

– APPENDIX #3. FSHP BOARD OF DIRECTORS



Position Title: Immediate Past President Job Description

Duties Statement: The Immediate Past President shall perform the duties of the President in the temporary absence of both the President and President-Elect, serve as Vice-Chair of the House of Delegates, and serve in such other capacity as designated by the Board of Directors. The Immediate Past President shall be a member of the Board of Directors to provide support and advice on Society matters as deemed appropriate by the President.

Definition: One year (this position progresses from the Office of President)

Key Points/ Expectations:

Preparation for Board activities and communication with members is expected. Time commitment may be variable, but on average may take 1-2-hours per week. Participation in scheduled and ad hoc Board of Directors' meetings is expected. Attendance at Annual Meeting and other FSHP meetings is desirable. The FSHP Board of Directors can expect to spend a minimum of nine days attending FSHP related meetings. An additional two to three days could be spent in additional activities if scheduling permits.

With the acceptance of this position, at least 75% participation is required. This includes virtual and in person meetings. At the start of a President's annual term in August, the number of potential meetings will be presented and approved by the FSHP Board of Directors. By mid-term, Board members will be evaluated if they have not participated in at least 50% of Board meetings and other responsibilities. Should a situation arise where a Board member can no longer commit, a majority vote of the Board is required to dismiss Board members. Official documentation stating the dismissal agreed upon by both parties will be required upon Board vote.

Section 4.1.4 of the FSHP Bylaws outlines the procedure to fill vacant Board seats. Vacant seats can arise from resignation and/or dismissal by a vote of the FSHP Board of Directors.

RESPONSIBILITIES:

- Fosters goodwill with officers and members of the local component chapters and other pharmacy organizations.
- Serves as a member of the Board of Directors; in the absence of the President and the President-Elect, serves as the Chair of the Board.
- Appoints a Committee on Nominations consisting of five active members. The Chair of the Committee is the FSHP Immediate Past President; however, the Immediate Past President may appoint a Vice-Chair from the Committee members. All appointments to the Committee are subject to the approval of the Board of Directors.
- Performs special assignments or projects as requested by the President.
- Submits ongoing reports for each Board meeting.

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- Serves as advisor to the Presidential officers, new and present members of the Board of Directors.
- Conducts the annual review of the FSHP staff contract(s) at the end of the calendar year immediately following completion of Presidential term of office.

ASSIGNMENTS:

- FSHP Executive Committee (Member)
- FSHP Finance Committee (Member)
- ASHP House of Delegates (Delegate for two terms)
- Vice-Chair of the House of Delegates
- Collaborate with other Associations as assigned by the Board of Directors or Bylaws

Reference Documents: II. FSHP Board of Directors Policy