

6.00 EXECUTIVE COUNCIL OFFICERS

6.01 PRESIDENT

6.01.01 Position Description

1. Oversees operations of ICHP, assigning responsibilities and coordinating activities with assistance of the Executive Vice President (EVP). The President will conduct weekly calls with the Executive Vice President to accomplish this function.
2. Establishes objectives for the year based on the strategic plan and communicates the plan to the officers.
3. Promotes, influences, and fosters the growth of the profession statewide and nationwide.
4. Serves as a major contact person for ICHP with responsibility for the majority of the formal communications between ICHP and other organizations.
5. In conjunction with the EVP, the President communicates with ASHP staff members to provide and obtain information and assistance.
6. Communicates with Council members and other Health-System pharmacists to seek grass-roots input and ideas; encourages participation of chapter members.
7. Works with the EVP in setting agenda for Board meetings and Executive Committee meetings.
8. Presides at the Board meetings and Executive Committee meetings.
9. Works closely with the Director of Marketing Affairs to recruit new members and retain current members.
10. Engages in written and verbal communication on behalf of the Council as needed.
11. Serves as a voting member and Chair of the Board.
12. Serves as a voting member of the Committee on Finance and Chair of the Executive Committee.
13. Assists Board members and staff in defining responsibilities and timetables for projects.
14. Assists Committee and Network Chairs in establishing programs and processes and assessing outcomes of initiatives.
15. Appoints members to vacant positions except as otherwise provided in the Bylaws in coordination with the EVP.
16. Appoints the Chair and members of the ICHP's Committees with Board approval annually.
17. Appoints members to the Divisions of Service with the approval of the Director of the Division of Service and the Board of Directors annually.
18. Appoints ad-hoc committees and chairs thereof as deemed necessary to carry out the responsibilities and programs of the Council.
19. Writes a President's Column in each issue of KeePosted.
20. Gives welcoming remarks at ICHP statewide meetings and other events as needed.
21. Authorizes the Divisions of Service to act on behalf of the Council when contacting other organizations.
22. Writes an Annual Report to the members prior to the Council's Annual Meeting.
23. Brings member concerns to the Board of Directors whenever they are identified.

6.01.02 Term of Office

One year (transitions to the Immediate Past President after one year).

6.02 PRESIDENT-ELECT

6.02.01 Position Description

1. Develops knowledge and understanding of the duties and responsibilities of the President, Board of Directors, and key staff.
2. Develops a strong working knowledge of the organization and its current activities.
3. Identifies a leadership theme for term as President.
4. Serves as a voting member of the Committee on Finance and Executive Committee.
5. Serves as a voting member and Vice Chair of the Board.

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6. Provides follow-up on recommendations received from Town Hall Meetings or other member recommendations.
7. Performs the duties of the President when the President is unable to do so.
8. Assumes other responsibilities as directed by the President.
9. Plans ICHP Board of Directors leadership retreat with the ICHP staff for Presidential Year.
10. Oversees the implementation of the ICHP Strategic Plan.
11. Writes an Annual Report prior to the Council's Annual Meeting.
12. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

6.02.02 Term of Office

One year (elected from membership; ascends to the Office of President after one year).

6.03 IMMEDIATE PAST PRESIDENT

6.03.01 Position Description

1. Serves as a voting member of the Committee on Finance and Executive Committee.
2. Serves as a voting member of the Board of Directors; in the absence of the President and the President-elect, serves as the Chair of the Board.
3. Serves as Chair of the Committee on Nominations.
4. Conducts the annual review of the EVP immediately following completion of Presidential term of office.
5. Submits report of the annual review to the Board of Directors to use in evaluating EVP contract renewal.
6. Maintains communication with other organizations with which they have worked during their presidential year to maintain Council contact and to introduce the new Council President.
7. Performs special assignments or projects as requested by the President.
8. Writes an Annual Report to the members prior to the Council's Annual Meeting.
9. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

6.03.02 Term of Office

One Year (this position ascends from the Office of President).

6.04 EXECUTIVE VICE PRESIDENT

6.04.01 Position Description

1. Serves as the Chief Executive Officer (CEO) of the Council managing all paid staff and the ICHP Headquarters Building.
2. Serves as a voting member of the Board of Directors of ICHP.
3. Serves as a voting member of the ICHP Executive and Finance Committees.
4. Oversees the day-to-day operations of the Council, including the ICHP Building Co., LLC.
5. Works with the Officers, Board of Directors and volunteers of ICHP to promote and advance hospital and health-system pharmacy practice in Illinois and around the country.
6. Assists the President in establishing Board Meeting agendas.
7. Assists the President-elect with creating and revising the ICHP strategic plan.
8. Develops an annual organizational calendar of events in conjunction with the incoming President.
9. Assists the Immediate Past President and the Committee on Nominations in soliciting volunteer members to serve in ICHP's various elected offices.
10. Assists the Treasurer with managing ICHP's financial assets, creating a budget and other financial reports.
11. Works to identify and maintain new and effective revenue sources that support the Council's activities.

12. Assists the Secretary with maintaining ICHP records including minutes, contracts, communications, and historical files.
13. Assists ICHP's Division Directors and Committee Chairs in planning, establishing, modifying, and discontinuing Council programs and services.
14. Maintains ICHP Policies and Procedures and recommends revisions, additions, and deletions when necessary.
15. Obtains and maintains an Illinois Lobbyist license and oversees and directs the work of ICHP's Lobbyist(s).
16. Serves as Treasurer of the ICHP Pharmacy Action Fund.
17. Serves as a voting member of the ICHP's Political Action Committee.
18. Represents the Council on the various College of Pharmacy Advisory Boards, at Board of Pharmacy meetings and with other Illinois governmental agencies.
19. Acts as a preceptor of pharmacy students.
20. Assists local affiliate leadership in providing programming and services.
21. Works with ICHP staff to maintain ICHP's ACPE accreditation status in good standing.
22. Authors and/or edits articles for the Council's KeePosted and e-mail blasts to inform ICHP members of current issues and activities.
23. Serves as a member of the Pharmacy Technician Certification Board, Inc. Board of Governors.
24. Ensures that the ICHP office has the appropriate equipment, software and furniture to conduct the business of the Council.
25. Ensures that the appropriate staff are hired and retained.
26. Ensures that appropriate insurance coverages are in place for ICHP assets and staff.
27. Ensures that appropriate office policies and procedures are established and followed to create a healthy and productive working environment at the ICHP office.
28. Participates with other associations as approved by the Board to improve the operations and develop strategic partnerships for ICHP.
29. Writes an Annual Report to the members prior to the Council's Annual Meeting.
30. Performs other duties as identified by the Board of Directors to guarantee the continued success of the Council.
31. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

6.04.02 Term of Office

Defined by EVP contract

6.05 TREASURER

6.05.01 Position Description

1. Serves as the volunteer auditor of the Council's funds overseeing their receipt, disbursement and investment by the ICHP office staff on behalf of and at the direction of the Board of Directors.
2. Serves as a voting member of the Board of Directors.
3. Serves as a voting member of the Executive Committee.
4. Serves as a voting member and Chair of the Finance Committee.
5. Writes an Annual Report to the members for publication prior to the Council's Annual Meeting.
6. Trains the Treasurer-elect
7. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.
8. Reviews a copy of all financial transactions of the Council at least once every month (income, expenses, transfers, etc)
9. Reviews a copy of all reconciliation reports including any data or reports used to complete reconciliation process.
10. Monitors income and expenses compared to budget on a monthly basis
11. Reviews changes related to financial processes or reports
12. Reviews any documents related to IRS reporting requirements.
13. Reviews reports related to the annual financial audit and provide a report.

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14. As deemed necessary, may seek additional information to discern appropriateness of any disbursements or other use of ICHP funds.
15. Provide an overview of financial status at each Committee on Finance meeting
16. Provide an overview of financial status at each Board of Directors meeting including an assessment of current financial stability and any areas of concern.
17. Provide any other financial reports as directed by the Board of Directors.
18. Assist staff in preparing annual operating budget and annual capital budget.

6.05.02 Term of Office

1. Two years
2. The Treasurer shall not serve more than two consecutive terms.

6.06 SECRETARY

6.06.01 Position Description

1. Serves as a voting member and Secretary of the Board of Directors and records the minutes of each meeting of the Board of Directors.
2. Maintains a current listing of the officers of the Council and of its affiliated chapters.
3. Works with the Executive Vice President to prepare and distribute minutes of all Board of Directors meetings to all members of the Board of Directors and to the ASHP Member and Affiliate Relations Associate assigned to ICHP prior to the next scheduled Board of Directors meeting.
4. Understands chapter policies and procedures; serves as Council Parliamentarian upon request.
5. Trains the Secretary-elect.
6. Oversees the distribution of all Board of Director meeting notices.
7. Uses the Official ASHP Chapter Officer's Manual as a reference for job duties.
8. Serves as a voting member and records minutes of the Committee on Finance and Executive Committee which meets monthly via conference call.
9. Oversees the distribution of an electronic ballot to each appropriate member of the Council containing the names of the candidates for office together with a brief review of their professional backgrounds. This ballot is to be sent within thirty days after the Annual Meeting.
10. Conducts the Council's correspondence as directed by the President.
11. Writes an Annual Report to the members for publication prior to the Council's Annual Meeting.
12. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

06.06.02 Term of Office

1. Two years
2. The Secretary shall not serve more than two consecutive terms.