

## **8.00 BOARD OF DIRECTORS**

### **8.01 Membership of the Board of Directors**

Voting membership shall include Executive Officers, Regional Directors, Division Directors, New Practitioners Network Chair, and Technician Representative.

Non-voting members include KeePosted Editor, Small and Rural Hospital Network Chair, Ambulatory Care Network Chair, Residency Leaders Network Chair, Pharmacy Informatics and Technology Network Chair, and student representatives.

See 5.01.01 for the Illinois Council of Health-System Pharmacists Organization Chart.

### **8.02 Responsibilities of the Board of Directors**

1. Represents the Council as the official voice of Health-System pharmacists and technicians in the state of Illinois.
2. Acts on administrative, fiscal, and other matters that are consistent with the Bylaws
3. Controls the affairs, funds, and property of the Council.
4. Holds at a minimum quarterly business meetings. The Board shall hold additional meetings at the call of the Chair of the Board; or upon written request of any three or more members of the Board.
5. Exercises authority over expenditure of Council funds.
6. Approves strategic plan and annual goals developed at the leadership retreat.
7. Evaluates and prioritizes the recommendations brought to the Board from membership.
8. Takes action on all "votes to recommend" from each of the Divisions of Service.
9. Assigns specific matters to the relevant Division, Network, Committee, and/or Regional Director.
10. Reviews reports submitted to the Board.
11. Authorizes members of the Council to act on behalf of the Organization.
12. Fills any vacancies in the list of candidates that may occur after the Annual Meeting and prior to the issuance of ballots.
13. Appoints individuals to the offices of Secretary or Treasurer if that officer becomes unable to perform their duties if more than half of their term has expired.
14. Appoints an individual to the office of Director if that officer becomes unable to perform their duties if more than half of their term has expired.
15. Reviews and approves the proposed budget for the calendar year from the Committee on Finance.
16. Approves the appointments made by the President, the Directors of the Divisions of Service, and the Chairs of Committees of the Board.
17. Approves proposed amendments to the Constitution and Bylaws of the Council and submits to the active membership for vote by ballot.
18. Reviews requests to secure funds from sources outside of the Council.
19. Receives nominations from any active member for Honorary membership. Votes to approve Honorary membership.
20. Reviews and acts upon requests for establishment of Networks (see Bylaws Article VII).
21. Reviews each Board member's Annual Report prior to the Annual Meeting.
22. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

### 8.03 The Executive Committee

#### 8.03.01 Membership of the Executive Committee

Members 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 chair. The committee shall meet monthly via conference call, and as deemed necessary by the committee chair. The Annual Report of the Executive Committee shall be included in the Annual Report of the President.

#### 8.03.02 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.

### 8.04 The Committee on Finance

#### 8.04.01 Membership of the Committee on Finance

Members shall include 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.

#### 8.04.02 Responsibilities of the Committee on Finance

1. Oversees the financial operations of the Council.
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.

### 8.05 The Executive Search Committee

#### 8.05.01 Purpose of 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.

#### 8.05.02 Membership of the Executive Search Committee

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.

### 8.05.03 Responsibilities of the Executive Search Committee

The Search Committee will revise the Executive Vice President Job Description (see section 6.04.01) if necessary. 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 expanding as necessary. The Board of Directors will be responsible for allocating a budget for the Search Committee. 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 Search Committee will negotiate employment terms with the candidate.

### 8.06 Technician Representative

#### 8.06.01 Responsibilities of the Technician Representative

1. Coordinates the activities and oversees the responsibilities of the Network.
2. Accepts assignments from the Board of Directors.
3. Reports activities and recommendations at each Board of Directors meeting and as needed.
4. Prepares an Annual Report of the Network's activities and presents it to the Board of Directors prior to the Annual Meeting.
5. Regularly attends and serves as a voting member of the Board of Directors.
6. Obtains approval from the Board of Directors prior to presenting on behalf of the Council.
7. Works with the Board of Directors and ICHP staff to solicit and appropriate funds to obtain resources and materials necessary for the activities of the Network.
8. Recruits, retains, and provides orientation to ensure active Network member participation.
9. Participates, whenever possible, in activities offered by ASHP and other pharmacy or health care related organizations as appropriate to obtain information or gain influence related to the Network's activities and responsibilities.
10. Brings member concerns to the Board of Directors whenever they are identified.
11. Provides input to the President regarding the appointments to the Network.
12. Provides immediate assignments and mentors for new Network members.
13. Conducts an annual roster review of the Network and provides names of members to add or delete from the Network roster for the coming year.
14. Participates in development of all programs for the Technician membership of the Council.
15. Provides regular contributions related to technician issues to KeePosted (each issue).
16. Chairs the Pharmacy Technician Network.

#### 8.06.02 Term of office of the Technician Representative

The Technician Representative is elected by Technician Members and shall serve a 2-year term.

## 8.07 Regional Director

### 8.07.01 Responsibilities of the Regional Director

1. Coordinates the activities and oversees the responsibilities of the Region.
2. Accepts assignments from the Board of Directors.
3. Reports activities and recommendations at each Board of Directors meeting and as needed.
4. Prepares an Annual Report of the Region's activities and presents it to the Board of Directors prior to the Annual Meeting.
5. Regularly attends and serves as a voting member of the Board of Directors.
6. Obtains approval from the Board of Directors prior to presenting on behalf of the Council.
7. Works with the Board of Directors and ICHP staff to solicit and appropriate funds to obtain resources and materials necessary for the activities of the Region.
8. Serves as a resource for affiliate leadership, and assists with affiliate recruitment and retention.
9. Participates, whenever possible, in activities offered by ASHP and other pharmacy or healthcare-related organizations as appropriate to obtain information or gain influence related to the Network's activities and responsibilities.
10. Brings member concerns to the Board of Directors whenever they are identified.
11. Provides input to the ICHP President and/or Nominations Committee regarding potential leadership candidates for the Region.
12. Maintains communication with the local affiliate presidents about activities within the region.
13. Communicates with regional membership through attendance at local affiliate meetings within the region.
14. Assists in planning and coordinating local affiliate activities as requested, and attends affiliate board meetings as appropriate.
15. Serves as a member of at least one Council Division, Committee, or Network.

### 8.07.02 Term of office of the Regional Director

The Regional Director is elected by pharmacist members and shall serve a 2-year term.

## 8.08 Student Representative

### 8.08.01 Responsibilities of the Student Representative

1. Represents the membership of their student chapter as an ex-officio member of the Council Board of Directors at each Board meeting.
2. Coordinates all programs and/or communications between the Board of Directors and the membership of the student chapter.
3. Reports student chapter activities and recommendations at each Board of Directors meeting and as needed.
4. Prepares an Annual Report of the student chapter's activities and presents it to the Board of Directors prior to the Council's Annual Meeting.
5. Recruits new members to ICHP and brings member concerns to the Board of Directors whenever they are identified.

### 8.08.02 Term of office of the Student Representative

The Student Representative shall serve a 1-year term.