



**Position Title:** Student Director

**Duties Statement:** Each college of pharmacy may nominate a student representative to apply (*no limit to particular year, open to all pharmacy students*). Selected representatives must then submit a letter of intent, essay on a given topic (assigned annually, two letters of recommendation (one from FSHP advisor and one from a health-systems pharmacist), and CV. Two to three candidates will be selected to be interviewed at the FSHP Annual Meeting. The FSHP Executive Committee will select the Student Director.

**Definition:** A term of one year beginning with selection and installation at the FSHP Annual Meeting following their appointment by the Executive Committee.

**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:**

- o Represents the Society as the official student voice of health-system pharmacy in the State of Florida.
- o Acts on administrative, fiscal, and other matters consistent with the Bylaws.
- o Controls and manages the affairs, property and funds of the Society.
- o Makes decisions regarding the actions of the Components and Officers.
- o Exercises final authority over any project requiring the expenditure of Society funds.
- o Takes action on all "votes to recommend (actions requiring Board approval)" from the Components/Sections/Task Forces.
- o Receives, revises if necessary, and approves the proposed budget for the calendar year from the Executive Committee.
- o 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.

- o Receives nominations and votes to approve election of Honorary members.
- o Approves the appointment of members of the Society to Liaison Committees with other organizations.
- o Establish dues and membership periods for active members.
- o 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.

**Reference Documents:** II. FSHP Board of Directors Policy