



Position Title: Board of Directors-Elect

Duties Statement: The intent of the Director-Elect position is to become educated on FSHP operations and programs but does not allow for voting privileges.

Definition: A term of approximately one year, from the date of election through installation as a voting Director at the FSHP Annual Meeting following their election. 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 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.
- Observes and comments upon administrative, fiscal, and other matters consistent with the Bylaws.
- Assists with control and management of the affairs, property and funds of the Society.
- Contributes to decisions regarding the actions of the Components and Officers.
- Contributes to discussion on all "votes to recommend (actions requiring Board approval)" from the Components/Sections/Task Forces.
- Receives nominations and contributes to discussion to approve election of Honorary members.
- Review FSHP's Bylaws to get familiar with Governing Documents. If amendment needs are identified, submit the proposed amendment to the House of Delegates as a resolution or new business item.

COMMITTEE ASSIGNMENTS:

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

Reference Documents: II. FSHP Board of Directors Policy