

ARTICLE V. DIVISIONS OF COUNCIL AFFAIRS

Section I. FUNCTIONS

In working toward the goals of the Council, each Division of Council Affairs shall function in an advisory capacity, developing and implementing programs and policies authorized by the Board of Directors, and recommending programs and policies to the Board of Directors in the major area of interest to which it is assigned. As part of its activities, a Division may create committees to carry out portions of its work.

(a) PROFESSIONAL AFFAIRS

The Division of Professional Affairs shall be responsible for improving and promoting pharmacy practice by developing position statements, standards, guidelines, competency standards, and related materials that promote rational patient centered drug therapy. This division will work cooperatively with allied organizations and other agencies in developing and promoting these responsibilities.

(b) MARKETING AFFAIRS

The Division of Marketing Affairs shall be responsible for performing membership surveys, developing plans to maintain current members and recruit new members, developing local affiliates, serving as liaison among local affiliates, promoting clinical pharmacy services, and developing and/or coordinating all communications and selected activities directed toward the general public and health professionals.

(c) EDUCATIONAL AFFAIRS

The Division of Educational Affairs shall be responsible for developing, conducting, and evaluating educational programs at the annual meeting and statewide meetings.

(d) GOVERNMENTAL AFFAIRS

The Division of Governmental Affairs shall be responsible for reviewing and interpreting proposed legislation and changes in laws, rules, and regulations affecting public health, pharmacy, and related practice. This division develops position statements on proposed legislation and works cooperatively with allied organizations and other agencies in legislative activities.

(e) ORGANIZATIONAL AFFAIRS

The Division of Organizational Affairs shall be an advisory body to the Board of Directors. It shall review the organization of the Council and analyze its effectiveness and make recommendations for improvement. It shall have the responsibility to assure that the Constitution Bylaws, and Policy and Procedure Manual of the Council are kept current.

Section II. COMPOSITION

(a) DIRECTOR

The Director of each Division of Council Affairs shall be an elected member of the Board of Directors.

(b) MEMBERS

The Director of each Division of Council Affairs shall appoint as many members as shall be deemed necessary in order to carry forward the work of the Division.

(c) VACANCIES – DIVISION MEMBERS

The Director of each Division of Council Affairs shall be authorized to fill vacancies on their respective Division.

Annually, at the start of the ICHP calendar year, the President will be provided with a listing of proposed members for each division. The President may adjust the listing to ensure an equitable workload distribution among the divisions.

Section III. AUTHORITY

The Board of Directors shall have the authority to assign a specific matter to a Division of Council Affairs for its consideration. Divisions of Council Affairs shall not secure or attempt to secure funds independently from sources outside the Council without prior approval of the Board of Directors.

Divisions of Council Affairs shall not represent themselves as acting on behalf of the Council when contacting other organizations unless authorized by the Board of Directors or the President.

The Board of Directors shall have final authority over any project requiring the expenditure of Council funds and the recommendations of Divisions of Council Affairs. In the event that the Board of Directors does not act favorably upon a recommendation received from a Division of Council Affairs, the matter shall be returned to the Division of Council Affairs for its further consideration.

Section IV. MEETING MINUTES

If a matter is presented at a meeting of a Division of Council Affairs merely for informational purposes, it shall be acknowledged in the form of an informal statement or suggestion in the meeting minutes. If a matter is considered at a meeting of a Division of Council Affairs which requires no action from a higher Council authority, the action shall be expressed as "voted" in the meeting minutes. If a matter is considered at a meeting of a Division of Council Affairs which requires action from a higher Council authority, the action taken shall be recorded as "voted to recommend" in the meeting minutes.

It shall be the responsibility of the Director of each Division of Council Affairs to bring to the attention of the Board of Directors all "voted to recommend" items along with an explanation of the sentiment expressed at the Division meeting. It shall be the further responsibility of the Director to convey back to the Division of Council Affairs the resultant action of the Board of Directors with appropriate explanation.

Section V. ANNUAL REPORT

Each Division Director shall prepare an annual report covering the period between annual meetings of ICHP which shall record all pertinent activities of their division. This report shall be available to the ICHP membership at the Annual Meeting.