b>Member of Board of Directors?</b>	x	
<b>Voting member of Board of Directors?</b>	x	
<b>Executive Committee Member?</b>		x
<p><b>Term length:</b> One (1) year; succeeds Chapter Chair for additional one (1)-year term</p> <p><b>Term limits:</b> Chapter Chair may serve no more than two (2) consecutive terms</p> <p><b>Dates of service:</b> June 1 to July 31 (following election in the Spring and installation at Annual Seminar).</p> <p><b>Vacancy:</b> If the Chapter Chair-elect becomes unable to perform the duties of office, the Board of Directors will appoint a new Chapter Chair-elect according to the provisions of the Bylaws.</p>		

### A. Position Description (per bylaws):

Each Active and Associate Member shall be assigned membership in the local chapter geographically closest to the member's residence or place of practice or, if the member so requests, another chapter of their choice.

Area Chapters shall elect a Chair-elect to serve a one (1)-year term. The Chair-elect shall succeed the Chair of the Chapter, who shall serve as Chapter Chair for a one (1)-year term. The Chairperson and Chairperson-elect shall coordinate activities of the Area Chapter and represent the Area Chapter as members of the Board of Directors of OSHP. In the event an Area Chapter is not formed, active members shall be represented on the Board of Directors by the Board Members-at-Large.

### B. Prerequisites for position (required and recommended)

- a. Required: Current Active Pharmacist Member in good standing.
- b. Recommended: Past OSHP service for at least 1 year
- c. 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.

### C. Estimated time commitment, 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	Chapter events	Organize at least 4 events annually (may include CE meetings or social events), including the “Welcome to Oregon” social each Summer/Fall
7	OSHP Fall Seminar (Oct/Nov)	Attendance encouraged, full day with meals and CE  Introduction of FOSHP inductee recognition
9	OSHP Annual Seminar (April)	Attendance encouraged (attendance at Sat evening awards program highly encouraged), 2.5-day event with meals 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.

**D. Accountabilities and Responsibilities**

Reports to: President

Works closely with: Chapter Chair, Update Management Association Manager

Represents health-system pharmacists in local Chapter at Board of Director’s meetings and in Councils and Committees

Responsibilities:

1. Active participation in the development and fostering of the objectives of OSHP.

2. Provision of continuing education meetings and social events for members; such meetings and events shall be conducted with approval of the Board of Directors of OSHP.
  - a. These meeting arrangements can include but are not limited to:
    - i. Speaker selection, travel, honoraria and final payment;
    - ii. Site/food selection;
    - iii. CE approval through either the Oregon Board of Pharmacy and/or ACPE vendor;
    - iv. Recording presentation (if applicable);
    - v. Initiating invitation information through administrative office;
    - vi. On-site meeting registration;
    - vii. Handout CE forms on-site;
    - viii. Write post-meeting thank-you cards to applicable speaker(s) and/or sponsor(s);
    - ix. Report results of the meeting at next Board of Director's meeting.
3. Presides at Chapter meetings.
4. Routine communication to members of OSHP, including information for local Chapter meetings.
5. Develops budget requests, with board approval, for Chapter CE programs and social events.
6. Develops a yearly Chapter activities agenda and coordinates Chapter CE programs.
7. Contributes to OSHP newsletter, as applicable.

End of Job Description

Issue Date: July 1995

Revised Dates: July 2002; September 2019