

7.00 BOARD OF DIRECTORS

7.01 RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. Represents the Council as the official voice of Health-System pharmacists in the state of Illinois.
2. Acts on administrative, fiscal, and other matters that are consistent with the Bylaws Controls and manages the affairs and funds of the Council.
3. Has charge of the property of the Council.
4. Holds quarterly business meetings annually in addition to the Annual Meeting. The Board shall hold additional meeting at the call of the Chairman of the Board; or upon written request of any three (3) or more members of the Board. Makes decisions regarding the actions of the Divisions of Service, Committees, and Officers.
5. Exercises final authority over any project requiring the expenditure of Council funds; the recommendations of the Divisions of Service, and the determination of which proposals require action.
6. Reviews reports directly from the Executive Committee, the Committee on Finance, and other ad hoc committees of the Board.
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8. Assigns specific matters to the Divisions of Service for their consideration.
9. Returns any recommendation from a Division of Service on which it does not take favorable action back to that division for further action.
10. Authorizes the Divisions of Service to represent themselves as acting on behalf of the Council in their spheres of activity when contacting other organizations.
11. Fills any vacancies in the list of candidates which may occur by death or resignation after the annual meeting and prior to the issuance of ballots.
12. Authorizes representatives of the Council appointed to another organization to commit the Council within the scope of their assignment.
13. Selects the Editor of KeePosted.
14. Takes action on all "votes to recommend" from each of the Divisions of Service.
15. Appoints individuals to the offices of Secretary or Treasurer if that officer becomes unable to perform his duties if more than half of the person's term has expired.
16. Appoints an individual to the office of Director if the position becomes vacant and over half the term has been completed.
17. Receives, revises if necessary, and approves the proposed budget for the calendar year from the Committee on Finance.
18. Approves the appointments made by the President, the Directors of the Divisions of Service, and the Chairmen of Committees of the Board.
19. Approves propositions to alter or amend the Bylaws of the Council submitted as provided in the Bylaws and submits to the active membership for vote by mail ballot.
20. Approves the appointment of members of the Council to Liaison Committees with other organizations.
21. Approves the recommendations of Liaison Committees.
22. Gives prior approval to Divisions of Service to secure funds from sources outside of the Council.
23. Receives nominations from any active member for Honorary members. Votes to approve election to the status of honorary.
24. Reviews and acts upon requests for establishment of Academies or Practice Groups (see Bylaws Article VI).
25. Each member of the Board of Directors submits an Annual Report to the members for publication prior to the Council's Annual Meeting.
26. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

7.02 THE EXECUTIVE COMMITTEE

Membership of the Executive Committee shall include the Past-President, President, President-elect, Secretary, Treasurer, and the Executive Vice President of the ICHP. The President shall serve as the committee chairperson. The committee shall meet monthly via conference call, and as deemed necessary by the committee chairperson. The annual report of the Executive Committee shall be included in the annual report of the President.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. Review, analyze and make recommendations on issues confronting the ICHP and the ICHP's Board of Directors.
2. Manage the Council's financial resources between scheduled Board of Director meetings.
3. Respond to urgent issues confronting the Council when it is impractical to convene the Council Board of Directors.

7.03 THE COMMITTEE ON FINANCE

The Committee on Finance shall consist of at least six (6) members: the President, the President-elect, the Immediate Past President, the Secretary, the Treasurer, and the Executive Vice President. The annual report of the Finance Committee is the annual report of the Treasurer.

RESPONSIBILITIES OF THE COMMITTEE ON FINANCE

1. Oversight of the financial operations of the Illinois Council of Health-System Pharmacists.
2. Approves a draft budget for the calendar year and submits it to the Board of Directors for approval.
3. Serves as a committee of the Board of Directors.

7.04 THE EXECUTIVE SEARCH COMMITTEE

In the event the Executive Vice President is unable to fulfill the responsibilities of the position, the Board of Directors will appoint an Executive Search Committee (hereafter referred to as search committee) whose responsibility will be to identify qualified candidates and coordinate the interview and selection process.

The search committee will consist of the Executive Committee of the Board of Directors, two past presidents who are not currently serving as part of the Executive Committee, one ICHP staff member, and two members-at-large, at least one of whom will be from an affiliate other than NISHP.

The Board of Directors will be responsible for allocating a budget for the search committee to provide funds for advertising and to cover travel expenses involved in the interview process.

During the initial phase of the job search, the Executive Committee will review the Executive Vice President Job Description to determine if revisions are needed. Recommended revisions must be approved by the Board of Directors. The search committee will be responsible for determining the scope of the search and identifying advertising options, beginning locally and through organizational networks. The search committee will expand the search as necessary if acceptable candidates are not identified.

The search committee will conduct interviews and recommend a ranked list of candidates to the Board of Directors. The final employment decision will be the responsibility of the Board of Directors. The ICHP President or designee will extend the employment offer. The Executive Committee will negotiate employment terms with the candidate.

See Section 6.06.01 Executive Vice President Job Description

7.05 PLANNING OBJECTIVES AND GUIDELINES

7.05.01 Purpose

The purpose of these procedures is to provide a convenient mechanism for the Council leadership to develop, evaluate, and coordinate goals, objectives, and plans of component divisions and committees leading to an organized annual effort of professional promotion.

7.05.02 Retreat Planning

a. The ICHP President

The ICHP President initiates a planning retreat inclusive of old and new members of the Board and Committee Chairmen to brainstorm goals and direction for the next three-five years.

7.05.03 Goal Setting

- a. Directors of the Divisions of Service and Committee Chairmen arrange meetings of their organizations immediately after the planning retreat to determine the long-range goals of the specific committee or division over the next five (5) years; and to establish short term goals for accomplishment over the next year.
- b. Board members and Committee Chairmen prioritize, coordinate, and finalize a five-year plan stating general goals with time limitations considering benefit to the organization and available financial resources. They finalize a one-year plan with specific short-term goals for each specific division and committee considering responsibility, benefit, and finances.

7.05.04 Planning Objectives

Write specific objectives on how each short term objective is to be reached.

7.05.05 Planning Action Steps

Using Exhibit C, list goals, objectives, and steps of action necessary to accomplish each objective, responsibilities of each person, and responsibilities of any committee or division which may interact.

7.05.06 Long-Range Planning Guidelines

Long-range planning need not be a complex process and the long-range plan, once adopted, need not be inflexible. This guide is designed as a convenient tool for Society officers and leaders, including any Committee Chairmen, task force leaders, or study group chairmen. The form and terminology is probably compatible with annual planning customs and practices. It represents but one of many forms which might be used. This system also provides officers with a tool for evaluating and coordinating the plans and goals of the various component groups of the Council.

The initial planning meeting should include Committee Chairmen and officers in a general brainstorming session to determine overall goals and direction. At the conclusion of the initial meeting, Committee Planning worksheets should be distributed to appropriate Committee Chairmen (see Exhibits A and B).

After the initial session, designated officers should arrange meetings with the Committee Chairmen within their interest group to determine specific goals and plans. In preparation for this meeting, each committee should have completed its long term planning

worksheet (Exhibit B). It is these worksheets which serve as the basis for reviewing specific plans and goals within the interest group.

Following the interest group meetings, the officers and any person(s) they wish to include meet for final coordination of committee plans and goals. With this final coordination and approval should come assignment of relative priority to each goal or plan.

PRIORITIES should be based on:

1. Degree of benefit to the membership.
2. Conformity to the goals noted in the Constitution.
3. Available resources.
4. Timing.
5. Secondary benefits.

To the priority assignment should be added the NET COST ESTIMATES. If the total cost estimates exceed expected income, the decision must be made on whether to raise revenues or postpone lower priority plans.

Long-range planning must be forward thinking. Optimism is a key to growth and tends to counter sometimes depressed contingency planning, but at this point finances and manpower must be considered.

A necessary portion of a viable long-term planning process is the annual review and re-evaluation looking ahead to the new fifth year. The LONG RANGE PLANNING GUIDE and process should be updated annually, either on the anniversary of the first planning year or just before the end of the current fiscal or administrative year.

Proper long-range administrative and financial planning provides the necessary base for Society strength, growth, and progress, and is the best assurance that the Society will be run by the membership for the membership.

This guide is designed to complement the Financial Planning Form as any long term planning is certainly incomplete without an accompanying financial evaluation.

It will be easiest if the individual committee planning forms are completed first and serve as a basis for generating dollar amounts for the Financial Planning Form. This will automatically involve the Committee Chairmen in the financial planning of the Society. Planning for the expected is necessary. Planning for the unexpected is wise. Therefore, the Society leadership should also consider contingency plans which should answer the "what if" questions such as:

"What if membership should fall suddenly?"

"What if the Society was faced with a legal suit?"

"What if the Society was faced with an emergency legislative battle?"

"What if a Society leader or staff member became disabled or died?"

Your own "what ifs" should be developed for a wide range of contingencies and tentative plans and options filed safely in a designated place.

7.06 TECHNICIAN REPRESENTATIVE – JOB DESCRIPTION

1. Shall attend meetings of the Council's Board of Directors as defined in the Organization's Bylaws.

2. Serves as a voting member of the Council's Board of Directors and acts as a liaison between the Board and the Technician membership.
3. Coordinates all programs for the Technician membership of the Council.
4. Provide regular contributions related to technician issues to KeePosted (each issue).
5. Provides input into all technician related educational programming offered by the Council.
6. Regularly review the ICHP web site and recommendations additions and revisions of Technician-related materials.
7. Recruits new members to the Council.
8. Submits an Annual Report to the members for publication 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.

TERM OF OFFICE - Two years (elected by the Technician Members)

7.07 REGIONAL DIRECTORS – JOB DESCRIPTION

1. Serve as a voting member of the Board of Directors.
2. Maintain communication with the local affiliate president about activities within the region.
3. Facilitate communication with membership through attendance at local affiliate meetings within the region and through other communications.
4. Assist in planning and coordination of local affiliate activities as requested.
5. Assist in membership recruitment and retention through personal communication with members within the region.
6. Collaborate with local champions – act as a local champion in areas where others have not been recruited.
7. Facilitate ICHP Network meetings within the region.
8. Volunteer as a member of at least one Council Division, Committee, or Network.
9. Facilitate communication with Schools of Pharmacy located within the region.
10. Submit an Annual Report to the members for publication prior to the Council's Annual Meeting.
11. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

7.08 STUDENT REPRESENTATIVE – JOB DESCRIPTION

1. Shall represent the student membership of their student chapter as an ex-officio member of the Council Board of Directors at each meeting of the Board.
2. Coordinates all programs and/or communications between the Board of Directors and the membership of the student Society.
3. Submits an Annual Report to the members for publication prior to the Council's Annual Meeting.
4. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

TERM OF OFFICE - one year (appointed by the President of the Student Society).