



Idaho Society of Health-System Pharmacists

Position Description: President-Elect

PURPOSE:

The President-Elect shall be elected annually by the voting membership of ISHP for a term of one (1) year to serve a 1-year term as an Officer of ISHP and a member of its Board of Directors. The President-Elect will serve under the office of the President at the appointed time before ascending to the Office of the President and Immediate Past President, respectively. The President-Elect will be a voting member of the Board of Directors and cannot serve more than 2 consecutive terms of President-Elect/President/Immediate Past President.

QUALIFICATIONS:

- a. Licensed pharmacist either practicing or residing in the State of Idaho
- b. Active member of ISHP in good standing
 - a. Encouraged to be a member of ASHP
- c. Prior service of one full term as a member of the ISHP Board of Directors
- d. Understands the organization processes and has demonstrated sincere interest in organization work
- e. Passionate about ISHP's mission and purpose
- f. Ability to serve the full 3-year term of President-Elect, President, and Immediate Past President
 - a. Has the support of family and employer for participation
- g. Is a good listener and communicator with interpersonal skills
- h. Ability to effectively articulate ideas and work well with others

RESPONSIBILITIES:

1. Adhere to the constitution, bylaws, policies and procedures of ISHP
2. Serve as Vice-Chair, and Officer, and member of the ISHP Board of Directors
3. Assume responsibilities as directed by the President
4. Perform the duties of the President when the President is unable to do so
5. Serve on at least the following committees:
 - a. Executive Committee
 - b. Education Committee
 - c. Finance Committee
6. Serve as the Executive Committee liaison to those committees, task forces, workgroups, etc as assigned by the President

7. Develops knowledge and understanding of the duties and responsibilities of the President
8. Review and develop a working understanding of the Constitution, By-laws, and the Policies and Procedures of the Society
9. Keep current on ISHP activities
10. Develop a working knowledge of the Society's goals, objectives, and strategic plan
11. Assist with orientation of new Board of Directors members
12. Assist in identifying and recruiting potential Board of Directors members

TIME COMMITMENT:

The President-Elect can expect to spend a minimum of 12 days per year attending ISHP-related meetings and performing ISHP-related activities, not including committee meetings and conference calls. He/She should be available for live or telephone conference meetings as needed. The President-Elect can expect an average of 3-5 hours per week related to ISHP activities (reading ISHP material, committee meetings, board meetings, and additional communication/coordination time with committee and board members, others, etc.). Additional time may be required prior to ISHP meetings. The President-Elect is expected to attend at least the executive committee meetings, bi-monthly board meetings, Strategic Planning Meeting/Board Member training, and the 2 educational conferences (Fall and Spring).

President-Elect Timeline

October

- Executive Committee Meeting

November

- Strategic Planning/Board Member Training/Board Meeting
- Executive Committee Meeting
- ASHP President's Retreat (if president unable to attend)
- Newsletter Article

December

- Executive Committee Meeting

January

- Executive Committee and Board Meeting
- Legislative Day

February

- Executive Committee Meeting
- Newsletter Article

March

- Executive Committee and Board Meeting

April

- Executive Committee Meeting
- Spring CE and Business Meeting

May

- Executive Committee and Board Meeting
- Newsletter Article
- Northwest Pharmacy Convention

June

- Executive Committee Meeting
- Develop budget w/ Secretary-Treasurer

July

- Executive Committee and Board Meeting
- Start planning for upcoming presidential year

August

- Executive Committee Meeting
- Newsletter Article
- Start planning for upcoming presidential year

September

- Executive Committee and Board Meeting
- Fall CE and Business Meeting
- Continue planning for upcoming year