



## **TIME COMMITMENT ESTIMATE**

Preparation for Board activities and communication with members is approximately 1-2 hours per week. Monthly Board of Directors' meetings are approximately 1 hour per meeting in the evening via conference call. Attendance at Symposiums and other NMSHP meetings desirable.

## **OFFICERS & MEMBERS OF THE BOARD OF DIRECTORS**

### **OFFICERS**

#### **PRESIDENT**

- Administers operations of NMSHP, assigning responsibilities and coordinating activities with the assistance of the Executive Director.
- Establishes objectives for the year with the Board that addresses strategic plan.
- Promotes, influences and fosters the growth of the pharmacy profession statewide and nationwide.
- Serves as the primary contact person for NMSHP with responsibility for the majority of the formal communications between NMSHP and other organizations; establishes a dialogue and communicates with Board members and officers of other organizations.
- Serves as the primary volunteer link between ASHP and Society members; communicates with ASHP staff members to provide and obtain information and assistance.
- Communicates with NMSHP members and other pharmacists to seek grass-roots input and ideas; encourages participation of Society members.
- Works with the Secretary to establish Board meeting agendas.
- Presides at Society meetings.
- Works closely with ASHP and the NMSHP Membership Committee to recruit new members and retain current members.
- Engages in written and verbal communication on behalf of the Society, as needed.
- Signs checks on behalf of the Society as may be required.
- Assists Board members and committees in defining responsibilities and timetables for projects.
- Annually appoints Committee Chairs with Board approval.
- Coordinates activities of committees, recommends committee additions, and serves as a non-voting member of all committees
- Appoints NMPPhA representative, student representative, and technician representative to board annually
- Appoints members to vacant positions except as otherwise provided in the NMSHP Bylaws.
- Gives welcoming remarks at NMSHP sponsored seminars and events.
- Works closely with the Executive Director on behalf of the Society, as needed.
- Responsible for maintaining website (with Secretary, President-Elect, and Immediate Past-President)
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month) and assists in determining content and editorial policy
- Attendance at Symposiums and other NMSHP meetings

**TERM OF OFFICE:** One year. This position follows the office of President-Elect and follows to the office of Immediate Past President, making a total commitment of three years for this position.

### **PRESIDENT-ELECT**

- Develops knowledge and understanding of the duties and responsibilities of the President.
- Keeps abreast of current Society activities.
- Develops objectives and goals for his/her Presidential year including potential committee chairs.
- Develops knowledge of the NMSHP Bylaws and Strategic Plan.
- Serves as a member and Vice Chair of the NMSHP Board of Directors.
- Responsible for maintaining website (with Secretary, President, and Immediate Past-President)
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month) and assists in determining content and editorial policy
- Attendance at Symposiums and other NMSHP meetings

TERM OF OFFICE: One year. This position is elected by the membership and follows to the office of President and then Immediate Past President for a total term of 3 years.

### **IMMEDIATE PAST PRESIDENT**

- Fosters good will with officers and members of the Society.
- Writes letters of appreciation to other organizations with whom he/she has worked during his/her presidential year to maintain Society contacts and to introduce the new Society President.
- Serves as a member of the NMSHP Board of Directors, and in the absence of the President and the President-Elect, serves as the Chair of the Board.
- Responsible for maintaining website (with Secretary, President-Elect, and President)
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month) and assists in determining content and editorial policy
- Attendance at Symposiums and other NMSHP meetings

TERM OF OFFICE: One year. This position follows from the office of President-Elect and President.

### **TREASURER**

- Attends monthly Board meetings and gives financial report
- Submits monthly financial statements with the Board
- Prepares a budget with the assistance of the Executive Director and Board of Directors
- Monitors the Society's funds to assure that the management, investment, and disbursement of funds are executed in a fiscally responsible manner.
- Works closely with the Executive Director to assure the prompt receipt of accounts receivable and the timely disbursement of accounts payable.
- Arranges for an annual audit of the Society's financial records.
- Reviews copies of most recent financial reports, all previous financial records, budgets, and other data pertaining to the fiscal affairs of the Society.
- Studies, advises and reports on the feasibility of special committee or Society activities that require the expenditure of funds beyond the confines of the current budget.
- Presents reports of Society finances at the Annual Meeting.
- Provides budget information to Board members and Committee Chairs in August in order to develop a budget for the coming calendar year.
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Attendance at Symposiums and other NMSHP meetings

TERM OF OFFICE: Two years.

## **SECRETARY**

- Attends monthly Board meetings
- Assists the President in preparing the agenda for each meeting of the Board of Directors.
- Keeps minutes for all Board meetings and distributes to Board before the next meeting. Minutes of Board meetings should be kept permanently.
- Prepares official correspondence for the Board
- Responsible for maintaining website (with President/President-Elect/Past-President)
- Conducts Society correspondence as directed by the President.
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attendance at Symposiums and other NMSHP meetings

TERM OF OFFICE: Two years.

## **MEMBERS**

### **NORTHWEST REGION REPRESENTATIVE**

- Represents the following counties: Cibola, McKinley, Valencia and San Juan.
- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attendance at Symposiums and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years.

### **CENTRAL REGION REPRESENTATIVE**

- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attendance at Symposiums and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years.

### **SOUTHWEST REGION REPRESENTATIVE**

- Represents the following counties: Catron, Dona Ana, Grants, Hidalgo, Luna, Sierra, Socorro, Lincoln, and Otero.
- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attendance at Symposiums and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years.

### **NORTHEAST REGION REPRESENTATIVE**

- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attendance at Symposiums and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years.

### **SOUTHEAST REGION REPRESENTATIVE**

- Serves as a voting member of the Board of Directors
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to members in region
- Responsible for Facebook updates
- Serves on at least one Standing or Ad Hoc Committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Attendance at Symposiums and other NMSHP meetings
- Encouraged to organize one meeting, networking event, or continuing education offering each year for members in his/her region.
- Performs projects and assignments as requested by the President.

TERM OF OFFICE: Two years.

## **TECHNICIAN REPRESENTATIVE**

- Serves as a voting member of the Board of Directors.
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to technician members
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Performs other duties and assignments as requested by the President
- Attendance at Symposiums and other NMSHP meetings desirable

TERM OF OFFICE: One-year, President-Appointed

## **STUDENT REPRESENTATIVE**

- Serves as a voting member of the Board of Directors.
- Attends monthly Board meetings
- Serves as a liaison for and communicates information to UNM College of Pharmacy Students and ASHP-SSHP members
- Serves on at least one committee and may be responsible for giving committee report at monthly Board meeting
- Contributes to pager once a month (Send to Exec Director 23<sup>rd</sup> of each month)
- Performs other duties and assignments as requested by the President.
- Attendance at Symposiums and other NMSHP meetings desirable

TERM OF OFFICE: One-year, President-Appointed

## **UNM COLLEGE OF PHARMACY REPRESENTATIVE**

- In the event that no other member of the Board of Directors is a faculty member of the University of New Mexico (UNM) College of Pharmacy, a representative will be nominated by the President to serve as a voting member of the Board, with the approval of the Board of Directors.
- Serves for a term of one year.

## **STANDING COMMITTEES**

### **EDUCATION COMMITTEE**

Plans and coordinates all NMSHP educational programs. Consists of members representing a variety of pharmacy practice experience (academic, hospital, ambulatory, law & regulatory issues, home health care).

- Make provisions for volunteer staff for the following areas of responsibility at the Annual Meeting and the Mid-Year Meeting:
- Assist the Executive Director in the preparation of a detailed budget for each meeting
- Assist the Finance Committee in making arrangements for speaker funding and assuring that requests for funding follow NMSHP Fiscal Management policies and procedures.
- Assure that NMSHP educational programs meet all ACPE criteria for approved programs.
- Assure that all commercial support be stipulated by a written agreement and must flow through the provider and/or its educational partner.
- Perform other duties and assignments as requested by the President.

### **3. FINANCE COMMITTEE**

- Establish policies and procedures regarding savings and investments of the Society.
- Formulate policies and procedures regarding the financial management of Society funds.
- Prepare a budget for the calendar year and annually submit to the Board of Directors for approval.
- Perform other duties and assignments as requested by the President.

### **4. LEGISLATIVE COMMITTEE**

- Monitor state and federal legislative and regulatory activities affecting pharmacy and health care.
- Educate membership about legislative and regulatory issues.
- Monitor meetings of the New Mexico Board of Pharmacy.
- Develop legislative and regulatory priorities and submit to Board for review and approval.
- Develop position statements on legislative and regulatory issues and present to Board for review and approval.
- Promote consensus on issues among membership and other professions and healthcare organizations.
- Develop and maintain a legislative contact database.
- Lobby for the NMSHP legislative and regulatory agenda.
- Report committee activities to the Board.
- Report NMSHP legislative and regulatory activities to ASHP.
- Perform other duties and assignments as requested by the President.

### **5. MEMBERSHIP COMMITTEE**

- Establish a regional network of membership recruiters.
- Assist the Executive Director in preparing and reviewing the membership promotion materials.
- Establish procedures for participating in the ASHP Spring and Fall Recruitment Campaigns.
- Work with the UNM student chapter to recruit student members.
- Periodically conduct a member survey. Collect, collate, and distribute information.
- Perform other duties and assignments as requested by the President.