

# Southeastern Michigan Society of Health-system Pharmacists

## MANUAL

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## President, Position Description

### **A.** Administrative Responsibilities

The President is responsible for administering the Society operations, providing overall direction, and implementing policies.

1. The President is the major contact person to represent the Society in all formal communication between the state Society and other organizations unless otherwise delegated or directed by the governing documents.
2. The President serves a three-year term: one-year as President-Elect, one year as President, and one year as Immediate Past President, ascending to each position in this order.

### **B.** Duties

1. The President serves as Chairperson of the Board of Directors and the Membership.
  - (a) Administers the operations of the Society, assigning responsibilities and coordinating activities
  - (b) Establish objectives/charges for the year discussing them with the Board of Directors and coordinates the efforts of the Officers, Board, and Committees to implement the objectives.
  - (c) Engages in written and verbal communications as needed to conduct Society affairs; works with administrative and committee teams to ensure effective and efficient actions
  - (d) Appoints all standing Committees and Chairpersons needed to carry out the responsibilities and programs of the Society in accordance with the procedures outlined in the Society Bylaws
  - (e) Appoints Members of the Board of Directors to serve in liaison capacities for the committees as outlined in the Society Bylaws
  - (f) Assists to fill all vacancies resulting from resignation or death in accordance with procedures outlined in the Society Bylaws, the Committee on Nominations, and the Board of Directors
  - (g) Works with the secretary and appropriate committees to coordinate communications of the Society
  - (h) Serves as a Member of the Committee on Finance
  - (i) Signs written or electronic agreements, contracts, and other documents on behalf of the Society with other organizations, service companies or groups

2. Promotes, influences, and fosters growth of the profession, statewide and nationally.
  - a) Communicates with Board Members and Health-system pharmacists to obtain input and ideas, which encourage participation of other Society Members
  - b) Maintains a copy of various Presidential reference materials and other appropriate materials of assistance to future Presidential Officers
  - c) Writes a Board Member column for publication on the Society's website
3. Serves as spokesperson for the Society
  - a) Communicates with Officers and Members of other organizations to advise and establish liaison.
4. Coordinates the financial solicitations and contributions and other income to insure financial stability and growth of the Society
5. Regularly reviews membership services offered by the Society to determine if membership needs are met.
6. Ensures that continuing education programming provides professional and intellectual growth
7. Promotes research activities of Society Membership and recognize the achievements of outstanding Members.
8. Prepares the President-Elect for the office of the President by involvement in decisions, review of task forces and standing Committees, and delegation of other Society management tasks

## **II.** President-elect, Position Description

### **A.** Administrative Responsibilities

1. The President-Elect is responsible for administering the Society operations, overall direction, and implementation of policies when the President is unable to do so
2. The President-Elect serves a three year term: one year as President-Elect, one year as President, and one year as Immediate Past President ascending to each position in this order
3. The President-Elect serves as a Member of the Finance Committee
4. The President-Elect serves as Member of the Nominations Committee
5. The President-Elect serves as Board Liaison for the Program Committee
6. The President-Elect is responsible to the state Society as a Member of the MSHP Board of Directors

### **B.** Duties

1. The President-Elect serves as Chairperson of the Board of Directors and Membership when the President is unable to do so
2. The President-Elect assists the President in managing the financial affairs of the Society by helping to prepare the annual budget and establishing policies within the limits of the Bylaws
3. Attends regularly scheduled meetings of the Society and Board to represent interests of the Officers, Board, and Society
4. Attends the meetings of the Program Committee to guide educational variety, appropriateness, and coordination
5. At the request of the President, may attend as a representative of the Society, other state and local meetings
6. Engages in written and verbal communications as necessary to conduct activities of the Society
7. Writes a Board Member column for [www.msphp.org](http://www.msphp.org).

## **III.** Immediate Past President, Position Description

**A.** Administrative Responsibilities

1. The Immediate Past President (IPP) is responsible for assisting in administering Society operations and providing overall direction for the Society and its policies
2. The IPP serves as a major contact person for the Society assisting the President in the operation and completion of duties and responsibilities
3. The IPP is responsible to the Society Members through the Board of Directors
4. The IPP assumes responsibility of Chair for the Nominations Committee
5. The IPP serves as a Member of the Board of Directors

**B.** Duties

1. Assists the President by providing background information and support of Society activities and programs
2. Assists the President in managing the financial affairs of the Society by helping prepare the annual budget and establishing policies within the limits of the Bylaws
3. Engages in written and verbal communication, as necessary, to conduct activities of the Society
4. Attends regularly scheduled meetings of the Society and Board in order to represent interests of the Officers, Board and Society
5. At the request of the President may attend as a representative of the Society, other state and local meetings
6. Conducts the business of the Nominations Committee providing appropriate communication to the Board and Membership of all activities
7. Writes a Board Member column for [www.smshp.org](http://www.smshp.org)

**IV.** Secretary, Position Description

**A.** Administrative Responsibilities

1. Serves a two-year term of office
2. Serves as a Member of the Board of Directors and serves as the recording officer.

- 3.
4. Serves as a Member of the Finance Committee and serves as the recording Officer.
5. Assists the President in drawing up agendas for the Board of Directors meetings as needed.
6. Requests an Annual Report from each Committee Chairperson
7. Knowledgeable in Parliamentary Procedures.

**B. Duties**

1. Engages in written and verbal communications as needed to conduct Society affairs.
2. Writes and maintains the minutes of the Board of Directors' meetings and the Committee on Finance.
3. Presents highlights of Board of Directors meetings to the Membership at general meetings.
4. Notifies the Secretary of MSHP of the new SMSHP Officers at the beginning of each Society year
5. Requests an annual report from each Committee Chair, using a standard format
6. Prepares an annual Secretary's Report of Society activities for presentation to the Membership at the Annual Meeting
7. Submits the annual Secretary's Report of Society activities for presentation to the editor of the MSHP newsletter
8. Receives and stores copies of all Committee annual reports in the permanent binder for the year
9. Stores and records of previous Society years and presents these records to the new Secretary upon completion of office

**C. Duties Upon Assuming or Leaving Offices**

1. The incoming and outgoing Secretary should review the previous two years' records and remove and destroy any unnecessary material
2. The incoming and outgoing Secretary should review any new guidelines

or statements that have been developed by the Society for the previous two years.

- a) One copy should be in the minutes of the Society meetings
- b) A second copy should be part of the Secretary's Working File.

**D. Duties at Board Meetings**

- 1. Bring minutes of prior Board meeting(s).
- 2. Report any correspondence received or sent
- 3. Report in the minutes all actions taken. Store minutes in a permanent binder
- 4. Prepare minutes in a simple format following the outline of the meeting sent out by the President of SMSHP.

**E. Guideline for Minutes**

- 1. The minutes should contain the following information:
  - a) Type of meeting, regular or special.
  - b) Name of the organization.
  - c) Date and place of meeting.
  - d) Presence and absence of Officers and Committee Chairpersons.
  - e) Approval of previous minutes.
  - f) All reports and actions taken.
  - g) All main motions carried or lost (omit those withdrawn).
  - h) All other motions carried and which contain information needed at a future meeting.
  - i) Adjournment.
  - j) Signature of Secretary.
- 2. The name of the maker of the motion should be stated.
- 3. The minutes are a record of what is done and not what is said. Generally the personal opinion of Members should be avoided.

4. When the motion is very important, include the count of the votes.

**F. Guidelines for Working Files**

1. The Secretary will keep a separate file of all Official Society Statements and Guidelines.
2. This file will be updated by the Secretary at the end of each Society year.

**G. Guidelines for Committee Annual Reports**

1. The format found in Appendix I is used by each Committee when preparing their Annual Report to be presented in November at the Annual Business Meeting.

**V. Treasurer, Position Description**

**A. Administrative Responsibilities**

1. Serves a three-year term as Treasurer.
2. Serves as a Member of the Board of Directors.
3. Serves as the Chairperson of the Finance Committee.
4. Assists the President in managing the financial affairs, by preparing an annual budget and establishing policies within the limits of the bylaws.

**B. Duties**

1. Engages in verbal and written communications as needed to conduct the financial affairs of the Society.
2. Prepares an annual budget at the direction of the Finance Committee and for approval by the Board of Directors.
3. Processes all monies directed to the Society and pay all bills from Society funds.
4. Prepares and presents monthly reports of banking accounts, income and disbursements to the Board of Directors.
5. Presents highlights of the monthly financial reports to the Membership at general meetings.
6. Prepares an Annual Financial Report at the end of December balances all accounts and reports all data to an accountant for preparation of tax forms.

7. Stores financial records of the previous seven (7) Society years and presents these to the new Treasurer upon completion of office.

**C. Receipt & Disbursement Form**

This form is completed by each Committee Chair to obtain processing upon receipt of funds (credited to the proper Committee) and for disbursements drawn from the correct account. This form accompanies all transactions with the Treasurer to assure a balance of the budget and accurate annual reports for each Committee (Appendix II).

1. Directions to complete the Receipt and Disbursement Form:
  - a. Fill in your name, date and Committee.
  - b. Receipts: To turn money into the treasurer, please fill in appropriate account (to credit your Committee), and fill in money amount. Submit to SMSHP Treasurer.
  - c. Disbursements: Attach the bill, fill in appropriate account (for budget purposes), fill in amount to be paid, who to pay, and address to send check to, and submit to the SMSHP Treasurer.

**VI. Board Member, Position Description**

**A. Administrative Responsibilities**

1. The Board of Directors shall manage the affairs of SMSHP and establish policies within the limits of the bylaws.
2. The Board of Directors shall approve an annual budget for SMSHP and oversee the financial operation of the Society.
3. The Board of Directors shall establish and review both short and long term objectives of SMSHP and establish the priorities of all programs and activities.
4. The Board Member at large serves a two-year term.
5. The Board of Directors provides the President with copies of any correspondence dealing with the Board or Society business issued by any Member of the Board or Chairperson.

**B. Duties**

1. The Board of Directors may establish Committees and task forces and shall approve nominations for consideration as Members thereof.

2. The Board of Directors shall individually serve as liaisons, appointed by the President, between the Board and a standing, or other, Committee and shall report Committee actions to the Board in the absence of the Committee Chairperson. In addition, the respective Board Member shall make known available resources to appropriate Committee Chairpersons assisting such Committees in completion of stated objectives.
3. The Board of Directors shall individually serve as a representative and/or spokesperson for the SMSHP at professional and community functions.
4. The Board of Directors shall create, review and modify, as needed the professional policies of SMSHP.
5. The Board of Directors shall discuss and initiate appropriate action relative to any concerns regarding the SMSHP or the practice environment at large, brought to the attention of the Board by the general Membership.
6. Writes a Board Member column for [www.smshp.org](http://www.smshp.org)

**VII.** Appendices

**A.** Appendix I.

Sample of Annual Committee report if requested

**Southeastern Michigan Society of Health-system Pharmacists**  
**Name of Committee**  
**Annual Report**  
**20\_\_**

Committee Members:

Name  
Health-system  
Name  
Health-system

- I. Meetings Held: Date (s)
- II. Committee charges and actions:
  - 1. Charge:  
Action:
- III. Other Committee activities:
  - A.
- IV. Budget attached as prepared by the Treasurer
- V. Recommendation for 20\_\_ (next membership year)
  - A.
- VI. Recommended Changes to the Chapter Manual
  - A.

Respectfully Submitted,

Chairperson  
Name of Committee

Attachments should be indicated as Appendices numbered in numeric order using roman numerals (i.e., Appendix I, Appendix II, etc.).

B. Appendix II.

**SOUTHEASTERN MICHIGAN SOCIETY OF HEALTH-SYSTEM  
PHARMACISTS  
RECEIPT/DISBURSEMENT VOUCHER  
(Submit to SMSHP Treasurer)**

**COMMITTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHAIRPERSON APPROVAL:** \_\_\_\_\_

**RECEIPTS** – Indicate account and dollar amount and attach checks

Dues:	\$ _____	Public Support:	\$ _____
Earnings Credit	\$ _____	Tickets:	\$ _____
Grants/Awards:	\$ _____	Misc:	\$ _____
Mail List:	\$ _____	Donations:	\$ _____
		Donations (Golf):	\$ _____

**DISBURSEMENTS** - Indicate account and dollar amount and attach receipts

Accountant:	\$ _____	Postage:	\$ _____
ACPE:	\$ _____	Printing:	\$ _____
Advertisement:	\$ _____	Program Services:	\$ _____
Bank: Dues Ret:	\$ _____	Room:	\$ _____
Bank: Svc Charge:	\$ _____	Service Charge:	\$ _____
Donations:	\$ _____	Speaker:	\$ _____
Entertainment:	\$ _____	Supplies:	\$ _____
Food:	\$ _____	Taxes:	\$ _____
IRS Taxes:	\$ _____	Travel:	\$ _____
Other:	\$ _____	(Explanation: _____)	

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

**MAIL TO:** \_\_\_\_\_

**For Treasurer Use Only:**

**Receipts:**

Date Deposited: \_\_\_\_\_  
Bank: \_\_\_\_\_ NC – SF  
Check Number: \_\_\_\_\_

**Disbursements:**

Date Paid: \_\_\_\_\_  
Bank: \_\_\_\_\_ NC – SF  
Check Number: \_\_\_\_\_

## **VIII. Standing Committees**

### **(A) Awards Committee**

#### **A. Statement of Purpose**

This committee is responsible for arranging the nomination, selection and presentation of the SMSHP awards. The Committee is responsible for definition of criteria and development of new awards as approved by the Board. This Committee arranges for the monies and materials needed to present awards which have been approved by the Board of directors: The committee will recommend recipients of awards to the Board in accordance with approved selection procedures.

#### **B. Responsibilities and Activities**

1. Develop and/or review nomination criteria.
2. Recruit award nomination via:
  - a) Announcements at membership meetings
  - b) Information sent to health-system pharmacy directors and SMSHP membership
  - c) Contact health-system pharmacies to solicit nominations
  - d) Contact University of Michigan and Wayne State University colleges of pharmacy to advertise scholarship opportunities
3. Review nominations, select award recipients.
4. Procure award plaques.
5. Arrange for plaque engraving.
6. Present awards at SMSHP awards banquet
7. Facilitate announcement of award recipients on SMSHP website
8. Prepare certificates of appreciation for members of the SMSHP board of directors and committee chairs

#### **C. SMSHP Awards Presented Annually**

1. Pharmacist of the Year Award
  - a) Purpose  
To encourage members of the SMSHP to promote innovative health-system pharmacy practice, by recognizing individuals for their contributions.

- b) Eligibility  
The nominee must be a SMSHP member and must not have received this award in the previous 5 years.
- c) Suggested Selection Criteria
  - (1) Contributes to pharmacy/medical literature
  - (2) Participates in college undergraduate/graduate programs in pharmacy education
  - (3) Provides continuing education lectures and/or seminars to pharmacists and other health care professionals.
  - (4) Participates in education and training of pharmacy students, technicians, interns, residents, and/or fellows
  - (5) Displays exemplary work relationships with physicians, nurses, and other health care personnel to provide high quality patient care services
  - (6) Demonstrates innovative approaches to pharmacy problem solving

2. Community Service Award

- a) Purpose  
To encourage the SMSHP membership to expand their participation in community service by recognizing individuals who have provided significant contributions.
- b) Eligibility  
Must be a SMSHP member who has not received this award in the past five years. The activities performed must be on non-job related time and not part of residency or academic degree programs. This is an award for single contributions made during the previous year or for sustained contributions to community service.
- c) Suggested Selection Criteria
  - (1) Promotes the image of pharmacy
  - (2) Promotes appropriate drug utilization
  - (3) Participates in legislative process
  - (4) Participates in civic organizations
  - (5) Participates in public health/preventative health programs

3. Student Research Award

- a) Purpose  
To encourage creative research in health-system pharmacy practice.
- b) Eligibility  
The nominee must be sponsored by a SMSHP member and must be a full time pharmacy student.
- c) Suggested Selection Criteria
  - (1) Project originality and creativity

- (2) Applicability to contemporary health-system pharmacy practice
  - (3) Student involvement in project
4. Preceptor Award
- a) Purpose  
To recognize members of SMSHP who exemplify excellence in health-system pharmacy practice and are committed to providing quality experiential opportunities for pharmacy students and residents.
  - b) Eligibility  
The nominee must be an SMSHP member and has not received the award in the previous 5 years
  - c) Suggested Selection Criteria
    - (1) Significant contributions to student and/or resident training
    - (2) Participation in research and/or educational initiatives
    - (3) Mentorship to pharmacy students and/or residents
    - (4) Membership and/or leadership in professional organizations
5. Resident of the Year Award
- a) Purpose  
To encourage pharmacy residents within SMSHP to strive for excellence by recognizing individuals for their contributions.
  - b) Eligibility  
The nominee must participate in an ASHP accredited (or have filed with ASHP for accreditation) residency program in southeastern Michigan.
  - c) Suggested Selection Criteria
    - (1) Participates in SMSHP
    - (2) Demonstrates leadership qualities
    - (3) Displays high level of involvement with research project
    - (4) Demonstrates management and/or clinical knowledge expertise.
    - (5) Participates in training of externs/interns, pharmacists, technicians, or other health care professionals
6. Innovative Practice Award
- a) Purpose  
To recognize those individuals or groups practicing in an innovative environment or practice setting.
  - b) Eligibility  
Must include a SMSHP member, who has not received the award in the previous 5 years.

- c) Suggested Selection Criteria
    - (1) Promotes the image of pharmacy in the community
    - (2) Promotes appropriate drug utilization in the community
    - (3) Impacts the legislative process
    - (4) Participates in programs promoting public health/preventative health
  
- 7. Committee Service Award
  - a) Purpose
 

To recognize a member of a SMSHP Committee for their outstanding contributions to the society.
  
  - b) Eligibility
 

The nominee must be a member or a chairperson of an active SMSHP committee.
  
  - c) Suggested Selection Criteria
    - (1) Attends meetings and contributes to the activities of the committee
    - (2) Demonstration of leadership qualities
    - (3) Innovative approach to problem solving within the committee
    - (4) Contributions to the committee exceed those by other members of the group
  
- 8. Technician of the Year
  - a) Purpose
 

To encourage pharmacy technicians to strive for excellence, by recognizing individuals for their contribution to the practice of health-system pharmacy.
  
  - b) Eligibility
 

Must have been employed in a pharmacy support position in a health care facility. The nominee must not have received the award in the past five years.
  
  - c) Suggested Selection Criteria
    - (1) Promoting the image of pharmacy through professional organizations and activities
    - (2) Maintains involvement with pharmacy certified technician education
    - (3) Displays innovative approaches to problem solving within a practice setting
    - (4) Participates with the training of pharmacy technicians or other health care providers
  
- 9. Exemplary Student Award
  - a) Purpose

To encourage pharmacy students with an interest in health-system pharmacy to strive for excellence by recognizing individuals for their contributions to pharmacy practice

- b) Eligibility  
An individual must be a currently enrolled pharmacy student at the University of Michigan or Wayne State University. A \$500 scholarship will be awarded to one student from each college of pharmacy.
- c) Suggested Selection Criteria
  - (1) Previous experience in health-system pharmacy
  - (2) Displays interest in pursuing a career in health-system pharmacy
  - (3) Membership and/or leadership in professional organizations
  - (4) Displays high level of academic achievement
  - (5) Participation in pharmacy research or educational initiatives

10. Calendar for Awards committee

May/June

- E-mail residency program directors regarding "resident of the year" and "preceptor of the year"

September

- Post request for award nominations on SMSHP website
- Send out e-mail regarding award nominations to membership
- Make announcement regarding award nominations at September SMSHP meeting

October

- Set award nomination deadline prior to October SMSHP meeting
- Meet with awards committee to review applications and determine preliminary award recipients
- Present preliminary award recipients for approval at October SMSHP board meeting
- Contact award recipients regarding November awards ceremony
- Contact award nominators regarding November awards ceremony
- Place order for awards with Livonia Trophy
- Request current president to bring awards plaque to meeting for engraving

November

- Design and print board certificates and awards program
- Write award presentation speech
- Proofread and pickup awards from Livonia Trophy
- Bring board certificates for president's signature at board meeting
- Post award recipients and photos from presentation

**(B) Communications and Website Committee**

**A. Statement of Purpose**

This Committee shall be responsible for organizing and distributing the monthly newsletter, organizing teleconferences and other web-enabled activities such as recording of the monthly CE meetings and providing members a mechanism for listening and completing the CE quiz on line.

This Committee will include at least two individual including the SMSHP Webmaster and SMSHP Editor. Either individual may serve as Chair and Vice-Chair.

The official Society newsletter, the "Southeastern Update" is the most visible evidence of Society work to the general membership. The Board of Directors appoint the Editor for a period of two years, which may be renewed. A Co-Editor or "Editor" in training shall assist the Editor during the second year. The Co-Editor shall serve as Editor the following year. The Editor is a health-system pharmacist well motivated to perform efficiently and to meet all deadlines.

**B. Duties**

1. Stays abreast of the functions and activities of the Society Board, Committees and members.
2. Attends the meetings of the Board of Directors and membership to identify newsworthy events that are planned or have taken place.
3. Coordinates the assignments and receipt of newsletter articles written by committees and Society members. Performs final editing and compilation of newsletter and web articles.
4. Establishes an annual publications calendar for copy and mailing deadlines. Newsletters should arrive to membership no later than one week prior to general meetings.
5. The "Southeastern Update" is published in January, February, March, April, May-August, September, October, and November.
6. Updates committee charges annually.
7. Maintain accurate financial records for cost of publication and mailing and maintenance of the website.

**C. Advertisements**

Members of the Society may use the website to advertise health-system pharmacy positions. The cost for this service is \$150.00 SMSHP website for a period of 90 days.

**(C) Constitution and Bylaws Committee**

**A. Statement of Purpose**

This Committee shall be responsible for reviewing the Constitution and Bylaws and shall present to the Board recommendations for amendment as required.

**B. Responsibilities and Activities**

1. Bring recommendation for revisions of the Constitution and Bylaws to the Board of Directors
2. Notify the general membership of proposed revisions by articles in the "Southeastern Update" and at general membership meetings.
3. Explain proposed revisions at the general membership meeting and conduct a hand vote.
4. Prepare a ballot to be sent with the Nominations Committee mailing in October, for active members to vote on any changes to the Constitution only.
5. Maintain a revised copy of the Constitution & Bylaws which is made available to any member upon request.
6. Be knowledgeable of the contents of the Constitution and Bylaws to provide guidance to the Board of Directors and all members.
7. Revise and update the Chapter Manual.

**(D) Finance Committee**

**A. Statement of Purpose**

The Committee reports directly to the Board of Directors, and manages the financial affairs of the Society by preparing an annual budget and establishing policies within the limits of the Bylaws.

**B. Members of the Finance Committee**

The members, as described in the Bylaws, Article 3 are the President, President-Elect, Immediate Past President, Secretary (serves as recording officer), and Treasurer (serves as Chairperson).

**(E) Membership Committee**

**A. Statement of Purpose**

This Committee shall be responsible for recruiting new Members into the Society and for retaining present Members. This Committee also coordinates activities related to the Society's mailing list (MML).

**B. Responsibilities and Activities**

1. Determine methods for recruiting new members
2. Assign Committee members to prepare a list of names and addresses of prospective members. Sources include: licensed pharmacists in Wayne, Oakland, Macomb, Monroe, and Washtenaw counties; Wayne State University and University of Michigan class lists; Wayne & Washtenaw county area pharmaceutical representatives, technician class lists from community colleges and other local training sites.
3. Send electronic renewal letters (signed by committee chair and Society president) to members.
4. Provide and maintain attendance forms at the General Membership meeting.
5. Provide membership status report, utilization of membership mailing list and general membership meeting attendance to Board of Directors each month.
6. Staff reception table to greet Society members, answer questions, and provide nametags for attendees.
7. Maintain electronic record of general membership meeting attendance for continuing education purposes.

**C. Membership Mail List Responsibility**

1. The membership mail list (MML) is used to conduct the business of the society and provide beneficial services for the membership. One committee

member accepts a minimum of two years responsibility for society MML. Approval for the use of the MML and alteration of associated fees is at the discretion of the Board of Directors based on the Committee's recommendation.

2. Maintain the MML on appropriate computer software.
3. Enter data every month, as needed, for membership renewals, new members and changes in membership information.
4. Notify Treasurer of membership payments every month electronically.
5. Maintain record of attendance at General Membership Meetings every month for continuing education reports.
6. Generate address labels of Society membership for these purposes:
  - i. Society business including but not limited to newsletters, membership letters, etc.
  - ii. Beneficial use of MML for other than Society business but limited to these restrictions:
    - a. Announcements of continuing education opportunities.
    - b. Announcements of career opportunities for professional and support personnel
    - c. Research surveys relevant to the practice of pharmacy (i.e., market surveys)
    - d. Other uses as approved by the Board of Directors.
7. The service provided shall be at a fee. The revenues from these fees shall be utilized toward the Society's general operating revenues. An invoice is mailed within 30 days of providing the mailing list. Fees shall be:
  - i. CE announcements – \$100 to members; \$200 to non-members.
  - ii. Career opportunity announcements – \$100 to members; \$200 to non-members.
  - iii. Research Surveys – \$100 to members; \$200 to non-member.

**(F) Nominations Committee**

**A. Statement of Purpose**

This committee shall present four candidates for the Board of Directors and two candidates for the Office of President-Elect. Every other year, this committee shall present two candidates for Secretary or two candidates for Treasurer of the Society.

- B. Guide for Committee on Nominations and Candidates for Elective Office**  
To provide for consideration of all potential candidates for office in the Society who are willing to serve and who have the qualifications, capabilities, and time to

devote to such offices, and to assure considerations of those best qualified to serve in the interest of the Society and its members, the Committee on Nomination is urged to encourage submission, by the membership, name of suggested candidates.

Along with such suggestions to the Committee on Nominations should be included a brief biographical sketch of the individual recommended, his experience, accomplishments, and the reasons that the individual or group recommending him believe his election would be in the best interest of the Society. Suggestions should be made by and accepted from committees of the Society, or any other individual members or groups of members who have had an opportunity to observe the qualities of the person or persons they want to recommend.

Various means of encouraging the recommendation of candidates may be used. Among them may be letters from the Society to the membership, notices in the Society publications and announcements at Society membership meetings. There is no objection, if any member so desires, to his making known to others prior to nomination, his interest in serving the Society and/or being nominated for office.

Receipt of suggestions obtained should not preclude screening by the Committee on Nominations of the membership roles in the usual manner and considering and evaluating the qualification of other members who name may or may not have been suggested by others.

Although not binding on the Committee on Nominations, it is usually desirable to consider as best qualified for office, an individual who has demonstrated leadership qualities and interest in the affairs of the Society, and served as a member or as chairman of a committee(s), and/or as an officer of another professional society. In addition, he/she should be known to be practicing in a professional manner.

The permission of the prospective nominee and assurance of his/her willingness to serve if elected should be obtained by the Committee on Nominations before presenting his/her name in nomination. It is recommended to prospective nominees that they be fully aware of the responsibilities and demands of the office before committing themselves to serve if nominated and elected.

It is traditional in preparation for election that the society, through its usual means, publicizes the name, background, and qualifications of all nominees. In keeping with the dignity and traditions of the Society, therefore, it is not considered in good form or accepted practice to campaign, or to knowingly permit or encourage campaigns by others in one's behalf, for election to Society office.

### C. Balloting Information & Election Results

Ballots and accompanying candidate information are duplicated and mailed using appropriate means (volunteers, committee members, mailing services, etc.). Ballots are printed on colored paper to minimize inappropriate duplication. A return envelope is enclosed with the ballot, which is addressed to the SMSHP President. The entire ballot package is mailed to active members.

Ballots are received by the President and counted by the Board of Canvassers as soon as possible after the specified ballot return date.

Election results are communicated to all candidates before the November board meeting and to the Officers and Board of Directors no later than the November meeting of the Board of Directors. Results are communicated to the Membership at the Awards and Installation Dinner and in the "Southeastern Update."

### **(G) Professional Activities Committee**

#### **A. Statement of Purpose**

This committee shall keep current with all professional, legal, and public affairs that affect the practice of pharmacy. The committee shall promote the development of high quality, professional pharmacy practice in health-systems and related institutions. It shall work on the development of standards, guidelines, and related materials regarding pharmacy practice with allied organizations and agencies.

The committee shall encourage research activities in health-system pharmacy practice. This Committee shall also seek out and review all proposed local, state, and federal legislation, which may affect the practice of pharmacy or other health care professions. The Board of Directors shall review such legislation. The committee shall make such contacts and liaisons as are needed to be effective in promoting rational pharmaceutical and other of the health care related legislation.

#### **B. Responsibilities and Activities**

1. Solicit funds from pharmaceutical representatives for fund raising events with the advice of the Board of Directors.
2. Provide progress reports at the monthly Board of Directors Meetings.
3. Act as the contact for schools and organizations to schedule SMSHP members for career talks.
4. Notify Membership where to obtain poison prevention literature for use during Poison Prevention Week.
5. Coordinate the use and upkeep of existing Society posters and display units. Create new posters and displays as needed.
6. Organize distribution of Society literature to the Membership.
7. Develop methods to increase the public's awareness of Health-system pharmacists.
8. Notify the media of events related to SMSHP activities and presentations as appropriate.
9. Provide bimonthly submissions of Committee activities via articles in "Southeastern Update" per schedule.

10. Provide monthly reports of Committee activities to the Board of Directors.
11. Review ASHP legislative website.

#### **(H) Pharmacy Technician Committee**

##### **A. Statement of Purpose**

This Committee will develop and present educational programs that meet the needs of supportive personnel. The Committee works to facilitate information exchange and increase professional awareness between the various pharmacy supportive personnel. This Committee will maintain communicative relationships with other pharmacy supportive personnel groups and schools.

##### **B. Responsibilities and Activities**

1. Define the services (programs, etc.) to be provided by the Society for Supportive personnel.
2. Plan approved programs for Supportive personnel by coordinating efforts with the Program and Seminar Committee.
3. Coordinate advertisement of programs with the Editor of "Southeastern Update" and Chairman, Membership Committee.
4. Determine and implement methods for recruiting new supportive personnel members into the Society.
5. Work with membership Committee for planning recruitment efforts and mailing list maintenance.
6. Inform academic, private, and community based supportive personnel training programs and professional societies (MPA, MSHP, etc.) of the programs offered by the Society.
7. Prepare a summary of significant issues / activities for the Committee for the "Southeastern Update" at least every other month.

#### **(I) Program Committee**

##### **A. Statement of Purpose**

The Committee will be responsible for arranging the membership and business meetings of the Society, along with the planning and arrangements for programs, as needed.

##### **B. Committee Roles**

1. Chairperson
  - a. Provide direction, assistance and coordination of all activities.
  - b. Prepare the yearly budget.
  - c. Solicit funds/support for seminars and programs.
  - d. Interface with the Board of Directors and ACPE.
  - e. Revise Committee section in the SMSHP Chapter Manual.
  - f. Prepare and presents the Annual Report at year end.
2. Vice - Chairperson.
  - a. Serve in conjunction with the Chair as liaison to Board and ACPE.

- b. Serve as next year's Chair for Program and Seminar Committee.
  - c. Design and coordinate special programs (e.g., Contemporary Topics).
3. Program Coordinators.
- a. Develop a list of seminar schedules and subjects
  - b. Communicate with seminar speakers.
  - c. Send speaker's CV, objectives, and handout to CE Coordinator.
  - d. Forward speaker's audiovisual needs to the Hotel Coordinator.
  - e. Forward relevant speaker information to Advertising Coordinator two months in advance of talk.
  - f. Transport speaker if necessary.
  - g. Coordinate program activities with the Awards Committee.
  - h. Coordinate menu choices and program with catering department.

The Program committee is responsible for all arrangements concerning the SMSHP Annual Installation and Awards Dinner, which is held in November of each year. The purpose of the evening is to install new officers, recognize peers via special awards, acknowledge past presidents, and provide a social event for all society members and their guests

4. CE Coordinator
- a. Submit completed CE forms to ACPE, 60 days prior to meeting
  - b. Assist Chair in interfacing with ACPE and meeting requirements.
  - c. Coordinate the mailing of any dinner invitations.
  - d. Prepare Southeastern Update articles to promote meetings.
5. Hotel Coordinator
- a. Interface with hotel representative to assure proper facilities, refreshments and equipment for meetings and dinners.
  - b. Review and submit proposals for meeting sites.
6. Residency Showcase Coordinators
- a. Plan, prepare, and organize the Residency Showcase.
  - b. Draft and forward all advertising materials to the Advertising Coordinator.
7. Advertising Coordinator
- a. Solicit proper information from the above committee members to provide adequate promotional articles to the Southeastern Update.
  - b. Prepare flyers, invitations, posters, etc. as needed to result in successful, well attended programs.
8. Fundraiser Coordinator
- a. Establish goals for fund raising based on budget.
  - b. Develop letter for mailing to potential sponsors of the programs.

- c. Mail letter to potential sponsors no later than October 1.
- d. Thank all sponsors for donations. Coordinate with Newsletter Editor recognition of the sponsor in the newsletter.

**C. Program Committee: Operating Procedures**

1. The Chair will serve a one-year term. The Chair will be responsible for appointing members to the various roles of the committee. The previous Chair will forward these items to the new Chair:
  - a. The current approved charges and budget for the Committee.
  - b. An outline of the plans for the January, February, March programs.
  - c. Previous ACPE accreditation results.
  - d. All previous fund raising materials.
  
2. Program Content, Planning, and Approval
  - a. SMSHP sponsors live continuing education programs to provide current therapeutic information about drugs and therapies for selected disease states; and current administrative or philosophical considerations in the practice of pharmacy.
  - b. SMSHP does not routinely co-sponsor continuing education programs. While SMSHP will accept financial support from outside agencies for continuing education programs they must be developed, coordinated, and sponsored by SMSHP. In those situations where SMSHP has received financial support for a presentation, the Program and Seminar Chair will review the outline of the presentation with the speaker to assure that it is fair and non-promotional.
  - c. A survey of the membership at every program will help determine potential new subjects that would be of interest to our membership.
  - d. A Seminar Preparation Checklist is used to monitor the progress of each presentation planned.
  - e. Facilities for proposed seminars are subject to approval by the Board of Directors.
  - f. The Committee is responsible for distributing the following materials at the beginning of each presentation:
    - (1) Goals and objectives for the presentation
    - (2) Handout or outline if available
    - (3) Pre-test and/or post-test questions
    - (4) Session evaluation forms
  - g. The Committee will collect session evaluation forms at the end of each presentation.
  - h. The Membership Committee provides a reception table and sign-in list at each program.
  
3. Continuing Education Credit.
  - a. The CE Coordinator forwards the following materials to ACPE at least 65 days prior to each presentation:
    - (1) A completed Program Description Form

- (2) Speaker's Curriculum Vitae (CV)
- (3) Goals and objectives for the presentation
- (4) Lecture outline or handout, if available
- (5) Pre-test or Post-test questions, or discussion questions
- (6) Draft of the program advertisement
- b. In conjunction with the Program and Seminar committee a summary of C.E. credits is prepared and mailed to the members annually in May or June by the membership committee. Presence at the meeting is based on attendee's signature on the sign in sheet. An authorized member appointed by the Board may sign the C.E. summary letter.
- c. Participants must attend a lecture of at least 50 minutes and complete the evaluation form to receive continuing education credit. Participants receive CE credit on an hour-for-hour basis for lecture formats, and 0.5 hours for each hour attended for discussion/panel formats.
- d. Requests for duplicate or replacement CE certificates are made to the Program Chair. The Membership Committee will then verify that the participant was noted on the sign-in list for the respective continuing education program and the request will be honored. Requests for replacement copies of certificates are filed and monitored for inappropriate trends.
- e. The Continuing Education Coordinator prepares, distributes, and tabulates the results of the Session Evaluation Forms.

#### 4. Record Keeping

- a. Attendance sheets for continuing education programs are coordinated by the Membership Committee and maintained for a period of not less than five years.
- b. The Program Committee maintains a copy of the materials for each program, for a period of not less than five years:
  - (1) Promotional literature (e.g., invitations, Newsletter releases) and Instructional materials (e.g., handouts, syllabus)
  - (2) The Program Description Form submitted to ACPE
  - (3) The speaker's curriculum vitae or resume
  - (4) The Session Evaluation Summary Form
  - (5) Learning objectives, pre-test, and/or post-test
  - (6) The certificate of credit awarded to participants
  - (7) The program budget and memorandums documenting financial support or expenses associated with the program
  - (8) Completed Seminar Preparation Checklist and summary data.

#### 5. Grievance

Participant grievances from any continuing education program should be submitted to the Program and Seminar Chair, who will respond. The opinion of the Chair can be appealed to the Board of Directors.

APPENDIX : The Program Preparation Checklist

For Use By the Program Committee

Program Title: \_\_\_\_\_

Program Speaker: \_\_\_\_\_

Program Date: \_\_\_\_\_

Program Location: \_\_\_\_\_

- \_\_\_ 1. Program subject and speaker are approved by the Program and Seminar planning Committee (Seminar Coordinators).
- \_\_\_ 2. Program subject and speaker are approved by the Board (Chair).
- \_\_\_ 3. Speaker receives confirmation letter and is thanked for their participation (Program Coordinator).
- \_\_\_ 4. Hotel and travel arrangements are made for the speaker (Seminar Coordinator).
- \_\_\_ 5. Speaker's CV, objectives, and outline/handout are obtained and forwarded to CE Coordinator at least 45 days prior to the seminar (Program Coordinator).
- \_\_\_ 7. If dinner is scheduled, RSVPs are mailed, received and forwarded to either the Hotel Coordinator., or the sponsor at least two weeks prior to the seminar (Advertising Coordinator).
- \_\_\_ 8. Advertisements concerning the seminar have been drafted and forwarded to the SMSHP Newsletter (Advertising Coordinator).
- \_\_\_ 9. Hotel arrangements for AV equipment, dinner, etc. have been made (Hotel Coordinator)
- \_\_\_ 10. ACPE required forms, CV, objectives, outline/handout are forwarded to ACPE at least 30 days prior to the seminar (CE Coordinator).
- \_\_\_ 11. SMSHP member CE certificates are prepared prior to the seminar, and are distributed at the seminar (CE Coordinator).
- \_\_\_ 12. Arrangements are made and speaker is transported to the seminar (Seminar Coordinator).
- \_\_\_ 13. Handouts/outlines are copied and distributed at the seminar (Seminar Coordinator).
- \_\_\_ 14. Evaluation forms are distributed, collected, tabulated, and filed in CE notebook (CE Coordinator).
- \_\_\_ 15. Speaker is paid and thanked (Chair).