



# **New Mexico Society of Health-System Pharmacists**

## **BOARD OF DIRECTORS & OFFICERS**

The Board of Directors consists of the officers and the Regional Board members of the Society, one New Mexico Pharmacists Association (NMPHA) representative, one student representative, one faculty representative from the University of New Mexico College of Pharmacy (if no other member of the Board is a member of the UNM faculty), and one pharmacy technician representative. The President serves as Chairman of the Board of Directors. The President-Elect acts as Vice-Chairman and the Secretary as Secretary of the Board. A majority of the Board members constitutes a quorum.

The Board is legally responsible and liable for activities of the Society. It has a fiduciary responsibility to oversee finances and assets of the organization.

### **QUALIFICATIONS**

NMSHP pharmacist member in good standing

### **RESPONSIBILITIES**

- Represents the Society as the official voice of the members of NMSHP.
- Acts on administrative, fiscal and other matters that are not inconsistent with the Society Bylaws.
- Controls and manages the affairs and funds of the Society.
- Employs individuals necessary to manage the affairs of the Society.
- Makes decisions regarding the actions of the Councils, Sections, and Officers.
- Exercises final authority over any project requiring the expenditure of Society funds.
- Takes action on all “votes to recommend (actions requiring Board approval)” from Committees and other groups.
- Receives, revises if necessary, and approves the proposed budget for the calendar year from the Treasurer.
- Approves the appointments made by the President for Committees and other appointments.
- Certifies the election of Delegates and Alternates to the ASHP House of Delegates.
- Approves propositions to alter or amend the Bylaws of the Society submitted as provided in the Bylaws and submits to the active membership for vote by mail ballot.
- Reviews reports from all Committees.
- Receives nominations and votes to approve election of Honorary members.
- Reviews and acts upon requests for establishment of Sections.
- Accepts grants, contributions, gifts, bequests or devices to further the purpose of the Society on behalf of the Society.
- Has charge of the property of the Society.
- Selected editors for Society publications.
- Holds regular Board meetings at least four times a year. The Board shall convene additional meetings at the call of the Chair of the Board or upon receipt of a written request of a majority of members of the Board.

## **TIME COMMITMENT ESTIMATE**

Preparation for Board activities and communication with members is approximately 1-2 hours per week. Monthly Board of Directors' meetings are approximately 1 hour per meeting in the evening via conference call. Attendance at Balloon Fiesta Symposium and other NMSHP meetings desirable.

## **OFFICERS & MEMBERS OF THE BOARD OF DIRECTORS**

### **OFFICERS**

#### **PRESIDENT**

- Administers operations of NMSHP, assigning responsibilities and coordinating activities with the assistance of the Executive Director.
- Establishes objectives for the year with the Board that addresses strategic plan.
- Promotes, influences and fosters the growth of the pharmacy profession statewide and nationwide.
- Serves as the primary contact person for NMSHP with responsibility for the majority of the formal communications between NMSHP and other organizations; establishes a dialogue and communicates with Board members and officers of other organizations.
- Serves as the primary volunteer link between ASHP and Society members; communicates with ASHP staff members to provide and obtain information and assistance.
- Communicates with NMSHP members and other pharmacists to seek grass-roots input and ideas; encourages participation of Society members.
- Works with the Secretary to establish Board meeting agendas.
- Presides at Society meetings.
- Works closely with ASHP and the NMSHP Membership Committee to recruit new members and retain current members.
- Engages in written and verbal communication on behalf of the Society, as needed.
- Signs checks on behalf of the Society as may be required.
- Assists Board members and committees in defining responsibilities and timetables for projects.
- Annually appoints Committee Chairs with Board approval.
- Coordinates activities of committees, recommends committee additions, and serves as a non-voting member of all committees
- Appoints NMPHA representative, student representative, and technician representative to board annually
- Appoints members to vacant positions except as otherwise provided in the NMSHP Bylaws.
- Gives welcoming remarks at NMSHP sponsored seminars and events.
- Works closely with the Executive Director on behalf of the Society, as needed.
- Responsible for maintaining website (with Secretary, President-Elect, and Immediate Past-President)
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month) and assists in determining content and editorial policy
- Attends Balloon Fiesta Symposium and other NMSHP meetings

**TERM OF OFFICE:** One year. This position follows the office of President-Elect and follows to the office of Immediate Past President, making a total commitment of three years for this position.

## **PRESIDENT-ELECT**

- Develops knowledge and understanding of the duties and responsibilities of the President.
- Keeps abreast of current Society activities.
- Develops objectives and goals for his/her Presidential year including potential committee chairs.
- Develops knowledge of the NMSHP Bylaws and Strategic Plan.
- Serves as a member and Vice Chair of the NMSHP Board of Directors.
- Responsible for maintaining website (with Secretary, President, and Immediate Past-President)
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month) and assists in determining content and editorial policy
- Attends Balloon Fiesta Symposium and other NMSHP meetings

TERM OF OFFICE: One year. This position is elected by the membership and follows to the office of President and then Immediate Past President for a total term of 3 years.

## **IMMEDIATE PAST PRESIDENT**

- Fosters good will with officers and members of the Society.
- Writes letters of appreciation to other organizations with whom he/she has worked during his/her presidential year to maintain Society contacts and to introduce the new Society President.
- Serves as a member of the NMSHP Board of Directors, and in the absence of the President and the President-Elect, serves as the Chair of the Board.
- Responsible for maintaining website (with Secretary, President-Elect, and President)
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month) and assists in determining content and editorial policy
- Attends Balloon Fiesta Symposium and other NMSHP meetings

TERM OF OFFICE: One year. This position follows from the office of President-Elect and President.

## **TREASURER**

- Attends monthly Board meetings and gives financial report
- Submits monthly financial statements with the Board
- Prepares a budget with the assistance of the Executive Director and Board of Directors
- Monitors the Society's funds to assure that the management, investment, and disbursement of funds are executed in a fiscally responsible manner.
- Works closely with the Executive Director to assure the prompt receipt of accounts receivable and the timely disbursement of accounts payable.
- Arranges for an annual audit of the Society's financial records.
- Reviews copies of most recent financial reports, all previous financial records, budgets, and other data pertaining to the fiscal affairs of the Society.
- Studies, advises and reports on the feasibility of special committee or Society activities that require the expenditure of funds beyond the confines of the current budget.
- Presents reports of Society finances at the Annual Meeting.
- Provides budget information to Board members and Committee Chairs in August in order to develop a budget for the coming calendar year.
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings

TERM OF OFFICE: Two years. Elected in even numbered years.

## **SECRETARY**

- Attends monthly Board meetings
- Assists the President in preparing the agenda for each meeting of the Board of Directors.
- Keeps minutes for all Board meetings and distributes to Board before the next meeting. Minutes of Board meetings should be kept permanently.
- Prepares official correspondence for the Board
- Responsible for maintaining website (with President/President-Elect/Past-President)
- Conducts Society correspondence as directed by the President.
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings

TERM OF OFFICE: Two years. Elected in odd numbered years.

## **MEMBERS**

### **NORTHWEST REGION REPRESENTATIVE**

- Represents the following counties: Cibola, McKinley, Valencia and San Juan.
- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years. Elected in odd numbered years.

### **CENTRAL REGION REPRESENTATIVE**

- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years. Elected in odd numbered years.

### **SOUTHWEST REGION REPRESENTATIVE**

- Represents the following counties: Catron, Dona Ana, Grants, Hidalgo, Luna, Sierra, Socorro, Lincoln, and Otero.
- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years. Elected in even numbered years.

### **NORTHEAST REGION REPRESENTATIVE**

- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years. Elected in odd numbered years.

### **SOUTHEAST REGION REPRESENTATIVE**

- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attends Balloon Fiesta Symposium and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years. Elected in even numbered years.

### **NMPHA REPRESENTATIVE**

- Serves as a voting member of the Board of Directors.
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to NMPHA
- Performs other duties and assignments as requested by the President.
- Attendance at Balloon Fiesta Symposium and other NMSHP meetings desirable

TERM OF OFFICE: One-year, President-Appointed

### **TECHNICIAN REPRESENTATIVE**

- Serves as a voting member of the Board of Directors.
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to technician members
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Performs other duties and assignments as requested by the President
- Attendance at Balloon Fiesta Symposium and other NMSHP meetings desirable

TERM OF OFFICE: One-year, President-Appointed

### **STUDENT REPRESENTATIVE**

- Serves as a voting member of the Board of Directors.
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to UNM College of Pharmacy Students and ASHP-SSHP members
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Performs other duties and assignments as requested by the President.
- Attendance at Balloon Fiesta Symposium and other NMSHP meetings desirable

TERM OF OFFICE: One-year, President-Appointed

### **UNM COLLEGE OF PHARMACY REPRESENTATIVE**

- In the event that no other member of the Board of Directors is a faculty member of the University of New Mexico (UNM) College of Pharmacy, a representative will be nominated by the President to serve as a voting member of the Board, with the approval of the Board of Directors.
- Serves for a term of one year.

## **STANDING COMMITTEES**

### **EDUCATION COMMITTEE**

Plans and coordinates all NMSHP educational programs. Consists of members representing a variety of pharmacy practice experience (academic, hospital, ambulatory, law & regulatory issues, home health care).

- Make provisions for volunteer staff for the following areas of responsibility at the Annual Meeting and the Mid-Year Meeting:
- Assist the Executive Director in the preparation of a detailed budget for each meeting
- Assist the Finance Committee in making arrangements for speaker funding and assuring that requests for funding follow NMSHP Fiscal Management policies and procedures.
- Assure that NMSHP educational programs meet all ACPE criteria for approved programs.
- Assure that all commercial support be stipulated by a written agreement and must flow through the provider and/or its educational partner.
- Perform other duties and assignments as requested by the President.

### **3. FINANCE COMMITTEE**

- Establish policies and procedures regarding savings and investments of the Society.
- Formulate policies and procedures regarding the financial management of Society funds.
- Prepare a budget for the calendar year and annually submit to the Board of Directors for approval.
- Perform other duties and assignments as requested by the President.

### **4. LEGISLATIVE COMMITTEE**

- Monitor state and federal legislative and regulatory activities affecting pharmacy and health care.
- Educate membership about legislative and regulatory issues.
- Monitor meetings of the New Mexico Board of Pharmacy.
- Develop legislative and regulatory priorities and submit to Board for review and approval.
- Develop position statements on legislative and regulatory issues and present to Board for review and approval.
- Promote consensus on issues among membership and other professions and healthcare organizations.
- Develop and maintain a legislative contact database.
- Lobby for the NMSHP legislative and regulatory agenda.
- Report committee activities to the Board.
- Report NMSHP legislative and regulatory activities to ASHP.
- Perform other duties and assignments as requested by the President.

### **5. MEMBERSHIP COMMITTEE**

- Establish a regional network of membership recruiters.
- Assist the Executive Director in preparing and reviewing the membership promotion materials.
- Establish procedures for participating in the ASHP Spring and Fall Recruitment Campaigns.
- Work with the UNM student chapter to recruit student members.
- Periodically conduct a member survey. Collect, collate, and distribute information.
- Perform other duties and assignments as requested by the President.