

Checklist for June House of Delegates

WHEN	LOGISTICS	POLICY WORK	OTHER BUSINESS
January 1 to March 31	☐ Register for a Regional Delegate Conference ☐ Participate in Delegate Welcome Webinar (Feb 23)*	☐ Review Role of Delegates on ASHP Website ☐ Submit Proposed Resolutions * (by March 16)	
April 1 to April 25	☐ Visit House of Delegates ASHP Connect community ☐ Request room for an additional caucus*	☐ Review proposed policies ☐ Solicit input on proposed policies from your constituents ☐ Discuss proposed policies on ASHP Connect	
April 25 to June 12	☐ Attend a Regional Delegate Conference ☐ Print out or download Agenda, Board Report on Councils, Treasurer's Report, and the Report of the Committee on Nominations	☐ Discuss proposed policies at Regional Delegate Conference ☐ Discuss proposed policies on ASHP Connect ☐ Prepare amendments to proposed policies* ☐ Prepare recommendations* ☐ Prepare new business items*	☐ Review Treasurer's Report ☐ Communicate outcomes of Regional Delegate Conference to your constituents
At the June House of Delegates June 13-16	Attend: ☐ 1st & 2nd Delegate Caucuses ☐ 1st & 2nd Meetings of House ☐ Delegate Primer (optional) ☐ Open Forum (encouraged)	☐ Submit amendments* ☐ Vote on proposed policies ☐ Submit recommendations* ☐ Submit new business items* (before 4 pm Monday, June 15)	☐ Vote on Treasurer's Report
After the June House of Delegates			☐ Communicate outcomes of House of Delegates to ASHP members in your state

*Optional activity. For more information, visit <https://www.ashp.org/House-of-Delegates> or email the Chair of the House at hodchair@ashp.org.