

Sample Local Chapter Officer Job Descriptions

Central Texas

DUTIES

A. PRESIDENT

The President shall be the principal elected official of the Society and will be so recognized at all Society affairs, programs, and activities. Meetings of the Society and Board will be presided over by the President. The President shall cooperate with activities of the TSHP and the ASHP. The President will serve as a member of the Board of Directors of the TSHP. The President will also coordinate and preside over the Annual Legislative Luncheon.

B. PRESIDENT-ELECT

The President-elect shall perform the duties of the office of the President whenever the President shall be unable to do so and perform other duties as directed by the President. The President-Elect will serve also as a member of the Board of Directors of the TSHP. The President-Elect will also serve as the Chairman of the Annual Fall Seminar Committees.

C. SECRETARY

The Secretary shall record and maintain minutes of the Society and Board meetings and other meetings as directed by the President; shall conduct the Society's correspondence; shall publish and mail all meetings notices/newsletters; shall mail all ballots for the Society officers and for proposed changes to the Constitution and Bylaws; shall maintain an up-to-date roster of all Society members; and transfer all correspondence files to the successor to the office at the close of the term of office.

D. TREASURER

The Treasurer shall serve as custodian of Society funds; shall invest funds and distribute them at the direction of the Board; assure all appropriate records are current with the IRS; and shall prepare an annual report and interim reports as directed by the President.

E. ELECTED BOARD MEMBERS

The Elected Board Members at Large shall represent the general membership in the Board activities and perform other duties as directed by the President. One Senior Board Member at Large will serve as Chairman of the Program Committee in their second year of office. One Junior Board Member at Large will serve on the Program Committee during the first year of their term, ascending to Chairman the second year.

F. IMMEDIATE PAST-PRESIDENT

The Past-President shall serve as the President whenever the President and President-Elect are unable to do so and perform other duties as directed by the President. The Past-President will also assume responsibility for maintaining and updating the Society's Constitution and Bylaws.

East Texas

DUTIES

A. PRESIDENT

The President shall be the principal elected official of the Society and will be so recognized at all Society affairs and activities. He/She shall appoint the Chair and approve members of all committees, and be an ex-officio member of each committee. He/She shall be a member of ETSHP and represent ETSHP through service as a member of the TSHP Board of Directors. He/She shall support activities of TSHP and ASHP.

B. PRESIDENT-ELECT

The President-elect shall perform the duties of the office of the President whenever the President shall be unable to do so. He/She shall be a member of TSHP and shall represent ETSHP through service as a member of the TSHP Board of Directors.

- (1) record, prepare, and distribute agenda and minutes of all Society business meetings
- (2) forward a copy of the approved minutes of each business meeting to a Secretary of TSHP not later than 30 days following approval date.

C. SECRETARY/TREASURER

The Treasurer shall:

- (1) serve as custodian of Society funds and shall invest and distribute them at the direction of the officers as recommended by the membership.
- (2) The outgoing Treasurer shall be responsible for verification of Society assets within 30 days of vacating the office.
- (3) maintain membership records;
- (4) prepare and distribute ballots for all Society elections;
- (5) Distribute meeting notices to the membership

Metroplex

DUTIES

A. PRESIDENT

The President shall be the principal elected official of the Society and shall be so recognized at all Society programs and activities. With approval of the Board of Directors, the President shall appoint vacancies and committees as needed. S/he shall appoint an officer of the Society to serve as liaison to each Council and Section of the Society. Except as otherwise provided, shall fill all vacancies by appointment. The President shall be an ex-officio member of all Society councils, committees and sections and shall be a member of the Board of Directors and serve as its chair. S/he shall prepare an address for presentation at the Annual meeting. The President shall serve as a member of the Board of Directors of the Texas Society of Health-System Pharmacists (TSHP). If the President is not able to attend a Board of Directors Meeting, s/he should send a delegate in his/her place.

B. IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall be a member of the Board of Directors and serve as its chair in the absence of the President and President-Elect.

C. PRESIDENT- ELECT

The President-Elect shall perform the duties of the President whenever the President is unable to do so. S/he shall be a member of the Board of Directors and serve as its Vice-Chair, and shall assume other responsibilities as directed by the President, including ex-officio membership of all Society Councils. S/he shall prepare an address for presentation at the Annual meeting. With the approval of the Board of Directors, the President-Elect, shall

appoint the New Practitioner Liason for the current year as well as each of the Council chair(s), for the upcoming year. The President-Elect shall serve as a member of the Board of Directors of the Texas Society of Health-System Pharmacists (TSHP). If the President-Elect is not able to attend a Board of Directors Meeting, s/he should send a delegate in his/her place.

D. TREASURER

The Treasurer shall oversee the Society's funds, and shall direct investment and disbursement of funds at the direction of the Board of Directors. A quarterly statement on the financial condition of the organization and a report and financial statement will be presented at the Board of Directors Meetings as well as at the Annual Business Meeting. Internal Revenue Service (IRS) submission shall be done in accordance with IRS rules. S/he shall be a member of the Board of Directors and shall be responsible for other related activities as identified by the Board of Directors.

E. SECRETARY

The Secretary shall be a member of the Board of Directors and shall serve as its Secretary. S/he shall record and maintain minutes of meetings of the Board of Directors, and other meetings when directed by the President, and shall conduct the Society's correspondence as directed by the President. S/he shall maintain an up-to-date copy of the Constitution and Bylaws of the Society and the membership list. A Secretary's report describing the Society's activities shall be presented at the Board of Directors Meeting and at the Annual Business Meeting. S/he will be responsible for development of member services, communicating with the membership, perusing the growth of the Society and other related activities identified by the Board of Directors.

F. TECHNICIAN REPRESENTATIVE

Technician Representative shall be a member of the Board of Directors and shall represent the Technicians of the Society. A Technician Representative report describing the Society's activities shall be presented at the Board of Directors meetings and at the Annual Business Meeting. The Technician Representative may be responsible for other related activities identified by the Board of Directors.

G. STUDENT REPRESENTATIVE

Student Representative shall be a member of the Board of Directors and shall represent the students of the Society. A Student Representative report describing the Society's activities shall be presented at the Board of Directors Meetings and at the Annual Business Meeting. The Student Representative may be responsible for other related activities identified by the Board of Directors.

H. NEW PRACTITIONER LIAISON

New Practitioner Liaison shall be a member of the Board of Directors and shall represent the New Practitioners of the Society, as defined by the Texas Society of Health-Systems Pharmacists. The President-elect shall appoint the New Practitioner Liaison annually by March 1, and the Liaison shall represent the Society on the Executive Committee of the New Practitioner Section of the Texas Society of Health-System Pharmacists. The New Practitioner shall serve as a liaison to the Society, and a New Practitioner Liaison report shall be presented at the Board of Directors Meetings and at the Annual Business Meeting.

Lubbock Area

DUTIES

A. PRESIDENT

The President shall preside at all meetings. He/she shall appoint all committees and shall be a non-voting ex officio member of each committee. The President may call special meetings and call for election upon vacancy of the office of President-Elect of Secretary/Treasurer. The President shall be a member of the Texas Society of Health-System Pharmacists and shall serve on the Board of Directors of that organization.

B. PRESIDENT-ELECT

The President-Elect shall preside in the absence of the President and shall assume the duties of the office of President in case of vacancy. He/she shall be responsible for coordinating the monthly programs, arranging for a meeting place, and notifying the Society of meetings. The President-Elect shall be a member of the Texas Society of Health-System Pharmacists and shall serve on the Board of Directors of that organization.

C. SECRETARY/TREASURER

The Secretary/Treasurer shall keep the minutes of all meetings, maintain a roll of members, receive all correspondence of the Society, handle and keep records of all financial transactions, and collect dues.