

**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**

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|---------------------|--|
| <b>Monthly:</b>     | Attend Board of Directors Meetings (live or phone conferences)                   |
| <b>Annually:</b>    | Attend ASHP MidYear Meetings   |
| <b>Annually:</b>    | Attend ASHP Annual Meetings  |
| <b>Annually:</b>    | Attend Training/Orientation Session for Officers, Councils and Committees (ALOM) |
| <b>As Possible:</b> | Attend APhA Annual Meetings  |
| <b>As Possible:</b> | Attend NPhA Annual Meetings  |
| <b>As Possible:</b> | Attend ASHP Annual Meetings  |
| <b>January:</b>     | Board of Directors Meeting   |
| <b>February:</b>    | 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  
**ABHP Annual Meeting**  
Council on Student Affairs  
Members Open Forum  
Standing Councils Meetings  
Awards & Installation of Officers Banquet

**June:**

**ASHP Annual Meetings**  
Board of Directors Meeting

**July:**

**NPhA Annual Meetings**  
Board of Directors Meeting  
Strategic Planning Committee 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**  
Awards Luncheon  
Association Leadership Orientation Meeting (ALOM)  
Board of Directors Meeting

**TIME COMMITMENT ESTIMATE:**

The ABHP President can expect to spend a minimum of 20 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 4 to 5 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.
- 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 **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.
- 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)

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

**TIME COMMITMENT ESTIMATE:**

The ABHP President-Elect can expect to spend a minimum of 10 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 one-half of the days would be expected to be

weekdays and one-half 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**

- |                     |   |
|---------------------|---|
| <b>Monthly:</b>     | Attend Board of Directors Meetings (live or phone conferences)  |
| <b>Annually:</b>    | Attend ASHP MidYear Meetings  |
| <b>Annually:</b>    | Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)  |
| <b>As Possible:</b> | Attend APhA Annual Meetings   |
| <b>As Possible:</b> | Attend NPhA Annual Meetings   |
| <b>As Possible:</b> | Attend ASHP Annual Meetings   |
| <b>January:</b>     | Board of Directors Meeting  |
| <b>February</b>     | Board of Directors Meeting  |
| <b>March:</b>       | <b>APhA Annual Meetings</b><br>Board of Directors Meeting<br>Committee on Nominations Meeting (phone conference)  |
| <b>April:</b>       | Board of Directors Meeting<br>Committee on Nominations Meeting (phone conference)   |
| <b>May:</b>         | Board of Directors Meeting<br><b>ABHP Annual Meeting</b><br>Members Open Forum<br>Awards & Installation of Officers Banquet<br>Standing Councils Meetings |

<b>June:</b>	<b>ASHP Annual Meetings</b> Board of Directors Meeting
<b>July:</b>	<b>NPhA Annual Meetings</b> Board of Directors Meeting Strategic Planning Committee Meeting
<b>August:</b>	Board of Directors Meeting Standing Councils Meetings
<b>September:</b>	Board of Directors Meeting
<b>October:</b>	Board of Directors Meeting Committee on Nominations Meeting (phone conference)
<b>November:</b>	Board of Directors Meeting
<b>December:</b>	<b>ASHP MidYear Meetings</b> Awards Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting

#### **TIME COMMITMENT ESTIMATE**

The ABHP Immediate Past President can expect to spend a minimum of 10 days attending ABHP related meetings and performing ABHP activities. An additional 2 or 4 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 Budget & 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

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

**TIME COMMITMENT ESTIMATE:**

- **Board of Directors'** meetings, 1 days 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 Budget & Finance Councils, 4-8 hours per each meeting.
- Preparation of Treasurer's Report to the membership - 6 - 8 hours per year.

**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.
- 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 Professional Affairs Council 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 Training/Orientation Session for Officers, Councils and Committees (ALOM)

**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  
**ABHP Annual Meeting**  
Standing Councils Meetings  
Members Open Forum  
Awards & Installation of Officers Banquet

**June:** **ASHP Annual Meetings**  
Board of Directors Meeting

**July:** **NPhA Annual Meetings**  
Board of Directors Meeting  
Strategic Planning Committee 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**  
Awards Luncheon  
Association Leadership Orientation Meeting (ALOM)  
Board of Directors Meeting

### **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

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

### 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**

<b>Monthly:</b>	Attend Board of Directors Meetings (live or phone conferences)
<b>Annually:</b>	Attend ASHP MidYear Meetings
<b>Annually:</b>	Attend Training/Orientation Session for Officers, Councils and Committees (ALOM)
<b>As Possible:</b>	Attend NPhA Annual Meetings
<b>January:</b>	Board of Directors Meeting
<b>February</b>	Board of Directors Meeting
<b>March:</b>	<b>APhA Annual Meetings</b> Board of Directors Meeting
<b>April:</b>	Board of Directors Meeting
<b>May:</b>	Board of Directors Meeting <b>ABHP Annual Meeting</b> Standing Councils Meetings Members Open Forum Awards & Installation of Officers Banquet

<b>June:</b>	<b>ASHP Annual Meetings</b> Board of Directors Meeting
<b>July:</b>	<b>NPhA Annual Meetings</b> Board of Directors Meeting Strategic Planning Committee Meeting
<b>August:</b>	Board of Directors Meeting Standing Councils Meetings
<b>September:</b>	Board of Directors Meeting Committee on Finance Meeting
<b>October:</b>	Board of Directors Meeting
<b>November:</b>	Board of Directors Meeting
<b>December:</b>	<b>ASHP MidYear Meetings</b> Awards Luncheon Association Leadership Orientation Meeting (ALOM) Board of Directors Meeting

**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.