

## **Call for Candidates: ASHP Treasurer**

ASHP seeks candidates for the Treasurer position on the Board of Directors.

The ASHP Treasurer:

- Chairs the Committee on Finance and Audit,
- Oversees the conservation and investment of ASHP assets and funds,
- Ensures that expenditures agree with priorities set by the Board, and
- Informs the House of Delegates and Board of ASHP's financial position and needs.

The Treasurer also serves as Treasurer on the Board of Directors for the ASHP Foundation and is responsible for managing its assets and funds.

Candidates should be familiar with the programs and priorities of ASHP and the ASHP Foundation. They should possess expertise and applicable organizational experience in financial management and oversight. The Treasurer participates in about 30 days of meetings each year, not including travel time.

If you are interested in becoming a candidate for Treasurer, or you wish to recommend another member for candidacy, please send letters of recommendation or personal expressions of interest with a curriculum vitae to Chair, Treasurer Committee on Nominations at [ashpeo@ashp.org](mailto:ashpeo@ashp.org) or via the following link:  
[https://ashp.az1.qualtrics.com/jfe/form/SV\\_4SGSa2Q5SgH7gvl](https://ashp.az1.qualtrics.com/jfe/form/SV_4SGSa2Q5SgH7gvl)

Potential nominees will receive a separate online application survey to accept or decline the nomination. The deadline to complete the application survey and to submit all materials is February 13, 2025.



## The Officers and Directors of ASHP

### *Scope of Commitment*

The President of ASHP, as described in the Society's Bylaws, is "...the principal elected official of the Society, and will be so recognized at all Society affairs, programs and activities..."

The Presidential Officer's term spans a period of three years, during which he or she serves successively as **President-Elect**, **President**, and **Immediate Past President**.

During this three-year period, each of the Presidential Officers participates in a variety of meetings. In addition, the Chair of the House, Treasurer and other Directors participate in a variety of meetings during their term of office. These may relate to the governance of the Society or they may be representational or ceremonial in nature. This document aims to summarize the types of meetings that officers may be required to attend, additional functions requiring travel to which they may be invited, and the time commitments involved.

The following meetings and time commitments are required annually: Travel time is not included.

#### **BOARD OF DIRECTORS (OFFICERS AND DIRECTORS), BOARD MEMBERS-ELECT**

Board of Directors.....	<i>Spring Meeting</i> .....	3 days
Board of Directors.....	<i>Summer Meeting</i> .....	1/2 day
Board of Directors.....	<i>Fall Meeting</i> .....	1 day
Board of Directors.....	<i>Winter Meeting</i> .....	2 days
Board of Directors.....	<i>Summer Retreat</i> .....	2 days
Regional Delegate Conferences .....		4-5 days
Summer Meeting & House of Delegates .....		5 days
Midyear Clinical Meeting .....		7 days
Joint Council Meetings.....		3 days
Legislative Day.....		1 day

#### **PRESIDENT, PRESIDENT ELECT, IMMEDIATE PAST PRESIDENT, TREASURER**

Committee on Finance and Audit .....	<i>Winter</i> .....	1 day
Committee on Finance and Audit .....	<i>Spring</i> .....	1 day
Committee on Finance and Audit .....	<i>Summer</i> .....	conference call
Committee on Finance and Audit .....	<i>Fall</i> .....	1 day
Research & Education Foundation Board*		2 days

**PRESIDENT, PRESIDENT ELECT, IMMEDIATE PAST PRESIDENT, CHAIR, HOUSE OF DELEGATES**

State Affiliate Society Presidents’ Retreat Conferences..... 4-5 days

**PRESIDENT ELECT, BOARD MEMBERS ELECT, CHAIR, HOUSE OF DELEGATES**

Board of Directors Orientation ..... 2 days

**In addition to the above, Presidential Officers customarily participate in the following annual meetings (exclusive of travel time):**

**PRESIDENT ELECT (Year 1 of 3-year term)**

Commission on Goals Meeting ..... 1 day  
Undetermined Meetings..... 3 days

**PRESIDENT (Year 2 of 3-year term)**

JCPP Quarterly Meetings ..... 4 days  
Commission on Goals Meeting ..... 1 day  
International Meetings (e.g. FIP) ..... 7 days  
Leaders Conference ..... 2 days  
Liaison Meetings (e.g. NCPO)..... 5 days  
Undetermined Meetings..... 5 days

**IMMEDIATE PAST PRESIDENT (Year 3 of 3-year term)**

APhA Annual Meeting and HOD ..... 4-5 days  
Commission on Credentialing ..... 6 days  
National Pharmacy Preceptors Conference ..... 3 days  
Undetermined Meetings..... 3 days

**\*Commitment to the ASHP Research and Education Foundation**

The ASHP president attends Foundation Board meetings during their 3-year term as president. In the time periods of President-elect and President, service on the Foundation Board is ex-officio. This means that there is full participation in the dialogue around the Board table, but voting privileges are not extended. Upon the assumption of the role of past-president, the individual becomes a full voting member of the ASHP Foundation Board of Directors and begins a two-year term of service on the Foundation Board. This means that an ASHP president actually has a service commitment to the ASHP Foundation for an additional year beyond their 3-year service commitment to ASHP.

The ASHP Foundation Board of Directors currently meets 5 times per year. Two meetings are in person for a day and a half resulting in a 2-day commitment away from one's job. These in person meetings take place in March and October, usually on a Wed/Thu or Thu/Fri during the 3rd weeks of these months. There are three 1-hour conference calls which occur on a suitable date for all Board members in the months of January, May and August.

### **Additional Considerations**

Clearly the above time commitments are not insignificant. Prospective presidential candidates and their institutions should bear in mind that:

1. Certain meetings probably would be attended as a member of the profession even if the individual were not an elected official of the Society (e.g., Summer and Midyear Clinical Meetings).
2. Attendance at some meetings is optional and the effectiveness of the Presidential Officer is not impaired by a lack of participation in such meetings.
3. Some meetings are held on weekends, impinging on personal rather than institutional time.
4. Candidates, together with their families and employers, should critically review existing professional and personal obligations to determine which of these could be suspended during the three-year term.
5. Any external circumstances which may impede an otherwise qualified member's candidacy should be presented to the Board of Directors through the ASHP Executive Office. The Board will review and attempt to ameliorate such circumstances within practical limits. For example, some institutions may be more supportive of an employee's candidacy if some funding is made available to offset the use of institutional resources (e.g., support staff, office supplies) by the employee in his or her capacity as an Officer of ASHP. In such cases, the institution may request such funding according to the attached "Institutional Funding Guidelines Relating to ASHP Officers," established by the Committee on Finance. Requesting such funds does not automatically guarantee their disbursement.

### **Prioritizing Commitments to State Affiliate Societies and External Organizations**

Historically, the second year of the President's three-year term has involved frequent appearances at state affiliate society functions. However, because of the continually growing responsibilities of the President as Chair of the Board of Directors during the second year of office, ASHP strongly suggests that Presidential officers limit their state affiliate engagements during the second year, and try instead to balance such commitments as evenly as possible over the three-year term. To this end, the following guidelines should be adhered to as strictly as possible:

1. President-Elect (Year 1 of 3-year term)
  - Official meetings of the Society as outlined above.
  - Orientation meetings such as the Joint Council meetings
  - Meetings of other organizations at the request of the CEO.
  - Limited participation in affiliated state chapter meetings.

2. President (Year 2 of 3-year term)

- Official meetings of the Society as outlined above.
- Meetings of other organizations (in pharmacy and related health fields).
- Limited participation in affiliated state chapter meetings.

3. Immediate Past President (Year 3 of 3-year term)

- Official meetings of the Society as outlined above.
- Meetings of other organizations at the request of the CEO.
- Limited participation in affiliated state chapter meetings.

State affiliates wishing to invite an ASHP representative to attend their annual meeting, or to participate as a speaker, should forward their requests to the office of the ASHP CEO. It may not always be possible for a member of the ASHP Board to be present at a state society meeting (e.g. schedule conflicts with another meeting or function), but the Society will do its best to meet the needs of the affiliates. ASHP appreciates the understanding and cooperation of the affiliated state chapters in this regard.

**Conclusion**

This document has been prepared by the ASHP Board of Directors to provide an understanding of time commitments for prospective candidates for the ASHP Presidency and their institutions and families and to encourage affiliated state chapters to cooperate with the ASHP and its Presidential Officers in more evenly distributing the burdens of the Presidential travels over the three-year period of the Presidency. Any questions should be directed to the ASHP Executive Office.

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Approved by the Board of Directors August 1, 1978  
Revised by the Board of Directors November 17-18, 1983  
Revised by the Board of Directors September 21, 1984  
Revised by the Board of Directors, April 27, 1994  
Revised by the Board of Directors, November 11, 2000  
Editorial Changes, May 2009  
Editorial Changes, November 2015  
Editorial Changes, September 2017



## Guidelines for Candidates for Elective Office

### Introduction

To ensure that a broad spectrum of willing and qualified potential nominees are considered for candidacy to ASHP elective offices the Board of Directors has charged the Committee on Nominations with carrying out an annual search process for the selection of candidates and assembling a roster of nominees. The source for potential nominees comes from individual members, affiliated state societies, councils, committees, and other ASHP leadership bodies. Once a slate of candidates for elective office is prepared the names are sent to the ASHP House of Delegates.

### Policy

Receipt of the report from the Committee on Nominations the Society widely publicizes to voting members through all of its communication media (print and electronic) the names, background and qualification of all nominees. The *Election Bulletin* which contains information about each candidate is maintained on the ASHP website throughout the election season until voting closes.

Once the candidates for elective office are announced at the ASHP Summer Meetings it is expected that candidates for office will avoid activities that would be viewed as self-promotional or “campaigning” for election whether in print, through electronic media such as social networking forums or blogs, or actual statements by the candidate. Further, candidates should not endorse or encourage others or third parties to promote their individual candidacy for office. Any third-party announcements or other forms of broad communication that discusses the upcoming election should include all candidates for a particular office and their qualifications and should not promote the selection of a specific candidate.

Further, individuals who are candidates for office in the Society are expected to protect ASHP’s image, not to engage in any activity which might bring discredit to the Society, and not to participate in discussions or votes if a personal conflict of interest is involved. These individuals are advised to review the “*ASHP Policy on accepting Corporate Support and avoiding Conflicts of Interest*” and the “*ASHP Policies on Conflict of Interest, Disclosure, and External Business/Professional Activities for Board of Directors*”.



## TREASURER RESPONSIBILITIES

**SUMMARY:** The Treasurer of the ASHP Board is a nominee of the Board of Directors, is elected to a three-year term of office upon receiving a majority of votes cast by active ASHP members, and serves no more than two successive terms. The Treasurer serves as Chair of the Committee on Finance and Audit. In addition to specific obligations, Treasurers are also members of the ASHP Board of Directors and carry those responsibilities and duties as well.

**RESPONSIBILITIES AND DUTIES:** The Treasurer has the same obligations as discussed in the "Board of Directors Responsibilities" as well as the specific responsibilities outlined below:

- Chairs the Committee on Finance and Audit
- Oversees the conservation and investment of ASHP assets and funds
- Ensures that expenditures agree with priorities set by the Board
- Informs the House of Delegates and Board of ASHP's financial position and needs
- Also serves as Treasurer on the Board of Directors for the ASHP Research and Education Foundation.
- Serves as a member of the ASHP Board of Directors.

### QUALIFICATIONS:

All qualifications of an ASHP Director plus:

- Has expertise and applicable organizational experience in financial management and oversight
- Familiar with the programs and priorities of ASHP and the ASHP Research and Education Foundation.

**COMPENSATION:** The Treasurer may not receive compensation for services provided, except the Board of Directors may reimburse the Treasurer for reasonable expenses incurred in discharging the functions of the office in accordance with the policies established by the Board of Directors.

**LEGAL AUTHORITY:** ASHP Charter: Article Sixth, and Bylaws: Article 4 and 5.



## BOARD OF DIRECTORS RESPONSIBILITIES

**SUMMARY:** An individual Director of the ASHP Board is elected at large to one, three-year term of office upon receiving a majority of votes cast by active ASHP members. Being a member of the ASHP Board of Directors is a serious undertaking, because collectively the Directors represent all ASHP members, are responsible for managing the overall affairs of ASHP through the Chief Executive Officer, establish policies, programs and direction for ASHP, and actively pursue and serve the mission and purposes of ASHP. Further, Directors are responsible for the fiscal health, financial integrity, and professional advocacy and advancement of the organization.

**RESPONSIBILITIES AND DUTIES:** As a Director of the ASHP Board there is a continuing obligation to exercise informed decision making in the following areas:

1. Policies, Mission and Directions for ASHP:
  - a. establish and review long term objectives of ASHP in the form of a strategic plan;
  - b. establish guidelines for the conduct of ASHP business;
  - c. establish committees and task forces and designate representatives to other organizations;
  - d. create, review and modify the professional policies of ASHP and submit them to the HOD for consideration;
  - e. approve or disapprove all recommendations of the component groups and any other groups of ASHP;
  - f. approve all nominations to committees, councils and commissions;
  - g. establish and modify administrative policies for the conduct of Board and its component groups, except for the HOD;
  - h. act as the Committee on Resolutions of the House of Delegates, and reviews all resolutions before being submitted to the House for action;
  - i. review and approve changes to the articles of incorporation of the ASHP Research and Education Foundation.
2. Financial integrity of the organization:
  - a. establish a control system for the investment and disbursement of ASHP funds;
  - b. review, revise and approve an annual budget;
  - c. establish financial goals for ASHP;
  - d. oversee and monitor the financial operations of ASHP;
  - e. ensure the availability of adequate resources for the organization;
  - f. aware of information in ASHP federal and state tax returns
3. Active Participation:
  - a. attend all Board meetings;
  - b. prepare for Board meetings by reading materials and staying informed;
  - c. participate in discussions and decisions of the Board;
  - d. ask timely questions;
  - e. suggest agenda items for Board, committees, councils, etc.;
  - f. serve as a mentor and recruiter of future Board members;



- g. recruit new members for ASHP;
  - h. engage with ASHP members;
  - i. interact with ASHP Affiliated State Societies;
  - j. attend official ASHP national meetings;
  - k. attend Council, Committee and Commission meetings to which Director is a Board Liaison;
  - l. support and advocate the decisions of the Board without regard for individual opinion.
4. Selection, Hiring and Support of the Chief Executive Officer of ASHP:
- a. establish performance objectives and expectations for the Chief Executive Officer;
  - b. provide regular and ongoing communication with Chief Executive Officer;
  - c. conduct annual review of Chief Executive Officer.
5. Oversight and Accountability at all levels of ASHP:
- a. establish an evaluation plan for ASHP performance, including Board performance;
  - b. conduct an annual assessment of Board performance based on preestablished criteria.
6. Conflict of Interest Policies:
- a. disclose outside interests pursuant to ASHP Disclosure policy;
  - b. review with other Board members the results of the disclosure;
  - c. maintain confidentiality of Board information and deliberations;
  - d. avoid conflicts of interests by maintaining clear lines between personal and professional decisions vs. ASHP decisions.

**QUALIFICATIONS:**

Knowledge of ASHP's mission, purposes, goals, policies, programs and services;

Active member of ASHP;

Record of sound decision-making skills;

Team player;

Capacity to anticipate the need for and lead productive change for ASHP;

Ability to work with a professional staff to accomplish the purpose and mission of ASHP;

Ability to focus on member needs and serve the organization as a whole; and

High ethical standards

**COMPENSATION:** Individual Directors may not receive compensation for services provided, except the Board of Directors may reimburse a Director for reasonable expenses incurred in discharging the functions of the office in accordance with the policies established by the Board of Directors.

**LEGAL AUTHORITY:** ASHP Charter: Article Sixth, and Bylaws: Article 5.