



Position Title: President

Duties Statement: The President shall serve as the principal elected official of FSHP; serve as Chair of the Board of Directors; communicate to the delegates on the actions of the Board of Directors and on important new activities that affect and further the purposes of FSHP; and communicate with members of FSHP, affiliated chapters, and the public on the activities and policies of FSHP.

Required Experience: Must be an FSHP Member in good standing, have completed term as President-Elect, and have completed at least one full term of previous experience on the FSHP Board of Directors. Exceptions must be approved by the Board of Directors.

Definition: Three-year commitment [this position progresses from the Office of President-Elect (1 year) and then to the Office of Immediate Past-President (1 year), after a year as 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:

- With the approval of the Board of Directors, the President shall annually appoint Chairs and members of the Components, and other appropriate affiliates set forth in Article 5, the Chair of the Research and Education Foundation, and any ad hoc committee or groups that the Board of Directors establishes.
- Serves as an ex-officio member of all Components of the Board of Directors and all ad hoc committees.
- Appoints a Director to each Component who shall attend all meetings and present recommendations and actions to the Board of Directors.
- The current Components are listed on the FSHP website and may be modified as provided in Article 5 of

the Governing Documents.

Per Board actions and feedback, oversees the operations of the Society, assigning responsibilities and coordinating activities with FSHP staff.

- Engage and communicate regularly through appropriate platforms to conduct Society affairs. Works with FSHP management team to ensure effective and efficient action.
- Prepares an annual report of the Society’s activities for presentation to the membership at the House of Delegates.
- Submits ongoing reports for each Board meeting.
- As necessary, signs written agreements, contracts, and other documents on behalf of the Society with other organizations, service companies or groups.
- Promotes, influences and fosters growth of the profession; statewide and nationally:
 - Communicates regularly with membership through official Society platforms ensuring a visual and intentional presence throughout the term
 - Communicates with Board members and FSHP members to obtain input and ideas and encourage participation of other Society members.
 - Presents at regional society meetings.
 - Presents at colleges of pharmacy.
- Serves as spokesperson for the Society:
 - Communicates with officers and members of other organizations to advise and establish a liaison.
 - Serves as the connecting link between ASHP and the state society members.
- Prepares the President-Elect for the office of President.
- Communicates with Affiliate members and other Health-System pharmacists to seek grass-roots input and ideas; encourages participation of chapter members.
- Works with the FSHP Chief Staff member to set agendas before Board meetings.
- Appoints members to vacant positions except as otherwise provided in the Bylaws.
- Gives Welcoming remarks at FSHP sponsored seminars.
- Authorizes the various Components to represent themselves as acting on behalf of FSHP when contacting other organizations as appropriate.

ASSIGNMENTS:

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

ABILITIES:

- Good verbal and written communication skills.
- Knowledge of FSHP operations.
- Familiarity with the membership (regional, chapter).
- Ability to envision and direct the organization towards more ideal practice environments.
- Ability to maintain direction of the organization.
- Ability to collaborate with other pharmacy organizations effectively.

Reference Documents: II. FSHP Board of Directors Policy