



Position Title: Board of Directors

Duties Statement: The Board of Directors under majority vote as defined by at least 51% shall manage the affairs of the FSHP, establish policies within the limits of the Bylaws, actively pursue the purposes of FSHP, and have discretion in the control, management, investment, and disbursement of its funds. The Board of Directors, through its Executive Committee, shall develop and approve an annual budget, establish financial goals for FSHP, and oversee the financial operations of FSHP. The Board of Directors shall establish and review long-term objectives of FSHP and establish the priority of all programs and activities. The Board may establish whatever rules and regulations for the conduct of its business it deems advisable and may appoint whatever agents it considers necessary to carry out its powers.

Definition: A term of two years beginning with installation at the FSHP Annual Meeting following their election, immediately following a one-year term as Board of Directors-Elect. Elected Directors may not serve more than two consecutive terms.

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 six days per year 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 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:

- Represents the Society as the official voice of health-system pharmacy in the State of Florida.
- Acts on administrative, fiscal, and other matters consistent with the Bylaws.
- Controls and manages the affairs, property, and funds of the Society.
- Makes decisions regarding the actions of the Components and Officers.
- Exercises final authority over any project requiring the expenditure of Society funds.

- Takes action on all “votes to recommend (actions requiring Board approval)” from the Components/Sections/Task Forces.
- Receives, revises if necessary, and approves the proposed budget for the calendar year from the Executive Committee.
- Confirms the appointments made by the President for the Component Chairs, , Chair of the Research and Education Foundation and any ad hoc Committees or groups that the Board of Directors establishes.
- Receives nominations and votes to approve election of Honorary members.
- Approves the appointment of members of the Society to Liaison components with other FSHP affiliates.
- Establish dues and membership periods for active members.
- Choose the Executive Vice President and other FSHP Staff members who serve at the pleasure of the Board of Directors. The Board of Directors may, on behalf of FSHP, enter into a contract with the Executive Vice President or other FSHP staff members with such terms and for such fixed period as the Board of Directors deems reasonable and in the best interests of FSHP.
- Fill all vacancies in the list of candidates that may occur by death or resignation after the adjournment of the Annual Meeting of FSHP and before the issuance of ballots.
- Determine by reputation and demonstrated activity that the Regional Society is acceptable as an affiliated group; the Regional Society must have been approved by the Board of Directors for affiliation at least sixty (60) days prior to be eligible to seat representatives in the House.
- Establish terms and conditions that affiliated state societies may use the official Society logo.
- Review any proposed amendments to FSHP’s Bylaws submitted to the Board of Directors and submit the proposed amendment to the House of Delegates.

ASSIGNMENTS:

- Serves as Board Liaison for appointed Component(s).
- House of Delegates (Delegate)

Reference Documents: II. FSHP Board of Directors Policy