



Idaho Society of Health-System Pharmacists

Position Description: Programs Chair

PURPOSE:

The Programs Chairperson shall have been elected by the voting membership of ISHP to serve a 2-year term on the Board of Directors to develop educational opportunities for the members of ISHP. The Chairperson will work closely with the Education Chairperson in overseeing the development and implementation of educational programs and related policies authorized by the Executive Board as well as share the responsibility of effectively directing the Education Committee in the charges set forth for that committee. The Education Chairperson will be a voting member of the Board of Directors and cannot serve more than 2 consecutive terms in this position.

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. Demonstrates sincere interest in organization work
- d. Passionate about ISHP's mission and purpose
- e. Demonstrates a high level of interest in advancing the organization's educational meetings and programs
- f. Ability to serve the full 2-year term of office
 - 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:

During the 1st year of their term, the Programs Committee Chairperson will serve as the secondary chair for the Education & Programs Committee with the Education Chairperson, who will be in their 2nd year of their term, serving as the primary. They then will move into the primary chair during the 2nd year of their term and the incoming Education Committee chairperson will be secondary.

1. Adhere to the constitution, bylaws, policies and procedures of ISHP
2. Development of educational activities with the Education Chairperson
 - a. Review past activities
 - b. Plan and coordinate Continuing Education meetings
 - i. Fall Meeting
 - ii. Spring Meeting
 - c. Oversee the Education Committee and facilitate meetings
3. Maintains an active Education Committee consisting of at least:
 - a. Education Chairperson

- b. Programs Chairperson
 - c. Executive Director
 - d. Technician Representative
 - e. Other interested board members
 - f. Volunteers from the general membership
4. Maintains an approved budget for all educational activities and meetings
- a. Registration fees for all participants
 - b. Venue and AV fees, etc.
 - c. Speaker honorariums and travel expenses
5. Works closely with the Executive Director and Education chairperson to:
- a. Assure compliance with ACPE standards and accreditation
 - i. Advertising, presentation and program content, etc.
 - b. Maintain an up-to-date mission and goals for CPE programming and needs assessment
 - c. Approve all finalized documents for release to the membership

TIME COMMITMENT:

The Programs Chairperson can expect to spend an average of 1 – 3 hours per week related to ISHP activities (committee meetings, board meetings, and additional communication/coordination time with committee and board members others, etc.). During peak times, as in times nearing ISHP educational activities, the chairperson can expect to spend an average of 3-5 hours per week leading up to the activity. The chairperson is expected to attend at least the monthly education committee meetings, 70% of Board of Director meetings, the 2 educational conferences (Fall and Spring), the Strategic Planning Meeting, and any other activity developed by the Education Committee.

Programs Chair Timeline

During the 1st year, the Programs Chairperson will serve as the secondary chairperson (Education Chairperson is primary) for the Education Committee and move into the primary position in the 2nd year.

October

- Wrap up Fall Meeting
 - Review Fall Meeting evaluations
 - Send Thank You's to speakers, exhibitors
- Ensure ACPE credit reporting to CPE monitor
- Continue Spring Meeting planning
- Send out Needs Assessment for the next fiscal year (Fall of NEXT year / Spring in 1.5 years)

November

- Board Meeting/Strategic Planning
- Continue Spring Meeting planning
- Newsletter article submission

December

- Continue/Finalize Spring Meeting planning
- Observe grant deadlines

January

- Finalize Spring Meeting
- Observe grant deadlines
- Review and Assess Needs Assessment
- Board Meeting
- Legislature Day

February

- Finalize Spring Meeting
- Observe grant deadlines
- Approve Spring program for release
- Newsletter article submission

March

- Finalize Spring Meeting
- Spring Meeting slides due/approval
- Begin Fall Meeting planning
- Board Meeting

April

- Spring Meeting
- Continue Fall Meeting planning

May

- Wrap up Spring meeting
 - Review Spring meeting evaluations
 - Send Thank You's to speakers, exhibitors
- Ensure ACPE credit reporting to CPE monitor
- Continue Fall meeting planning
- Observe grant deadlines
- Board Meeting
- Newsletter article submission
- Northwest Pharmacy Convention

June

- Continue/finalize Fall meeting planning
- Observe grant deadlines
- Set CPE programming mission and goals for the year
 - Prepare Needs Assessment for the membership based on mission and goals

July

- Finalize Fall meeting planning
- Observe grant deadlines
- Set/confirm Spring Meeting dates and location
- Board Meeting

August

- Finalize Fall meeting planning
- Approve Fall program for release
- Begin Spring Meeting planning
- Observe grant deadlines
- Fall Meeting slides due/approval

September

- Fall Meeting
- Board Meeting
- Begin/Continue Spring meeting planning

*items listed within the timeline are subject to change based on scheduling needs and availability of resources