

**2005 - 2006
Volunteer Handbook**



**Association of Black
Health-System
Pharmacists**

PREFACE

Thank you for giving of yourself: your time, your ideas, your problem solving skills and your professional knowledge. Volunteerism is what makes ABHP a strong, dynamic and member driven organization. In return, we hope your involvement as a ABHP volunteer will be a rewarding and satisfying experience. It is a chance to do something important for your profession while also learning, growing and making new friends.

The purpose of this Volunteer Handbook is to provide you with background about ABHP and some guidelines that will make your role as a volunteer more effective and significant.

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Mission Statement

ABHP believes that its purpose is to encourage members to promote the proper use of medication in minority patient communities.

The mission of the ABHP is to promote advocacy, leadership, education, and collaboration that improve the health status and quality of life of minority patient groups and to advance the practice of minority pharmacists and serve as their collective voice on issues in the health systems.

THE ABHP GOAL

The Association of Black Health-System Pharmacists was established in 1978 to facilitate communication between, provide a forum for, and to pool the resources of Black health-system pharmacists throughout the country.

ABHP's goal is to represent its members and to provide leadership to enable its members practicing in organized health-care settings to be effective within those settings and throughout the country as a whole.

ABHP accomplishes its goal by:

1. Promoting pharmaceutical care in society;
2. Advocating the pharmacist's value in assuring that appropriate clinical services and drug use control processes are applied to benefit minority and underserved patients;
3. Providing a forum for meaningful dialogue and idea sharing among members;
4. Promoting and facilitating useful information exchange between its members, health care professionals, organizations, and the public;
5. Developing and conducting education programs for maintaining and improving competence of pharmacists;
6. Promoting research activities by its members;
7. Recognizing professional achievements and contributions of members;
8. Representing the membership to other professional, regulatory and legislative bodies, and/or health care groups.

THERE ARE MANY WAYS YOU CAN GET INVOLVED WITH ABHP!

Officers and Board of Directors

The Board of Directors consists of six Directors and the officers of ABHP, which includes the President, the President-elect, the Immediate Past President, the Treasurer, and the Secretary. The Board of Directors approve policy and is responsible for managing business and affairs for ABHP.

Councils and Committees

ABHP structure includes councils, committees, and a technician division that functions in a developmental and advisory capacity, develops programs authorized by the Board of Directors and recommends programs and policies to the Board of Directors in the various areas of interest. The Councils are as follows:

Council on Administrative Affairs is concerned with (a) administration and management of business and professional programs, (b) policies and procedures, and (c) public relations

The Council on Educational Affairs is concerned with ABHP educational activities and administration of educational programs.

The Council on Organizational Affairs is concerned with (a) review of the ABHP Constitution and Bylaws, (b) ABHP membership, and (c) affiliate relations.

The Council on Professional Affairs is concerned with (a) recognition of members' achievements, (b) member communication services, (c) pharmacy practice standards; and (d) pharmacy practice research.

The Council on Student Affairs shall be concerned with assuring a strong student membership base.

The President also may establish committees to study or accomplish objectives that may not be appropriately handle by a Council. The Committees and other component groups operates to further the purposes of ABHP.

The Committee on Awards consists of a Chair, one member from each of the Councils, and as many ABHP members deemed necessary. The Committee on Awards formulates and recommend criteria for the recognition of ABHP members who have made significant contributions to the practice of pharmacy and who promotes and enhances the vision of the Association.

RESPONSIBILITIES OF CHAIRPERSONS

Chairpersons of Councils are responsible for conducting the meetings and providing the leadership needed to achieve the charge assigned to the group. The Chairperson is also responsible for arranging or working with ABHP Board of Directors to arrange meeting

sites, dates and social functions for the meetings. It is the responsibility of the chair to see that complete minutes are prepared following each meeting and that copies are provided to the ABHP Secretary. The Chairperson works with the Board Liaison to insure that the reports and proposals to the Board of Directors are submitted in the proper format and on time. Chairpersons are encouraged to make very economical plans and stay within the budget of the organization.

RESPONSIBILITIES OF BOARD LIAISONS

Board Liaisons are the communications link between the ABHP Board of Directors and the council to which they have been assigned. The Board Liaison is responsible for helping the group understand the charge given the group as well as the positions and policies of ABHP. The Board Liaison is also responsible for communicating the recommendations of the group to the ABHP Board of Directors. The Board Liaison has a broad view of ABHP and can advise the group on how their recommendations might fit into the overall picture or conflict with current policies and goals of the organization. Board Liaisons are responsible for working with the Chair, President or other leader of the group to insure all proposals and reports are submitted in the correct format and in a timely fashion.

RESPONSIBILITIES OF MEMBERS

Members of Councils are responsible for being prepared for meetings, arriving and starting on time, participating in discussions and following up on any assignments they may have accepted.

REPORTS AND PROPOSALS

A copy of minutes of all meetings should be submitted to the ABHP Secretary as soon after the meeting as possible (preferably within two weeks). All proposals to the Board of Directors must be written, preferably in the STP (Situation, Target, Proposal) format. Any proposal which will require membership approval must be submitted to the Board of Directors for consideration no later than 14 days prior to the meeting with the membership so that it may be considered and acted on.

TERMS

Members of Councils are generally appointed for a one year term and serve until the next Annual Meeting. A third or more of the members may be reappointed the following year for continuity. Officers and members of the Board of Directors serve for 2 year terms.

APPENDIX

ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS VOLUNTEER JOB DESCRIPTION PRESIDENT

ACCOUNTABLE TO:

- The membership of the Association and the Board of Directors of the Association of Black Health-system Pharmacists.

QUALIFICATIONS:

- See President-Elect.

RESPONSIBILITIES:

- To uphold the Constitution and Bylaws of the Association.
- Provide leadership for the Association.
- Promote the purposes of the Association and oversee the implementation of its goals.
- Sets the agenda for meetings of the Board of Directors (in consultation with other officers)
- Plans projects and/or initiatives of the Board of Directors.
- Gives assignments to officers, Councils, committees or task forces and follow-up on the completion of those assignments in a timely manner as per the goals of the Board of Directors.
- Prepare and file an annual report and evaluation of the operations and actions of the Board of Directors and presents a summary of the reports to the membership at a designated meeting of the membership.
- Participates in political initiatives agreed upon and established by the Board of Directors.
- Presides at and chair all ceremonial functions and meetings of the Association.
- Chairs ABHP Board of Directors meetings (10-12 per year)
- Appoints Chairpersons and Members of ABHP Councils and task forces with the approval of the ABHP Board of Directors
- Appoints Chairperson and Members of ABHP Board of Canvassers.
- Member and Vice-Chair, ABHP Council on Finance
- May serve as Executive Liaison to one or more ABHP Councils
- The President conducts an orientation for all Councils to teach them the ABHP "process."

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February	Board of Directors Meeting

Educational Affairs Council Conference Call

March:	APhA Annual Meetings Board of Directors Meeting Awards Committee Conference Call
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting Council on Student Affairs
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE:

The ABHP President can expect to spend a minimum of 40 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends.

The ABHP President can expect to spend an average of approximately 6 to 8 hours per week reading ABHP material, preparing for ABHP activities and communicating with ABHP members.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy. Where possible, expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

TERM OF OFFICE:

- Two year.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
PRESIDENT-ELECT**

ACCOUNTABLE TO:

- The membership of the Association. Reports to the President of the Association

QUALIFICATIONS:

- Active ABHP Membership
- Preferably has experience as a member of the ABHP **Board of Directors**
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- To uphold the Constitution and Bylaws of the Association.
- To serve as President in the President's absence, fulfilling all responsibilities of the President in such case.
- To promote the mission of the Association and participate in the implementation of its goals.
- Represent ABHP as a delegate in the NPhA House of Delegates
- Member, ABHP Committee on Finance.
- May carry liaison responsibilities with councils, Councils and/or task forces
- Attends orientation session for new members of the ABHP **Board of Directors**.
- Attends ABHP Regional Chapter Officer Training Sessions.
- Attends ABHP **Board of Directors** meetings (4-5 per year).
- Serves as Vice-Chairperson of the **Board of Directors** and presides at such meetings in the absence of the President.
- Represent ABHP in the President's absence.
- Attends APhA Annual Meetings.
- Attends NPhA Annual Meetings.
- Attends ASHP Midyear and Annual Meetings.
- Assists with the preparation of **Board of Directors'** meeting agendas.
- Directs ABHP Strategic Plan.
- Recommends to the **Board of Directors**, individuals for appointment to all ABHP councils, Councils and task forces.
- Recommends to the **Board of Directors** charges for all councils, Councils and task forces.
- Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings. Submit reports to the Secretary as per pre-established timelines.

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February	Board of Directors Meeting Educational Affairs Council Conference Call
March:	APhA Annual Meetings Board of Directors Meeting Awards Committee Conference Call
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting Council on Student Affairs
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE:

The ABHP President-Elect can expect to spend a minimum of 24 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be

weekdays and one-third could be expected to be weekends (usually Saturdays). The ABHP President-Elect can expect to spend an average of approximately 3 to 5 hours per week reading ABHP material, preparing for ABHP activities and communicating with ABHP members.

- Eleven **Board of Directors'** meetings, 1 – 2 hours per meeting, and one, 1-day strategic planning session annually.
- Attend 2 Finance Committee meetings, 1 – 2 hours per meeting.
- Preparation for **Board of Directors** meetings, 2-3 hours per month.
- Preparation for Strategic Planning, 2-3 per each meeting.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

TERM OF OFFICE:

- One year, then succeeds to the office of President.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
IMMEDIATE PAST PRESIDENT**

ACCOUNTABLE TO:

- The membership of the Association. Reports to the **Board of Directors**

QUALIFICATIONS:

- See President-Elect

RESPONSIBILITIES:

- Assists with the preparation of **Board of Directors'** meeting agendas.
- Chairs meetings of the ABHP **Board of Directors** (4-5 per year) in the absence of President-Elect and President
- Member, Committee on Finance.
- Chairs and appoint members of the Committee on Nominations.
- Report Nominations Committee recommendations to the **Board of Directors/Board**.
- Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings. Submit reports to the Secretary as per pre-established timelines.
- May serve as liaison to ABHP Regional Chapters, Councils or Task Forces
- Conducts annual Orientation Session (ALOM) for newly-elected members of the ABHP **Board of Directors**

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting Committee on Nominations Meeting (phone conference)

August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting
October:	Board of Directors Meeting Committee on Nominations Meeting (phone conference)
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE

The ABHP Immediate Past President can expect to spend a minimum of 18 days attending ABHP related meetings and performing ABHP activities. An additional 5 or 6 days could be spent in "optional activities" if scheduling permits. Approximately two-thirds of the days would be expected to be weekdays and one-third could be expected to be weekends (usually Saturdays).

The ABHP Immediate Past President can expect to spend an average of approximately 3 to 5 hours per week reading ABHP material, preparing for ABHP activities and communicating with ABHP members.

- Attend and chair 2 Committee on Nominations meetings, 1 - 2 hours per meeting.
- Preparation for Officers Elections and Nomination Committee activities, 1 hour per month.
- Attend and chair 1 Association Leadership Orientation Meeting (ALOM), 3 - 4 hours per meeting; 10 - 15 hours for preparation.
- Eleven **Board of Directors'** meetings, 1 - 2 hours per meeting, and one, 1-day strategic planning session annually.
- Attend 2 Finance Committee meetings, 1 - 2 hours per meeting.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

TERM OF OFFICE:

- One year

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
TREASURER**

QUALIFICATIONS:

- Ability to balance checkbook.
- Possess and maintain a 4 function calculator.
- Interest in financial management.
- Ability to chair committee meetings.
- Ability to compose and present reports and recommendations.

RESPONSIBILITIES:

- Coordinate the Finance Committee preparation of the annual budget of the Association.
- Responsible for and oversee the following financial functions:
 - Establish convenient bank accounts for the efficient collection, disbursement and investment of Association's funds.
 - Maintenance of records for the fiscal year.
 - Receipt, recording and deposit of all membership dues and other funds submitted to the Association.
 - Payment of all bills and other accounts payable per approved the Association procedures.
 - Maintenance of appropriate financial records and reconciliation of all account statements.
 - Preparation of financial reports for **Board of Directors** and **Board of Directors** meetings.
 - Preparation and timely submittal of all Federal and State tax filings, including but not limited to, Federal tax form for tax exempt organizations, state and county tax filings, W-2's and forms for all persons paid by the Society.
- Annually:
 - Arrange for an audit of all financial records of the Association by a qualified accountant.
 - Be available to assist in the completion of the audit as needed.
 - Ensure completion of the audit within 180 days following the close of the fiscal year.
 - Prepare and submit to the **Board of Directors**, a report summarizing the final results of the audit.
 - Present a report of the Association financial status annual Members Open Forum.
- At the end of the term of office:
 - Notify all financial institutions holding ABHP accounts of the forthcoming change in officers and obtain appropriate signature cards for the new Treasurer to sign and return.
- Monitor ABHP's financial performance.
- Chairs Finance Committee.
- Agenda preparation for Finance Committee and Investment Review Committee.
- Report Finance Committee recommendations to **Board of Directors**/ Board.
- Assess financial impact of recommendations considered by **Board of Directors**.
- Liaison with Council on Organizational and Administrative Affairs regarding financial issues.

- Prepare written reports and proposals for Finance Committee and **Board of Directors/Board.**
- Present Finance Committee report at each **Board of Directors** meeting.

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February:	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting Committee on Finance Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE:

- Four **Board of Directors'** meetings, 1 day per meeting, and one, 1-day strategic planning session annually.
- Attend 2 Finance Committee meetings, 1 day per meeting.
- Preparation for **Board of Directors** meetings, 2-3 hours per month.
- Preparation for Finance Councils, 4-8 hours per each meeting.
- Preparation of Treasurer's Report to the membership - 10 -15 hours..

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

TERM OF OFFICE:

- Two years, plus one year as Treasurer-Elect

BENEFITS OF OFFICE:

Opportunity to.....

- Contribute to the Association's success.
- Development of skills to be an effective chairperson.
- Develop presentation skills.
- Professional growth through interaction with a highly motivated group of successful individuals..
- Gain increased knowledge of financial processes, key reports and evaluation tools.
- Gain insight into the functioning of an organization which can be applied to the work environment.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
SECRETARY**

QUALIFICATIONS:

- Experience as a state, regional, or local chapter president and/or ABHP councils or Councils desirable.
- Member of ABHP in good standing.
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- To uphold the Constitution and Bylaws of the Association.
- Promote the purposes of the Association and oversee the implementation of its goals.
- Prepare and file an annual report and evaluation of the operations and actions of the Office of Secretary and presents a summary of the reports to the membership at a designated meeting of the membership.
- Controls and manages the affairs of the Association.
- Develops long-term objectives of the Association.
- Maintains an accurate membership roster.
- Records the attendance at all official meetings of the Association.
- Attends and participates in all **Board of Directors** meetings per guidelines established by the **Board of Directors**.
- Record and read minutes of general Association meetings and activities and **Board of Directors** meetings.
- Assist the President, Executive Committee, and Council Chairs in the preparation of membership reports and membership rosters as needed.
- Order supplies for the Association with the assistance of the Treasurer.
- Exercises final authority over projects requiring expenditure of Association's funds.
- Establishes dues and reports and membership periods.
- Maintain and manages all official correspondence, minutes of meetings, and reports of the officers, Councils, and councils.
- Maintains the ABHP Corporate Seal and the Association's Constitution and Bylaws.
- Assists the Communications Committee in the preparation of information to be included on the Association's official website.
- Offer clarification of ABHP **Board of Directors** decisions, policy and/or procedure to Councils, councils or groups assigned to for liaison activities.

- Model ABHP culture and methods of doing business.
- Complete follow-up activities and assignments per pre-established timelines; obtain clarification as needed.
- Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings.
- Represent ABHP, if assigned, to other organizations.

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting Committee on Finance Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE

- Preparation for Board activities and communication with members - 1-2 hours per week .
- Ten to twelve **Board of Directors'** meetings, 1 - 4 hours per meeting, and one, 1-day strategic planning session annually.
- Attendance at other ABHP meetings desirable.
- Training/Orientation Session for ABHP Councils and/or Councils, ½ day per year
- Council/committee liaison assignment meetings – 1-2 hours per meeting.

TERM OF OFFICE:

- Two years

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

BENEFITS OF OFFICE:

Opportunity to.....

- Contribute to the Association 's success.
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.
- Interact with colleagues from multiple practice environments throughout the state enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair Councils, presenting and defending reports and gaining insight into productive functioning of an organization.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping pharmacy practice at both the state and national levels.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
MEMBER, BOARD OF DIRECTORS**

QUALIFICATIONS:

- Experience as a state, regional, or local chapter president and/or ABHP councils or Councils desirable.
- Member of ABHP in good standing.
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Controls and manages the affairs and funds of the Association.
- Develops long-term objectives of the Association.
- Ex-officio member of all Councils.
- Directs the operations and maintenance ABHP Councils.
- Assist in the recruitment and recommends for appointment by the President, Chairpersons and Members of the ABHP Councils and committees.
- Establishes Councils, committees, and task forces and designates representatives to other organizations.
- Makes decisions regarding the recommendations of Councils, Committees, or Task Forces.
- Exercises final authority over projects requiring expenditure of Association's funds.
- Establishes dues and membership periods.
- Assist council/committee chairperson with running and organization of meetings. Assure that written reports of all Councils are submitted to the Secretary as per pre-established timelines.
- Serve as Board Liaison to ABHP Councils or committees.
- Present and clarify all recommendations of Councils to the **Board of Directors**.
- Offer clarification of ABHP **Board of Directors** decisions, policy and/or procedure to Councils, committees or groups assigned to for liaison activities.
- Model ABHP culture and methods of doing business.
- Complete follow-up activities and assignments per pre-established timelines; obtain clarification as needed.
- Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings. Submit reports to the Secretary as per pre-established timelines.
- Participate in **Board of Directors** meetings per guidelines established by the **Board of Directors**.
- Represent ABHP, if assigned, to other organizations.

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting Council on Student Affairs Meeting
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting Committee on Finance Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE

- Preparation for Board activities and communication with members 1-2 hours per week .
- Eleven - twelve **Board of Directors'** meetings, 1-2 hours per meeting, and one, 1-day strategic planning session annually.
- Attendance at other ABHP meetings desirable.
- Training/Orientation Session for ABHP Councils and/or Councils, ½ day per year

- Council/committee liaison assignment meetings – 3 council/committee phone conferences 1-2 hours per meeting. *Note: Directors average 2 liaison assignments per year.*

TERM OF OFFICE:

- Two years

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

BENEFITS OF OFFICE:

Opportunity to.....

- Contribute to the Association's success.
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.
- Interact with colleagues from multiple practice environments throughout the nation enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair Councils, presenting and defending reports and gaining insight into productive functioning of an organization.
- Professional growth through interaction with a highly motivated group of successful individuals.
- Become more knowledgeable about critical issues and events shaping pharmacy practice at both the state and national levels.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
DIRECTOR-ELECT, BOARD OF DIRECTORS**

QUALIFICATIONS:

- Experience as a regional chapter president and/or with an ABHP council or committee preferred.
- Member in good standing of ABHP.
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Learn and model ABHP culture and methods of doing business.
- Complete follow-up activities and assignments per pre-established timelines; obtain clarification as needed.
- Participate in Board meetings per guidelines established by the Board.

ANNUAL SCHEDULE OF ACTIVITIES:

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting Council on Student Affairs Meeting

June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting Committee on Finance Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the Board of Directors according to current policy. Expenses covered include travel, room (shared occupancy), and board at required meetings and activities.

TIME COMMITMENT ESTIMATE

- Preparation for Board activities and communication with members 1-2 hours per week.
- Four Board of Directors' meetings, 1 day per meeting, and one, 1-day strategic planning session annually.
- Attendance at other ABHP meetings desirable.
- Training/Orientation Session for ABHP Councils and/or Committees, ½ day per year
- Council/committee liaison assignment meetings - ½ day meeting per year. *Note: Directors average 2 liaison assignments per year.*

TERM OF OFFICE:

- 10 months, then succeeds to the office of Member, Board of Directors

BENEFITS OF OFFICE:

Opportunity to.....

- Contribute to the Association's success.
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.
- Interact with colleagues from multiple practice environments throughout the country enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chair committees, presenting and defending reports and gaining insight into productive functioning of an organization.
- Professional growth through interaction with a highly motivated group of successful individuals.

- Become more knowledgeable about critical issues and events shaping pharmacy practice at both the state and national levels.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
CHAIRPERSON
COUNCILS AND COMMITTEES**

ACCOUNTABLE TO:

- The membership of the Association. Reports to the Board of Directors.

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or Councils desirable.
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Conduct meetings and provide leadership needed to achieve the charge of the group.
- Coordinate meeting dates, prepare agendas and notify members of meeting in advance.
- Coordinate meeting arrangements with ABHP staff meeting planner.
- Provide a copy of all minutes to the ABHP Secretary and council/committee members.
- Maintain communication with council and/or committee and ABHP Secretary.
- Meet deadlines as established by the Board and/or President
- Operate within established budget
- Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings in the proper format. Submit reports to the Secretary as per pre-established timelines.

ANNUAL SCHEDULE OF ACTIVITIES

- Monthly:** Attend Board of Directors Meetings (live or phone conferences)
- Annually:** Attend ASHP Midyear Meetings
- Annually:** Attend ASHP Annual Meetings
- Annually:** Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
- As Possible:** Attend APhA Annual Meetings
- As Possible:** Attend NPhA Annual Meetings

January:	Board of Directors Meeting
February	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting
June:	ASHP Annual Meetings Board of Directors Meeting
July:	NPhA Annual Meetings Board of Directors Meeting
August:	Board of Directors Meeting Standing Councils Meetings
September:	Board of Directors Meeting Committee on Finance Meeting
October:	Board of Directors Meeting
November:	Board of Directors Meeting
December:	ASHP Midyear Meetings Members Open Forum Awards & Installation of Officers Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting Standing Councils Meetings

TIME COMMITMENT ESTIMATE

- Attend training Session (ALOM) for ABHP Councils and or Councils, ½ day per year.
- Prepare for meeting activities and communication with members 1-2 hours per week.
- Attend ASHP Midyear, ABHP Annual, and other ABHP meetings, desirable.
- Prepare for reports to **Board of Directors** and to members at the Members Open Forum, 8 hours.
- Participate and attend committee assignment meetings – 2-3 committee phone conferences 1-2 hours per meeting.

TERM OF APPOINTMENT:

- One year.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

BENEFITS OF POSITION:

Opportunity to.....

- Contribute to the success of the Association and the profession.
- Be recognized by your peers for these contributions
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.
- Interact with colleagues from multiple practice environments throughout the nation enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chairing Councils, presenting and defending reports and gaining insight into productive functioning of an organization.
- Grow professionally through interaction with a highly motivated group of successful individuals.
- Gain and share knowledge about critical issues and events shaping pharmacy practice a both the state and national levels.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
TECHNICIAN DIVISION OFFICER**

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a Technician Division officer and/or membership on Technician Division councils or Councils desirable.
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Conduct meetings and provide leadership to achieve continuity and progression of goals of the Technician Division and ABHP.
- Set meeting dates and prepares agendas in consultation with other officers.
- Maintain communication with members, local board and ABHP.
- Represents technician concerns and interests with ABHP.
- Respond to external requests from ABHP councils or Councils.
- Prepare written reports and proposals for the **Board of Directors** and **Board of Directors** meetings. Submit reports to the Secretary as per pre-established timelines.

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend Technician Division Officers Training Meeting
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
February	Educational Affairs Council Conference Call
March:	APhA Annual Meetings Awards Committee Conference Call
May:	Technician Division Officers Meetings Strategic Planning Committee Meeting

ABHP Annual Meeting

June: ASHP Annual Meetings

July: NPhA Annual Meetings

August: Standing Councils Meetings

December: ASHP Midyear Meetings
Members Open Forum
Awards & Installation of Officers Luncheon
Association Leadership Orientation Meeting (ALOM)
Standing Councils Meetings

TIME COMMITMENT ESTIMATE:

- Attend Annual, Midyear and other ABHP meetings desirable.
- Attend training session for ABHP Technician Division, ½ day per year.
- Prepare meeting activities and communication with members, 4-5 hours per month.

TERM OF OFFICE:

- One year.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the **Board of Directors** according to current policy.

BENEFITS OF OFFICE

Opportunity to.....

- Contribute to the success of the Association and the profession.
- Be recognized by your peers for these contributions
- Participate in policy and financial decisions of ABHP, which support pharmacy practice and patient care.
- Interact with colleagues from multiple practice environments throughout the state enhancing one's personal networking abilities and opportunities.
- Develop leadership and organizational skills, including consensus building, chairing Councils, presenting and defending reports and gaining insight into productive functioning of an organization.
- Grow professionally through interaction with a highly motivated group of successful individuals.
- Gain and share knowledge about critical issues and events shaping pharmacy practice at both the state and national levels.

**ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS
VOLUNTEER JOB DESCRIPTION
ABHP LIAISON TO PROFESSIONAL ASSOCIATIONS**

QUALIFICATIONS:

- Member of ABHP in good standing.
- Experience as a regional chapter officer and/or membership on ABHP councils or committees desirable.
- Desired Characteristics of Nominees for Elective and Appointed Office:
 - has been associated with a high level of professional institutional practice;
 - has served in elected office at the regional chapter level;
 - is articulate and can sell an idea;
 - is a good listener;
 - understands the organizational process, and has demonstrated sincere interest in organizational work;
 - is able to prioritize personal time so that organizational commitments can be met consistently;
 - does homework and is well prepared;
 - has support of family and employer for planned participation;
 - can support majority decisions and is able to compromise when needed;
 - is able to consider the impact of issues on a regional, state and national level.

RESPONSIBILITIES:

- Attend meetings as designated by the Board of Directors of ABHP
- Represent interests and concerns of ABHP
- Provide a copy of all minutes to the ABHP office
- Maintain communication with association and ABHP office
- Prepare reports for the Board of Directors

ANNUAL SCHEDULE OF ACTIVITIES

Monthly:	Attend Board of Directors Meetings (live or phone conferences)
Annually:	Attend ASHP Midyear Meetings
Annually:	Attend ASHP Annual Meetings
Annually:	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
As Possible:	Attend APhA Annual Meetings
As Possible:	Attend NPhA Annual Meetings
January:	Board of Directors Meeting
February:	Board of Directors Meeting
March:	APhA Annual Meetings Board of Directors Meeting
April:	Board of Directors Meeting
May:	Board of Directors Meeting Strategic Planning Committee Meeting ABHP Annual Meeting

Council on Student Affairs Meeting

- June:** **ASHP Annual Meetings**
Board of Directors Meeting
- July:** **NPhA Annual Meetings**
Board of Directors Meeting
- August:** Board of Directors Meeting
Standing Councils Meetings
- September:** Board of Directors Meeting
Committee on Finance Meeting
- October:** Board of Directors Meeting
- November:** Board of Directors Meeting
- December:** **ASHP Midyear Meetings**
Members Open Forum
Awards & Installation of Officers Luncheon
Association Leadership Orientation Meeting (ALOM)
Board of Directors Meeting
Standing Councils Meetings

TIME COMMITMENT ESTIMATE

- Varies with number and length of meetings of each professional association.

TERM OF APPOINTMENT:

- One year.

RESOURCES AND REIMBURSED EXPENSES:

- Expenses covered are those approved by the Board of Directors according to current policy.
- Expenses covered include travel and board to attend required meetings.
- The budget and fiscal policies established by the Board of Directors.
- Access to ABHP staff.
- Committee members.

BENEFITS OF POSITION:

Opportunity to.....

- Interact with colleagues from multiple practice environments throughout the state enhancing one's personal networking abilities and opportunities.
- Grow professionally through interaction with a highly motivated group of successful individuals.
- Gain and share knowledge about critical issues and events shaping pharmacy practice at both the state and national levels.

THE S-T-P (SITUATION/TARGET/PROPOSAL) MODEL OF PROBLEM ANALYSIS

Learning S-T-P Improves Organizational Functioning

The S-T-P model is useful for:

- 1) Analyzing problems, by yourself or in a group;
- 2) Chairing or facilitating a problem-solving or planning group; or
- 3) Formatting proposals to decision-makers.

This model provides a way of organizing complex information. It also helps resolve or manage conflicts that occur when a group tries to create a solution to a problem that each individual experiences differently. Finally, it provides categories of information that should be filled to get a good solution as well as a sequence for putting information on the table. Every organization should have at least one shared method for solving problems that are complex or require everyone's commitment to the solution.

Practicing the Model Builds Individual Skills

Using the model encourages participation by all group members because most individuals are good at providing at least one of the kinds of information needed to solve the problem. The model also builds analytic and leadership skills. You learn how to provide information in all categories by watching each other. As the group leader you learn: how to elicit information in specific categories, how to distinguish between a target and a proposal for getting to a target, and how to recognize when the group is getting off-track.

Defining the Problem so You Can Start Solving It

A problem exists when we experience a discrepancy between the current state and a desired alternate state. We can point to incidents or conditions that make us feel disappointed, frustrated, anxious, or angry. We want something different even if we're not aware of exactly what the "something different" is.

A good definition of the problem exists when three sets of information have been made explicit.

- 1) What are the essential features of the current state?
- 2) What are the key attributes of the desired alternate state?
- 3) What forces facilitate and what forces impede our moving from the current state to the desired state?

Problem Solution

You have a problem solution when group members can agree to support a series of actions, which they agree will probably change the current state into the more desired alternate state.

THE S-T-P MODEL - HOW TO USE IT

The S-T-P model, like others used for planning, organizes information to define a problem and to resolve or manage the conflict that often occurs in creating a solution. Information is organized into three interrelated dimensions.

Situation Dimension

Information about the essential features of the current state and the forces that facilitate and that impede moving to a more desired state.

Target Dimension

The desired state. What you want to accomplish and to avoid. Targets are chosen because those working on the problem value and desire them; they are not imposed. (Imposed requirements are part of the situation dimension).

Proposal/Plan Dimension

Specific action proposals aimed at changing the current state into the desired state. Who will do what by when? Any proposal for action implies some view of the situation and of the target.

Here are some common expressions and terms that fit into the three dimensions used in this model:

<u>SITUATION</u>	<u>PROPOSAL/PLAN</u>	<u>TARGET</u>
Starting point	Path from S-T	Termination point
Facts, opinions, explanations about the current conditions.	Means, plan strategy, implementation	Goals, aims, ends values, purposes, objectives
Predictions about efforts to change		The group's new behavior
Environment as the group perceives it.		Outcome desired by the group.

Basic Sequence for Problem Solving

- 1) Identify the problem (S-T)
- 2) Analyze the problem (T, use Mager's *Goal Analysis*)
- 3) Generate multiple solutions (P)
- 4) Design plans for action (who does what by when)
- 5) Predict consequences of intended actions (*Managing Stress, Appraisal, and Coping in Changing Organizations*)

- 6) Take action (take first step, revise if necessary)
- 7) Evaluate problem-solving process and its results and decide what you should do differently next time.

STP CHECKLIST
(A one-page quick checklist that prompts submission of STPs
in a manner that guarantees success)

SITUATION:

- ∞ Are the facts current (does the sources need to be stated)?
- ∞ Were facts verified by the Board Liaison, President, Treasurer or Executive Vice President, if appropriate?
- ∞ Are the facts balanced (pros and cons)?
- ∞ Are the perceptions of the situation put into perspective? (i.e., how many members feel this way? How urgent and why?)
- ∞ Make sure your *facts* are accurate. Be specific, avoid generalizations (e.g., "communication is poor").
- ∞ Provide numbers to support and define the situation (rather than, "attendance is declining" state that, "attendance has gone from 1,000 in 1992 to 700 in 1993").

TARGET:

- ∞ Where does it link to the strategic plan?
- ∞ What will it look/feel like when we get there?
- ∞ Is it a "P" in search of a "T"?

PROPOSAL:

- ∞ What do you want the **Board of Directors** to do?
- ∞ Who will do it? How will it be done?
- ∞ Are there financial or resource implications?
- ∞ Was the Treasurer consulted if \$\$ involved?
- ∞ Was the EVP consulted if unsure of the process?
- ∞ How will you measure accomplishment?
- ∞ Proposals should include Who, What and When.
- ∞ Does any other organization need to be contacted (e.g., FPA, Board of Pharmacy, FPC, etc.)
- ∞ Be specific as to who is responsible for taking action.
- ∞ Identify what role you are personally willing to take in achieving the proposal.

Have you asked someone else to review your STP for clarity and meaning?

STP FORM

PROPOSAL: _____

SUBMITTED BY: _____

DATE: _____

DESCRIPTION OF CURRENT SITUATION:

- 1.
 - 2.
 - 3.
 - 4.
- etc.

DESCRIPTION OF DESIRED SITUATION (OUTCOME, e.g., Goals, Objectives, Targets to be met; links to ABHP strategic plan):

- 1.
 - 2.
- etc.

PROPOSED ACTION(S):

- 1.
- 2.
- 3.

RESOURCES REQUIRED FOR PROPOSED ACTION(S)

Financial:
Staff time:
Volunteer time:
Consultant time:
Other:

BOARD ACTION:

CONSENSUS

A decision-making method in which all participants contribute their thoughts and feelings and all share the final decision. Consensus does not mean a unanimous vote, nor does it mean that everyone agrees:

It means that:

- a. Everyone can paraphrase the issue to show they understand it.
- b. Everyone has a chance to describe their feelings about the issue.
- c. Those who continue to disagree or have doubts will nevertheless say publicly that they are willing to give the decision an experimental try for a prescribed period of time.

Consensus is a condition in which every member is willing to go along without sabotaging the decision.

CONSTITUTION AND BYLAWS

CONSTITUTION

Article 1. The name of the corporation is Association of Black Health-System Pharmacists, Inc. (ABHP).

Article 2. The purpose for which ABHP is formed is to promote the value and vision of all pharmacists, but particularly black and other minority group pharmacists, as integral members of the health-care team in order to allow full utilization of their clinical and drug use control functions that would be beneficial in the health-systems. The ABHP shall foster advocacy, leadership, education, and collaboration that improve the health status and quality of life of minority patients and to advance the practice of black and other minority pharmacists in the health systems. The ABHP shall strive to support the goals and objectives of the American Society of Health-System Pharmacists (ASHP, which shall include the following:

1. To advance public health by promoting the professional interests of all pharmacists practicing in hospitals and other organized health care settings through:
 - a. Fostering pharmaceutical services aimed at drug-use control and rational drug therapy.
 - b. Developing professional standards for pharmaceutical services.
 - c. Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.
 - d. Developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel.
 - e. Disseminating information about pharmaceutical services and rational drug use.

- f. Improving communication among pharmacists, other members of the health care industry, and the public.
 - g. Promoting research in the health and pharmaceutical sciences and in pharmaceutical services.
 - h. Promoting the economic welfare of pharmacists and associated personnel.
2. To foster rational drug use in association such as through advocating appropriate public policies toward that end.
3. Recognize professional achievements of members and their contributions to pharmacy practice

Article 3. ABHP shall be a not-for-profit corporation and shall not be authorized to issue capital stock. No part of the net earnings of ABHP, current or accumulated, shall inure to the benefit of any private individual, nor shall ABHP be operated for the primary purpose of carrying on a trade or business for profit. ABHP intends to avail itself of any and all tax benefits or exemptions to which it may be entitled under Section 501 of the Internal Revenue Code of 1954, and it shall not operate or engage in any activity nor shall it possess or exercise any power that would substantially risk the loss of such benefits under that Code.

Article 4. The number of Directors of ABHP shall be 6, which number may be increased or decreased only by amendment to this Constitution. The Board of Directors shall consist of six Directors who shall be elected at large by a majority of votes cast by active members; and the officers of ABHP, to wit, the President, the President-elect, the Immediate Past President, the Treasurer, and the Secretary. The President of the Association shall serve as Chairman of the Board of Directors. The Directors, who shall act until the first annual meeting

or until their successors are duly chosen and qualified, as set forth in the Bylaws. The Directors of ABHP shall manage its business affairs. All Directors shall be active members of ABHP.

Article 5. The following provisions are hereby adopted for the purposes of defining, limiting, and regulating the internal affairs of ABHP:

1. The membership of ABHP shall consist of active members, associate members, honorary members, and such other categories as may be established in the Bylaws. Active members shall be licensed pharmacists who support the purposes of ABHP as stated in the Article Two of this Constitution; the other requirements for active membership shall be stated in the Bylaws. Only active members may (a) vote as individual members on amendment to this Constitution as provided in the Constitution; (b) elect the Directors of ABHP, and (c) serve as a Director of ABHP. The definition, rights, powers, and obligations of each class of members not set forth herein shall be established and limited by the Bylaws.
2. ABHP may establish and shall try to promote and strengthen ongoing cooperative relationships with other organizations when such relationships further the purposes of ABHP.
3. ABHP shall try to formally recognize, promote, and strengthen relationships with groups of pharmacists when such groups promote and foster the purposes of ABHP.

Article 6. Upon termination, dissolution, or winding up of ABHP, any assets that remain after payment or provision for payment of all of its liabilities, debts, and obligations shall be distributed by the Board of Directors only to one or more organized charitable, educational, scientific, or philanthropic organizations duly qualified as exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 (or under such successor provision of the Internal Revenue Code as may be in effect at the time of termination, dissolution,

or winding up of ABHP). Under no circumstances shall any assets be distributed to any member of ABHP.

Article 7. The private property of the members, officers, Directors, and employees of ABHP shall not be subject to payment of any debts or obligations of ABHP.

Article 8. The Bylaws shall delineate the authority of the Board of Directors and govern the internal affairs of ABHP. The Bylaws may be amended as provided therein.

Article 9. Any proposed amendment to this Constitution must first be submitted to the Board of Directors as written proposal, signed by at least two (2) active members in good standing. The proposed amendment will be included as an agenda item for the next Board of Directors meeting following receipt of the proposal. The initiators of the proposed amendment will be contacted to present the proposal to the Board of Directors. Upon review, the Board shall submit the proposed amendment to the members at an Open Forum for debate. Upon approval of a majority of the active voting member then present and voting, it shall be submitted to the entire active membership for vote by mail ballot in the same manner as in the election of officers as provided in the Bylaws and shall be sent out as part of the ballot for officers. A majority of the voting members returning the mail ballot within twenty (20) days of the postmark of the ballot shall be required to adopt the amendment

Article 10. The duration of ABHP shall be perpetual.

BYLAWS

ARTICLE 1. NAME AND SEAL

Section 1.1. The name of the corporation shall be the "Association of Black Health-System Pharmacists, Inc.," which will be referred to as ABHP.

1.1.1. The official corporate seal of ABHP, which shall be used as

needed to authenticate documents of ABHP, shall be fabricated by the president as necessary to conduct business and shall be securely kept at the principle office of the association.

Section 1.2. ABHP may adopt and use such trade names, trademarks, service names, and service marks as, in its judgment, are necessary or appropriate to identify or designate its products and services and to carry on its business.

1.2.1. No member, organizational component, or third party may use any name or mark of the ABHP unless such use conforms to the standards established by the Board of Directors and unless the Board has specifically approved such use in writing

ARTICLE 2 MEMBERSHIP

Section 2.1. Membership shall be open to all qualified pharmacists regardless of race, creed, sex, or national origin. The classifications of membership in ABHP are as follows:

2.1.1. Active Members: Pharmacists licensed or practicing in any state, district, or territory of the United States, who have paid dues as established by ABHP and who support the purposes and goals of ABHP as stated in the Article second of the ABHP Constitution.

2.1.1.1 Only Active members may vote on amendments to the Constitution, serve as officers and elect or serve as a Director of ABHP.

2.1.2. Retired Members: Pharmacists who have been active in the association and have retired will be eligible to qualify and apply for retired membership. Pharmacists engaged in part time employment are not eligible for retired membership.

2.1.2.1 Retired members may vote on amendments to the Constitution, serve as delegates and elect or serve as a Director of ABHP.

2.1.3. Associate Members: Persons, who have paid the dues as established by ABHP and who, by virtue of vocation, training, education, and interest, wish to further the purposes and goals of ABHP. Associate members shall consist of the following categories:

2.1.3.1. Supporting:

Individuals, other than those who qualify as active members, who by working in the health services, teaching prospective pharmacists, or otherwise contributing to pharmacy services provided in organized health care systems, make themselves eligible for membership.

2.1.3.2. Student: Individuals enrolled full time in a pharmacy practice degree program (graduate or undergraduate) in an accredited college of pharmacy. Licensed pharmacists enrolled in a post-baccalaureate doctor of pharmacy program or other graduate degree programs are not eligible for student membership.

2.1.3.3. Pharmacy Support Personnel: Technicians and other individuals who are employed as support personnel in a health care system.

2.1.4. Honorary Members: Persons who shall be elected for life by unanimous vote of the Board of Directors from among individuals who are or have been especially interested in, or who have made outstanding contributions to, pharmacy practice in organized health care systems. Honorary members may vote or hold office if otherwise eligible for active membership. No dues shall be required of honorary members.

Section 2.2. The Board of Directors shall establish dues and membership periods for all members.

2.2.1. Persons seeking membership in ABHP shall complete the application form and enclose payment of dues for the classification of membership being sought.

2.2.2. Payment of dues each year automatically renews membership in ABHP; failure to pay timely dues constitutes termination of membership. If dues are paid after membership has terminated, ABHP may treat such payment as a reinstatement of membership.

2.2.3. A member may terminate membership, at any time, by submitting a signed, written statement to ABHP.

2.2.4. Members shall, at the time of application or at renewal, be classified into the category of membership for which they qualify.

ARTICLE 3. OFFICERS

Section 3.1. The officers of ABHP shall be the President, the President-elect, the Immediate Past President, the Treasurer, and the Secretary, all of whom shall be active members of ABHP.

3.1.1. The President-elect shall be elected annually for a term of one year and shall succeed successively to the office of President and then to the office of Immediate Past President, serving for one year in each office.

3.1.2. The Secretary shall be elected biennially during an odd year for a term of two years

3.1.3. The candidates for Treasurer shall be chosen by the Board of Directors for a term of office of three years. No person shall serve more than two successive terms as Treasurer.

3.1.4. Each newly elected officer shall be installed at the Annual ABHP Meeting.

3.1.5. The President-elect will be installed at the first Board Meeting following the election.

Section 3.2. The President shall serve as the principal elected official of ABHP; serve as Chair of the Board of Directors; serve as Vice-Chair of the Nominations Committee; communicate to the required parties on the actions of the Board of Directors and on important new activities that affect and further the purposes of ABHP; and communicate with members of ABHP, affiliated organizations, and the public on the activities and policies of ABHP.

3.2.1. With the approval of the Board of Directors, the President shall annually appoint Chairs and members of the councils, committees, and other appropriate components set forth in Article 6 and any ad hoc committee, parliamentary, or groups that the Board of Directors establishes.

3.2.2. The President shall be an ex-officio member of all councils and committees of the Board of Directors and all ad hoc committees.

Section 3.3. The President-elect shall perform the duties of the President in the President's absence; succeed to that office upon the death, resignation, or

inability of the President to perform the duties of that office; serve as Vice Chair of the Board of Directors; and assist in communicating the policies and activities of ABHP to its affiliated organizations, members, and the public.

3.3.1. A President-elect, who succeeds to the office of President as provided in this section, shall serve out both the unfinished term to which he or she has succeeded and the term to which he or she would have succeeded in due course.

3.3.2. The President-elect shall be elected by the active membership of ABHP as set forth in Article 5 of these Bylaws.

Section 3.4. The Immediate Past President shall perform the duties of the President in the **temporary** absence of both the President and President-elect, and serve in such other capacity as may be designated by the Board of Directors.

3.4.1. The Immediate Past President shall report to the Board of Directors on his or her activities.

3.4.2. The Immediate Past President shall serve as Chair of the Research and Education Foundation; and Chair of the Nominations Committee.

Section 3.5. The Treasurer shall be responsible for overseeing conservation and prudent investment of the assets and funds of ABHP; assure expenditure of funds is in accord with the programs, priorities, and budget established by the Board of Directors; and regularly inform the Board of Directors, and members on the financial strength and needs of ABHP.

3.5.1. No monies shall be disbursed except upon signature of the Treasurer and the President. The Treasurer shall periodically review and approve internal controls designed to assure proper

control of funds and disbursements and make sure that current and projected income and expenses meet the budget of ABHP.

3.5.2. The Board of Directors may, at all times, inspect and verify the books and accounts of ABHP.

3.5.3. The Treasurer shall review and report upon the long-term financial projections and plans of ABHP.

Section 3.6. The Secretary shall be responsible for keeping and maintaining an accurate record of the meetings of the Board of Directors, and such other activities of ABHP as the Board of Directors deemed necessary. The Secretary shall give all notices required by law. The Secretary shall have authority to affix the corporate seal to any document requiring it and attest thereto by his or her signature.

3.6.3. The Secretary shall, by virtue of the office, be a nonvoting member of all councils and committees of the Board of Directors; and any other committee or component group established by the Board of Directors.

3.6.3.1. A copy of all committee reports shall be sent to the Secretary

3.6.4. The Secretary shall be chosen by vote of the membership and serve at the pleasure of the Board of Directors.

Section 3.7. The manner of filling vacancies of any office shall be as follows:

3.7.1. The provision of Sections 3.3 and 3.3.1 shall apply.

3.7.2. If both the President and the President-elect shall become **permanently** unable to perform the duties of their offices, the Board of Directors shall appoint, from the Board of Directors, a President Pro Tempore to serve for the remaining portion of the unexpired term. At the next yearly meeting of the ABHP

Members, the Committee on Nominations shall present nominations for the offices of President and President-elect, and an election shall be conducted in accordance with the provisions of Article 6 of these Bylaws.

3.7.3. If the Secretary or the Treasurer becomes unable to perform the duties of his or her office, the Board of Directors is empowered to fill that vacancy.

3.7.4. If the Immediate Past President is permanently unable to perform the duties of that office, the Board of Directors shall appoint a Director of ABHP to perform the duties of that office.

Section 3.8. The following miscellaneous provisions shall apply:

3.8.1. To the extent not prohibited by these Bylaws, the officers may also exercise the powers that, by statute or otherwise, are customarily exercised by officers holding such offices or that may be established by the Board of Directors. However, only the President or an individual appointed by the President may execute, on behalf of ABHP, contracts, leases, debt obligations, and all other forms of agreement. An officer of ABHP may sign an instrument that must be executed by the President and that other officer. The Board of Directors may authorize any two officers to jointly execute a specific document or instrument.

3.8.2. Except to the extent specifically authorized by the Board of Directors, no officer shall be entitled to any compensation for services. In accordance with policies established by the Board of Directors, officers may be reimbursed for reasonable expenses incurred

in discharging the functions of the office.

3.8.3. The Board of Directors may remove any officer, member, or member of the Board of Directors elected or appointed by the President whenever in their judgment the best interests of ABHP would be served thereby.

3.8.3.1. The affirmative vote of a two-thirds majority of the Executive Committee shall be required to remove a person from office

ARTICLE 4. BOARD OF DIRECTORS

Section 4.1. The Board of Directors shall consist of 6 persons and the officers of ABHP.

4.1.1. The term of office for a Director and the manner of election and filling vacancies in such offices shall be as specified in the Bylaws dealing with those offices.

4.1.2. Directors at large shall be elected as set forth in Article 5.

4.1.3. Elected Directors shall serve for a term of two years beginning with installation at the yearly meeting of the ABHP members following their election. Elected Directors may not serve more than two consecutive terms.

4.1.4. If the office of an elected member of the Board of Directors shall become vacant between yearly meetings of ABHP because of resignation, death, or otherwise, the Board of Directors may fill the vacancy. At the next yearly meeting of the ABHP members, the Committee on Nominations shall present candidates for election to serve for the remaining portion of the unexpired term.

Section 4.2. The Executive committee shall report to the Board and shall consist of the President, the President-elect, the Immediate Past President, the Secretary, and the Treasurer; the President shall be its Chair. The executive Committee shall prepare a budget for the forthcoming year and submit it to the Board of Directors for approval; review, assess, and monitor operations of ABHP to assure that budget objectives are met or that appropriate changes thereto are made; review and assess performance of investments and assets of ABHP; review all investment policies and financial policies of ABHP; oversee the responsibilities of the Treasurer set forth in Section 3.5; and oversee the financial operations of ABHP.

Section 4.3. The Board of Directors shall meet annually, in conjunction with the yearly meeting of ABHP members, and at such other times as the Board may determine. A special meeting shall be held upon written application of any three Directors or of the President.

4.3.1. The Secretary shall establish the time and place of scheduled and special meetings and shall give the Directors a responsible advance notice thereof by mail or other mode of transmittal.

4.3.2. At any meeting of the Executive Committee, a simple majority of the members shall constitute a quorum for all transaction of business provided that at least two officers are present.

4.3.3. Unless otherwise provided in these bylaws, a simple majority of the Executive Committee present at a meeting where a quorum is established shall be required to transact business

4.3.4. No Director shall be entitled to any compensation for services. Pursuant to policies adopted by the Board, Directors may be reimbursed for reasonable expenses incurred in attending meetings of the Board of Directors and in discharging

functions at the direction of the Board.

Section 4.4. The Board of Directors shall manage the affairs of ABHP, establish policies within the limits of the Bylaws, actively pursue the purposes of ABHP, and have discretion in the control, management, investment, and disbursement of its funds. The Board of Directors, through its Executive Committee, shall develop and approve an annual budget, establish financial goals for ABHP, and oversee the financial operations of ABHP. The Board of Directors shall establish and review long-term objectives of ABHP and establish the priority of all programs and activities. The Board may establish whatever rules and regulations for the conduct of its business it deems advisable and may appoint whatever agents it considers necessary to carry out its powers.

4.4.1. The Board of Directors may establish committees and task forces and designate and/or approve representatives to other organizations.

4.4.2. The Board of Directors may make contributions of ABHP assets to other organizations for research and education activities of benefit to pharmacists practicing in organized health care systems. The Board may also accept grants, contributions, gifts, bequests, or devices to further the purposes of ABHP.

4.4.3. The Board of Directors may create, review, and modify the Professional policies of ABHP and submit those policies in an appropriate forum to the members for such action they may choose to take. The Board of Directors shall approve or disapprove all recommendations of the components of ABHP set forth in Article 5 and any committee or group created by, or which reports to, the Board of Directors. Further, the Board of

Directors shall report annually to the membership how it has handled such recommendations so that the membership can take final action as required or appropriate under Article 6.

- 4.4.4. The Board of Directors shall approve all nominations to all committees, and councils, except as membership are specified in Article 3.
- 4.4.5. The Board of Directors may establish and modify administrative policies, not inconsistent with these Bylaws, for the conduct of its business and for the conduct of the business of ABHP and its components.
- 4.4.6. The Board of Directors and the officers shall tender reports at such times and in such manner as are required by law.

Section 4.5 A Board of Director member may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Director, or such Officer and the acceptance of the resignation shall not be necessary to make it effective

ARTICLE 5. ELECTIONS

- 5.1. Election of Directors of ABHP shall be conducted by, or under the auspices of, the Board of Directors.
 - 5.1.1. The Treasurer shall be elected by written ballot of a majority vote of the Directors every third year before the term of that office begins. Only nominations for the office of Treasurer from the Board of Directors shall be accepted.
 - 5.1.2. The President shall appoint a Committee on Nominations consisting of five active

members who shall solicit names of possible candidates for office using such means as it determines to be appropriate.

- 5.1.2.1. The Committee shall submit to the Board of Directors one or more reports nominating two candidates for the office of President-elect, two candidates for each Director to be elected, and two candidates for Secretary. The reports of the Committee shall not be subject to amendment and shall be the exclusive source of nominations for these offices.
- 5.1.2.2. The names of the candidates for President-elect, Directors, and Secretary of ABHP shall be submitted by mail to every active member of ABHP within 45 days after nomination. The member shall indicate on the ballot a choice of candidates for the offices to be filled and return the same by mail within 30 days of the date on the ballot.
- 5.1.2.3. The ballots, postmarked within 30 days of the date printed on the ballot, will be submitted to a Board of Canvassers, appointed by the President, who shall oversee counting of the ballots. The Board of Canvassers shall certify the results of

the election to the President. The President shall notify all candidates of the results of the election, and the results of the election shall also be disseminated to the membership.

5.1.2.4. Members of the Board of Canvassers are not required to be members of ABHP and may be selected from a geographic area nearest the Secretary. All ballots will be sent to the Secretary

5.1.2.5. The Board of Directors shall fill all vacancies in the list of candidates that may occur by death or resignation after the adjournment of the annual meeting of ABHP and before the issuance of mail ballots.

ARTICLE 6. COMPONENTS

Section 6.1. ABHP shall have councils, committees, and a technician division that shall function in a developmental and advisory capacity, developing programs authorized by the Board of Directors and recommending programs and policies to the Board of Directors in the various areas of interest. The councils shall consist of a Chair and those members appointed by the President, with the approval of the Board of Directors. The Chairpersons shall report at the business meetings of the Board of Directors and at such other times as directed by the Board of Directors. The technician division shall have a structure as defined in Article 8. The President shall appoint a Director to each council and to the technician

division who shall attend all meetings of the council as an observer and present council or division recommendations to the Board of Directors in the absence of the Chair. The Councils are as follows:

6.1.1 The **Council on Administrative Affairs** shall be concerned with (a) administration and management of business and professional programs, (b) policies and procedures, and (c) public relations

6.1.2 The **Council on Educational Affairs** shall be concerned with ABHP educational activities and administration of educational programs.

6.1.3 The **Council on Organizational Affairs** shall be concerned with (a) review of the ABHP Constitution and Bylaws, (b) ABHP membership, and (c) affiliate relations

6.1.4 The **Council on Professional Affairs** shall be concerned with (a) recognition of members' achievements, (b) member communication services, (c) pharmacy practice standards; and (d) pharmacy practice research

6.1.5. The **Council on Student Affairs** shall be concerned with assuring a strong student membership base.

Section 6.2. The President may establish committees to study or accomplish

objectives that may not be appropriately handle by a Council.

Section 6.3. The Committees and other component groups set forth as follows are components of ABHP and shall operate to further the purposes of ABHP.

6.3.1. The Committee on Awards shall consist of a Chair, one member from each of the Councils, and as many ABHP members deemed necessary. The Committee on Awards shall formulate and recommend criteria for the recognition of ABHP members who have made significant contributions to the practice of pharmacy and who promotes and enhances the vision of the Association.

Section 6.4. The President, with the approval of the Board of Directors, may establish and appoint joint committees with other organizations. Joint committees shall meet to discuss and recommend to each parent organization solutions to problems of mutual interest.

Section 6.5. The components of ABHP set forth in Article 6 shall have only those powers granted herein. The Board of Directors may establish administrative guidelines for these entities.

6.5.1. In no case shall a component independently contact other organizations, seek or attempt to secure funds from outside ABHP, or commit any funds of ABHP without prior authorization from the ABHP Board of Directors.

ARTICLE 7. AFFILIATED REGIONAL CHAPTERS

Section 7.1 ABHP shall recognize groups of pharmacists practicing in organized health care systems within the United States when such groups promote the purposes of ABHP.

Section 7.2 Affiliated regional Associations may be recognized as an affiliate upon the approval of the Board of Directors. The board shall require the following criteria as basis, in part, for recognition and approval for affiliation:

7.2.1 The Regional Association currently numbers at least ten (10) active members as demonstrated by a written list of such membership and attested in a Charter Application for Regional Chapter by the signatures of its President, Secretary, and charter members.

7.2.2 The Regional Association has submitted a copy of its Constitution and By-Laws, currently up-to-date, to the Council on Organizational Affairs for approval. Such Constitutions and By-Laws must not have objectives and organizational characteristics inconsistent with the intent of the objectives and organizational characteristics of the ABHP.

7.2.3 The Regional Association currently numbers among the active membership at least a majority of persons who are members of the ABHP at the time of application for affiliation:

7.2.4 The Regional Association had indicated in writing its interest in the best welfare and progress of the Association and a desire to participate fully and actively in the ABHP through its representatives:

7.2.5. The Board of Directors shall otherwise determine by

reputation and demonstrated activity that the Regional Association is acceptable as an affiliated group;

Section 7.3. ABHP shall recognize affiliated student chapters at each college of pharmacy.

Section 7.4. ABHP shall promote and strengthen affiliations with affiliated regional chapters in order to support and fulfill the mission of ABHP and its affiliates.

7.4.1. Affiliated state chapters shall promote the standards and policies of ABHP.

7.4.2. Affiliated state chapters may use the official Association logo and note its affiliation with ABHP under such terms and conditions as may be established by the Board of Directors.

7.4.3. Within the limits of its resources, ABHP shall endeavor to provide services, benefits, and programs to assist affiliated regional chapters in furthering the purposes of ABHP and in furthering the organizational strength of affiliated regional chapters.

7.4.4. Affiliated regional chapter involvement is critical to ABHP and should advance the best interests of the membership at the state level; encourage and facilitate two-way information exchange and support between ABHP and the affiliate, and provide benefits to ABHP and the affiliate.

Section 7.5. Affiliation shall not limit the rights of ABHP or the affiliated regional chapter.

7.5.1. Affiliated state chapters may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the Association of Black Health-System Pharmacists that has not been officially adopted by ABHP.

7.5.2. Acts of affiliated state chapters shall in no way commit or bind ABHP.

7.5.3. Dues in affiliated regional chapters may be set at the discretion of the chapter. Dues in ABHP shall be established pursuant to these Bylaws.

ARTICLE 8: TECHNICIAN DIVISION

Section 8.1 *Membership.* The membership of the Division shall consist of all technician members of the Association of Black Health-System Pharmacists.

Section 8.2 *Officers of the division.*

8.2.1 The Officers of the Division shall be members of the Division.

8.2.2 Secretary. The Vice-Chairperson shall be appointed annually and shall ascend successively to the offices of Chairperson and Immediate Past Chairperson, serving one year in each of these positions. The Secretary shall be appointed every two (2) years. The President of the Association will make appointments.

Section 8.3 Duties of the Officers.

8.3.1 The Chairperson shall be the principal appointed official of the Division. With approval of the ABHP Executive Committee, the chairperson shall appoint committees as needed; shall be a member of the Division Executive Committee and shall serve as its Chairperson; and shall report at least annually on the Division activities to the Board of Directors.

8.3.2.The Vice-Chairperson shall be a member of the Division Executive Committee and shall perform the duties of the office of Chairperson whenever the Chairperson is unable to do so.

8.3.3 The Immediate Past Chairperson shall be a member of the Division Executive Committee and shall perform the duties of the office of Chairperson whenever the Chairperson or vice chairperson is unable to do so.

8.3.4 The Secretary shall be a member of the Division Executive Committee and shall serve as Secretary of the division Executive Committee.

8.3.5. There shall be an Executive Committee of the Division consisting of the officers, one technician member at-large, and one active pharmacist member as appointed by the ABHP President. The pharmacist member must also be on the Board of Directors and shall serve as liaison to the Board of Directors.

8.3.6. The ABHP Executive Committee member shall be a voting member of the division Executive Committee.

Section 8.4. If the office of a member of the Division Executive Committee becomes vacant, the ABHP President shall fill such vacancy.

Section 8.5. The Division Executive Committee shall meet as deemed appropriate by the Board of Directors.

ARTICLE 9: MISCELLANEOUS

Section 9.1. ABHP may indemnify each Director, officer, former Director, and former officer of ABHP against

expenses (including attorneys' fees), judgments, fines, penalties, and settlements actually and necessarily incurred by that person in connection with or arising out of any proceeding in which that person may be involved as a party or otherwise by reason of being or having been such Director or officer.

9.1.1. No indemnification shall be made until the Board of Directors of ABHP shall have determined that indemnification is proper.

Section 9.2. If any provision of these Bylaws should, for any reason, be held to be invalid, the validity of any other provision is not thereby affected.

Section 9.3. Whenever the Board of Directors is given authority with respect to any matter, that authority shall include the ability to modify, change, stop, or eliminate that matter at any time.

Section 9.4. The business of the ABHP shall be conducted in accord with such Rules of Procedure as the ABHP may establish and, to the extent not covered therein, by the latest edition of *Robert's Rules of Order*. In no case shall any rule of the ABHP conflict with the Constitution or these Bylaws.

Section 9.5. The fiscal year of ABHP shall be the calendar year.

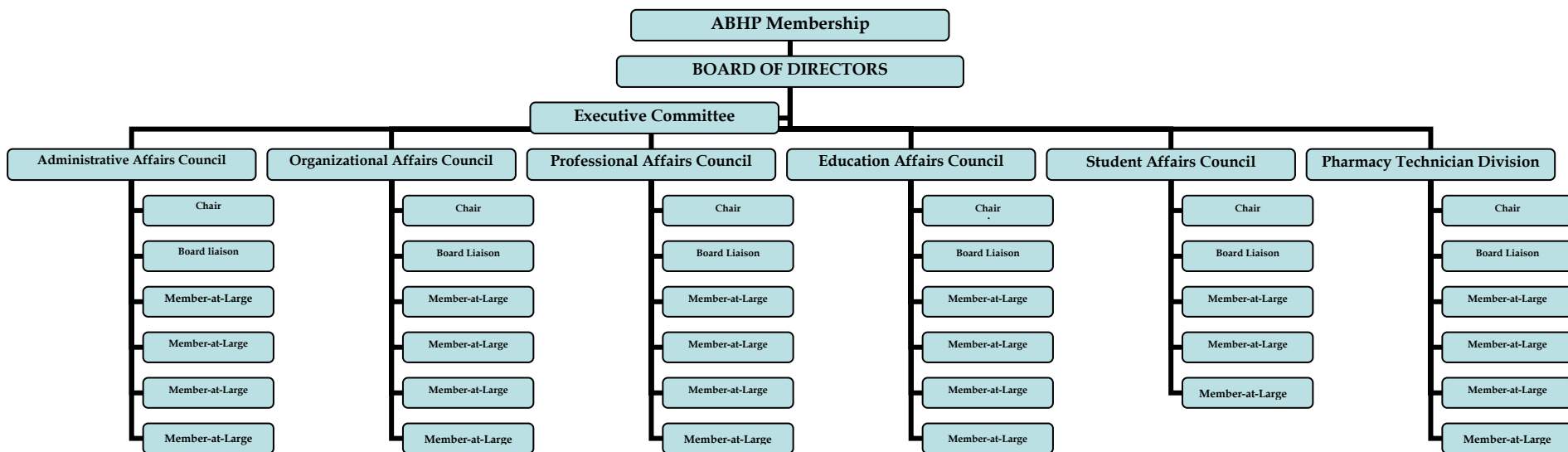
Section 9.6. ABHP will support a Research and Education Foundation to further development of the profession and as a means to meet the purposes of ABHP; the Research and Education Foundation will, at all times, be a separate and independent entity.

ARTICLE 10. AMENDMENT

Section 10.1. Any proposed amendment to these Bylaws must first be submitted

to the Board of Directors in accordance with Article 9 of the Constitution. Upon review, the Board shall submit the proposed amendment to the membership for debate and vote. Upon approval of a majority of the voting members, the amendment shall become effective.

ABHP 2005 Organizational Chart
ASSOCIATION OF BLACK HEALTH-SYSTEM PHARMACISTS



ABHP Membership Benefits

When you join the Association of Black Health-system Pharmacists you can . . .

- ◆ Obtain the highest quality of continuing education that's directly pertinent to your practice
- ◆ Receive the most current information on minority health issues
- ◆ Have a wide variety of opportunities for involvement
- ◆ Contribute to the success of the Association
- ◆ Participate in policy and financial decisions which support pharmacy practice
- ◆ Develop leadership and organizational management skills
- ◆ Interact and join forces colleagues from various practice environments throughout the nation enhancing one's personal networking abilities and opportunities
- ◆ Become more knowledgeable about critical issues and events shaping pharmacy practice at both the state and national levels
- ◆ Gain recognition with prestigious awards

Past Presidents

President	Year
<i>John J. Scrivens, PhD</i>	1980 -1990
<i>E. Carole Johnson, M.S.</i>	1991 - 1992
<i>Theotus Butler</i>	1993 - 1994
<i>Terrill G. Washington, Pharm.D.</i>	1995- 1996
<i>Earnest Johnson</i>	1997 - 1998
<i>Margaret Peoples, Pharm.D.</i>	1999 - 2000
<i>Brenda Whittenberg, Pharm.D.</i>	2001- 2002
<i>John E. Clark, Pharm.D.</i>	2003 - 2004

Wendell T. Hill Award Recipients

The award, named in honor of the first African-American President of the American Society of Health-system Pharmacists (ASHP), is presented annually to give recognition to an individual who, through his/her dedication, interest and enthusiasm, has made significant contribution to the practice of pharmacy.

Recipient	Year
<i>Arcelia Johnson-Fannin</i>	1997
<i>Bruce E. Scott</i>	1998
<i>Robert D. Gibson</i>	1999
<i>Marcellus Grace</i>	2000
<i>Henry Lewis III</i>	2001
<i>Hewitt W. Matthews</i>	2002
<i>Johnnie L. Early</i>	2004

Pharmacist of the Year

The award recognizes a pharmacy practitioner who have made an exemplary contribution to the practice of pharmacy throughout his or her career or who have accomplished a single, outstanding, distinctive achievement or accomplishment that has promoted and elevated the standard of pharmacy practice or the vision of the ABHP.

Recipient	Year
<i>Monroe Mack</i>	1983
<i>Albert Hopkins</i>	1985
<i>Paul W. Smith</i>	1986
<i>Robert D. Gibson</i>	1987
<i>Majorie Jackson</i>	1988
<i>Edric R. Bates</i>	1996
<i>Kathleen Kennedy</i>	2002
<i>Nicole T.R. Gordon</i>	2004

Board of Directors and Officers *2005 - 2006*

President

John E. Clark, Pharm.D.
Miramar, Florida
(305) 585-1197

Treasurer

Horace Knight, M.S.
Rockville, Maryland
(301) 330-2043