

# ICHHP

ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS  
ADVANCING EXCELLENCE IN PHARMACY

## VOLUNTEER OPPORTUNITIES

### WHY VOLUNTEER WITH ICHHP?

Many highly motivated ICHHP members volunteer their time and talent to support ICHHP's programs and activities. Volunteers have a direct impact on our vision, which includes **universal recognition of pharmacists as healthcare providers, promoting advancements for pharmacy technicians** and **patient recognition** of our skills, knowledge and abilities.

Becoming a volunteer allows you and any/all of your pharmacy colleagues to have influence on:

- ▶▶▶▶ Proposed **legislation** and rules,
- ▶▶▶▶ Pharmacy continuing **education**,
- ▶▶▶▶ Health-system **workflow** and practices, and
- ▶▶▶▶ Many other **areas of need** within the profession

Many volunteers go on to gain **leadership skills** such as increasing responsibility, providing value to aspiring professional and personal goals, along with the ability to **network** with like-minded members and identify future career opportunities.





# MEETING VOLUNTEER OPPORTUNITIES

## ANNUAL & SPRING MEETING SPEAKER

Are you an expert on a specific topic? This is your chance to volunteer to design, coordinate, and/or present an educational offering for ICHP. For each [Spring](#) and [Annual](#) Meeting, there will be a call for presentations sent out via e-mail when planning begins. Submit your idea and hopefully you will be selected to present!

**Avg. Time Commitment:** Document & slide preparation and presenting day of. May require travel.

## ANNUAL & SPRING MEETING MODERATOR

While we select ICHP's Board of Directors as moderators for many of the educational sessions so that members can get to know our leadership better, there are often opportunities for non-Board members to moderate sessions at both statewide educational meetings. The only requirements are you must be able to follow a script, keep the program on time and enjoy speaking in front of an audience. This is a great way to get over your fear of public speaking because we provide everything you need to say!

**Avg. Time Commitment:** 1 hour training session plus one day at the meeting.

## ANNUAL & SPRING MEETING SLIDE REVIEW

From time to time, potential conflicts of interest are identified with meeting speakers. In order to meet ACPE standards for quality and to make sure ICHP educational offerings are free of bias and the best they can be, ICHP recruits slide reviewers for these programs. You may volunteer to help with any specific topic or you may accept any topic assigned. It's a quick but very important job for an eager volunteer!

**Avg. Time Commitment:** 1-2 hours

## ANNUAL & SPRING MEETING REGISTRATION DESK VOLUNTEER

The busiest times at our meeting registration desks are when everyone is scampering to leave. While we bring our entire staff to the Annual Meeting and a limited staff to the smaller Spring Meeting, we can use assistance to handle the onslaught at the end of each meeting. That's where a few extra hands can come in handy, collecting and signing CE forms, providing directions for form completion and offering assistance in packing and loading up. You can't be in a big hurry with this job, but it is often one of the jobs with the most laughs and smiles!

**Avg. Time Commitment:** 1-2 hours

## SPRING MEETING POSTER PRESENTER

Posters are a great way to share what you've learned, learn from others, meet new people and justify meeting attendance. Every year at the [Spring Meeting](#), ICHP solicits poster presenters and features two of the best submissions for platform presentation. Students, residents, pharmacy technicians and pharmacists may present their current or recent research and findings to share with meeting attendees. If you have been doing some useful research or project implementation, this is a way to showcase it and learn from your peers.

**Avg. Time Commitment:** Document & poster preparation and presenting day of. May require travel.

## SPRING MEETING POSTER ABSTRACT REVIEWER

Reviewers are needed to evaluate and score poster submissions based on a supplied rubric. Constructive feedback is requested to assist in improving the poster. Scoring determines if the poster is accepted for presentation at the Spring Meeting, and helps select the platform presenters.

**Avg. Time Commitment:** 2-4 hours

## SPRING MEETING POSTER JUDGE

Judges are assigned to a select number of posters identified as top posters for judging. Judges score the posters on-site based on a supplied rubric. Poster judges must be registered for the [Spring Meeting](#).

**Avg. Time Commitment:** 1-2 hours day of presentation

## LEGISLATIVE DAY PARTICIPANT

This is perhaps one of the easiest volunteer jobs and yet also one of the most important. Showing up at Legislative Day makes our numbers swell, shows the Illinois General Assembly that pharmacy cares about what they do, and helps us get our advocacy message across in a bigger way! Usually held in early March, participation requires traveling to Springfield, learning about the advocacy message, and then carrying that message to the legislators, especially your own in the Capitol. There is a small cost to participate but this is a critical volunteer opportunity that with continued participation can lead to more! A boxed lunch is included!

**Avg. Time Commitment:** 1 day

## LEGISLATIVE DAY GROUP LEADER

Once you have participated in a [Legislative Day](#) or two, you might be led to lead! Many participants at Legislative Day are students or first-time pharmacists or pharmacy technicians and the State Capitol can be an intimidating place without a group leader. Leading a group is easy once you have one or two Legislative Days under your belt. Group leaders take groups of participants around the Capitol to make sure that everyone's legislators are visited. While many meetings may be brief and others may be with the legislator's secretary, the times you do connect with a good conversation are so rewarding you will want to lead again and again! This is a job for a seasoned participant or someone with no fear. This volunteer opportunity is a one-day commitment.

**Avg. Time Commitment:** Pre-meeting scheduling plus 1 day for the event



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# AUTHORS, EDITORS AND SPEAKERS

## AUTHORS

### KEEPOSTED™

ICHHP publishes 4 issues of its news journal **KeePosted™** annually.

Authors are needed for medication safety, professional practice, educational affairs along with a variety of other topical and seasonal articles. Student authors are needed for their chapter's College Connection columns and technician authors are encouraged to contribute to our Hi-Tech column. A full list of KeePosted submission guidelines, as well as our submission link can be found [here](#).

**Avg. Time Commitment:** Varies according to topic and experience level.

### PHARMACY TECH TOPICS™

**Pharmacy Tech Topics™** publishes 4 modules annually. Once topics are selected for **Pharmacy Tech Topics™** (PTT) by its steering committee, authors are needed for those modules. These modules are peer-reviewed and are a great way to get published.

**Avg. Time Commitment:** Varies. Each module is 2.5 hours of CE, plus peer review process. Suggested word count/module is: 10,000

## EDITORS AND PEER REVIEWERS

Both the **KeePosted™** and **Pharmacy Tech Topics™** frequently need peer reviewers. These jobs require attention to detail and sufficient knowledge of the subject matter. These jobs are for individuals who have a strong interest in medical publishing and editing. Choose KeePosted Committee on the volunteer form to be added as a Peer Reviewer volunteer. For **Pharmacy Tech Topics™** we need both a pharmacist and a technician reviewer for each module.

**Avg. Time Commitment:**

**KeePosted:** Varies - 2 hours max. **Pharmacy Tech Topics:** 3 hours

## STUDENT CV REVIEWER

As a service for pharmacy students either seeking a residency or first position, ICHHP offers a review of their curriculum vitae. Volunteer pharmacists are needed to conduct the reviews. You may choose to meet with the student at one of our ICHHP events or just email them your suggestions. It's up to you to indicate how many CVs you are willing to review.

**Avg. Time Commitment:** 1-2 hours/CV

## SPEAKERS

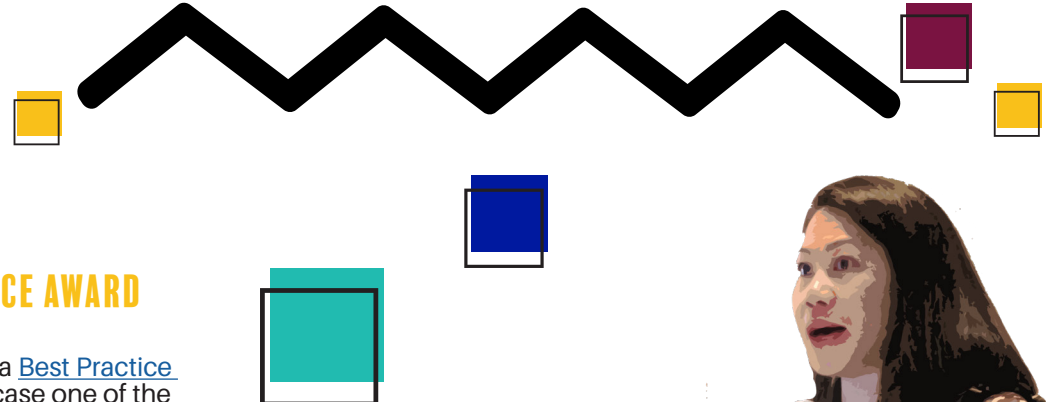
ICHHP student chapters, local affiliate chapters and CE Appetizer webinars need speakers on specific topics. Let the ICHHP office know what your area of expertise is and we will make sure that you get a call when there's a match. These opportunities are truly volunteer in nature, in other words, no honoraria but they all help you master the art of speaking, share your collective wisdom and will make your heart swell with pride. For state-wide speaking opportunities, see the [Annual](#) and [Spring Meeting Speaker](#) section.

**Avg. Time Commitment:** Document & slide preparation and presenting day of. May require travel.



# AWARDS

## BEST PRACTICE AWARD JUDGES



ICHHP sponsors a [Best Practice award](#) to showcase one of the best projects in Illinois pharmacy practice each year. Judges must have been in Health-System practice a minimum of 5 years as a pharmacist and have experience in at least one of the following areas: direct patient care, management, drug information, research, publishing/reviewing, or clinical specialty. Judges use a supplied rubric to score each submission. Check out past winners [here](#).

**Avg. Time Commitment:** Varies based on number of submissions.





## DIVISIONS OF COUNCIL AFFAIRS

### EDUCATIONAL AFFAIRS

The Division of Educational Affairs plans, conducts, and evaluates state-wide meetings and additional continuing pharmacy education programs each year; assists the ICHP Executive Vice President, Vice President of Professional Services and Director of Operations with oversight of the ACPE accreditation processes for all ICHP sponsored programs; assists the Editor of [KeePosted™](#) upon request; evaluates, develops, and implements new ICHP educational products and services; and addresses relevant issues concerning pharmacy education. If you are interested in advancing pharmacy education consider joining Educational Affairs.

**Avg. Time Commitment:** 1 hour/month

### GOVERNMENT AFFAIRS

The Division of Government Affairs reviews and interprets proposed legislation and regulation and its impact on public health, pharmacy and related practice. This division works cooperatively with allied organizations and government agencies on all health care related public policy. If you are interested in monitoring legislation and making a difference in government, join Government Affairs.

**Avg. Time Commitment:** 1 hour/month

### MARKETING AFFAIRS

The Division of Marketing Affairs is responsible for developing and maintaining programs to support current membership and recruit new members. It also acts as a liaison to local affiliates to coordinate communications and selected activities directed toward the general public and health professionals. If you are interested in assessing the current needs of our membership or have ideas for how to support or grow our membership, consider joining Marketing Affairs.

(Also see PEARLS subcommittee - page 7)

**Avg. Time Commitment:** 1 hour/month

### ORGANIZATIONAL AFFAIRS

This Division is responsible for periodic review of the ICHP constitution, bylaws, policies and procedures. It also assists student chapters and ICHP affiliates with the process of developing and reviewing their bylaws. Involvement with the Division of Organizational Affairs is a great way to really learn the structure of the organization and the responsibilities of each of its functional bodies (other committees, practice groups, etc.) and is an excellent primer in the development of business documents. If you think you are interested in a more administrative role in your career at some point, consider joining the division of Organizational Affairs.

**Avg. Time Commitment:** 1 hour/month

### PROFESSIONAL AFFAIRS

The Professional Affairs Division aims to improve and promote pharmacy practice in Health-Systems and affiliated facilities by developing position statements, standards, guidelines, competency standards, and related materials. It also seeks to identify and recognize innovative practice. The Division works cooperatively with allied organizations and other agencies to develop and promote these responsibilities. It reviews bi-annually existing ICHP Position Statements for the purpose of retention, revision, or deletion and develops new position statements relative to professional practice reflecting the viewpoint of the membership. If you'd like a say in advancing pharmacy practice, consider joining Professional Affairs.

**Avg. Time Commitment:** 2 hours/month



DIVISIONS MEET MONTHLY VIA VIDEO CONFERENCE



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BFF Business Fellowship Fund

BFF Business Fellowship Fund

# NETWORKS

## AMBULATORY CARE NETWORK

The Ambulatory Care Network welcomes all ICHP pharmacists, pharmacy technicians and student pharmacists with interest in the delivery of non-hospitalized patient care to join in their journey to guide ambulatory practice advancement and advocacy efforts in Illinois. Their call to action is to bolster recognition of pharmacy as a critical element of the healthcare team to ensure the health and wellness of patients across all healthcare settings.

Network participants share responsibility to assess and identify ambulatory best practices in the state, foster collaborative research with ambulatory care practice sites, and solicit presentations and content for ICHP educational activities. Members meet virtually on a monthly basis.

**Avg. Time Commitment:**  
1 hour/month

## NEW PRACTITIONERS NETWORK

The New Practitioners Network (NPN) of ICHP is composed of practitioners who have graduated with their first professional degree in the last 10 years and are looking to become more involved in pharmacy organizations. Members of the NPN e-Board participate as a member of one of ICHP's Divisions and report on Division activities during monthly NPN conference calls. Members of the NPN e-Board also plan other functions specifically designed to bring new practitioners and leaders of ICHP together. Participating in these functions as a new practitioner, even if you're not an e-Board member, will help you build your social and professional network and discover other great opportunities! Members meet virtually on a monthly-basis.

**Avg. Time Commitment:**  
1 hour/month

## SPECIALTY PHARMACY NETWORK

The Specialty Pharmacy Network's mission is to enhance the care and improve the health outcomes of patients by advancing specialty pharmacy practice. They support state-wide specialty pharmacy best practices that ensure optimal medication use for patients in Illinois. Members meet virtually on a monthly basis.

**Avg. Time Commitment:**  
1 hour/month

## PHARMACY DIRECTORS NETWORK

This Network is open only to those in Director or Manager positions within their institutions. The Network is designed to facilitate sharing of work site issues and solutions. Most communications occur through short issue-specific surveys coordinated through the ICHP Executive Vice President. This group plays a significant role at ICHP's two statewide meetings by supporting the Reverse Exhibits.

**Avg. Time Commitment:**  
2-3 hours/ every other month, plus some travel

## PHARMACY INFORMATICS AND TECHNOLOGY NETWORK

The Pharmacy Informatics and Technology (PIT) Network is a group of ICHP member practitioners who are pharmacists, pharmacy technicians, or student pharmacists involved with, or have an interest in, the practice of pharmacy informatics and technology. This network uses their knowledge of information systems and the medication-use process to improve patient care by ensuring that medication technologies lead to safer and more effective medication use. This network meets virtually every other month.

**Avg. Time Commitment:**  
1 hour/ every other month

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NETWORKS CONTINUE ON THE NEXT PAGE!



# NETWORKS CONTINUED



## INVESTIGATIONAL DRUG SERVICES PHARMACY NETWORK

The Investigational Drug Services (IDS) Pharmacy Network is a statewide group of Illinois pharmacy professionals who specialize in managing investigational medications used in clinical research. Its mission is to advance IDS pharmacy practices and strengthen the safe, effective medication-use process for investigational drugs. By connecting practitioners monthly, the network supports consistent best practices and collaboration across Illinois. Members meet virtually on a monthly-basis.

**Avg. Time Commitment:**  
1 hour/month

## RESIDENCY LEADERS NETWORK

The Residency Leaders Network (RLN) is a group of ICHP members who are leaders in residency programs (i.e. residency directors and residency coordinators) throughout the state. The mission of the ICHP RLN is to offer networking opportunities to resolve questions, challenges, and issues that residency directors and residency coordinators often face when guiding residents through their program and/or preparing for ASHP accreditation. The vision of the ICHP RLN is to foster best practices related to residency programs in the State of Illinois. This network meets virtually every other month.

**Avg. Time Commitment:**  
1 hour/every other month, plus special projects (varies if live/virtual)

## PHARMACY TECHNICIAN NETWORK

The Pharmacy Technician Network (PTN) is a group of ICHP pharmacy technician and pharmacist members who support the professional development and educational advancement of pharmacy technicians. The PTN seeks to recognize pharmacy technicians as the paraprofessionals they are by showcasing technician contributions to the profession while promoting involvement within ICHP. The PTN meets virtually every other month.

**Avg. Time Commitment:**  
1 hour/ every other month

## PHARMACY LEADERS ACTION NETWORK (PLAN)

The Pharmacy Leaders Action Network (PLAN) brings together Illinois pharmacists and pharmacy technicians who lead within clinical practice and pharmacy operations to tackle current challenges in the field. It focuses on advancing pharmacy practice to improve patient care and health outcomes across the state. By uniting leaders to share ideas, solve problems, and discuss best practices, the network supports consistent, high-quality pharmacy practice statewide. Members meet virtually on a monthly basis.

**Avg. Time Commitment:**  
1 hour/month



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# COMMITTEES

## ANNUAL & SPRING MEETING PLANNING COMMITTEES

These two committees are

responsible for planning the educational components of ICHP's two annual statewide meetings. The [Annual Meeting](#) is held each fall in the Chicago metropolitan area. Planning for the Annual meeting will start the winter prior. It is a three-day meeting and ICHP's largest live-educational offering to members.

[Spring Meeting](#) planning begins in the fall of the preceding year. The meeting is then held in March or April of the next year. In even-numbered years it takes place in a central Illinois location, and in odd numbered years it is held in the St. Louis area in conjunction with the Missouri Society of Health-System Pharmacists.

Committee members identify continuing education topics and speakers for each meeting but are discouraged from volunteering to present at the meetings themselves.

These members may volunteer to moderate sessions and act as educational room monitors. Members are expected to participate in at least 60% of calls and coordinate at least one meeting session. Potential speakers are encouraged to see the Section on Meeting Volunteer Opportunities. **Planning calls occur weekly for approximately 8-10 weeks during the planning period with e-mail follow-up on-going until the meeting.**

**Avg. Time Commitment:** 1 hour/week for 8-10 weeks

## DEI COMMITTEE

The DEI (Diversity, Equity, and Inclusion) committee began meeting in 2023 and is committed to creating a culture of diversity and equity across the pharmacy landscape and within the organization. Members also work on creating DEI educational programs for our membership. Members of this committee meet once a month by video conference.

**Avg. Time Commitment:** 1 hour/month

## ICHP BUILDING COMMITTEE

This committee is responsible for review of the budget, approving renovations to and policies of the ICHP Building Co, LLC located in Loves Park, Illinois. The ICHP Building is a subsidiary of ICHP and is a significant asset to the Council. Not only is it home to the ICHP headquarters but currently houses seven other tenants at full capacity. Volunteers for this committee should have some knowledge of managing rental property, building maintenance and tenant relations.

**The Building Committee meets via video conference annually and communicates throughout the year via e-mail for other issues.**

**Avg. Time Commitment:** 1 hour/as needed

## KEEPOSTED™ COMMITTEE

This Committee is responsible for directing, soliciting and providing the technical content of the ICHP news journal [KeePosted™](#). The Committee is chaired by the [KeePosted™](#) Editor and works closely with ICHP office staff to produce four issues of the news journal annually (February, May, August & November). [KeePosted™](#) is published in print and online. **This group meets via email prior to publication of the news journal.**

**Avg. Time Commitment:** 1 hour/as needed

## NOMINATIONS COMMITTEE

This committee is made up of well-informed volunteers who solicit members to run for ICHP's various elected positions. Volunteers for this Committee should be engaged in ICHP and know many of the active members around the State and in their specific affiliate. This is probably not a job for a new member and anyone interested in running for an ICHP office should not volunteer to serve on this committee. Members meet virtually, as needed, to set the ballot prior to the fall election.

**Avg. Time Commitment:** Varies depending on the number of vacancies. Typically 1 hour/as needed prior to fall election cycle.

## PHARMACY TECH TOPICS™ STEERING COMMITTEE

This committee identifies topics, authors and format changes for future modules of ICHP's pharmacy technician home-study continuing education modules. This is an appropriate committee for pharmacy technician members, pharmacy technician educators and pharmacist members whose regular responsibilities include supervising pharmacy technicians. This committee meets via conference call once or twice a year.

**Avg. Time Commitment:** 2 hours/year

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### Public-Patients

- Share ask the pharmacist ?'s on social media "Doug change" x1 / Month e. rick
- T- Marketing affairs / Melissa + member involvement
- A- yes but they need someone to call out (Students, Leaders, etc.)
- S- ? perhaps
- C- content / short leg. (short videos) - meme or gif (1 min max)
  - instead of a person
  - evaluate DSP for project videos, understand where we currently stand
  - Start with pictures then advance to videos later (work on it behind stickies)

Who is our demographic - Anyone who is not a



## LEADERSHIP AT A HIGHER LEVEL

### BOARD OF DIRECTORS

[ICHP's elected leaders](#) serve terms that normally span three-years at a time, often with one year as an officer or director-elect and two years in a voting position. The responsibilities are varied and these positions are probably not for a first year member. But with a year of experience on a Division or Committee, many members will be ready for the next level of volunteer leadership! The Board meets 5x/year, including one meeting at the ICHP Leadership Retreat.

**Avg. Time Commitment:**

2-3 hours per board call, plus division meetings

### ICHP PHARMACY ACTION FUND BOARD OF TRUSTEES

Positions on the Board of ICHP's [Pharmacy Action Fund](#) or its Political Action Committee (PAC) are for the ardent Government Affairs junkie! You like politics? You'll want to be involved here. The main responsibilities for Board members here are to determine where our political contributions go during each election cycle and determining what kind of fun fundraising activities to offer. A year or two as a member of the Government Affairs Division is strongly suggested but political junkies of all kinds are welcome. Members meet virtually as needed.

**Avg. Time Commitment:**

As needed (in 1 hour meetings)



## SUBCOMMITTEES

### PEARLS SUBCOMMITTEE

The Public Education & Awareness outReach publication Subcommittee (PEARLS) is the latest addition to ICHP publishing opportunities. A subcommittee for the Division of [Marketing Affairs](#), the goal for PEARLS' volunteers is to present health information to the general public, in helpful and understandable ways, while also showcasing the role of the pharmacist in healthcare. This group meets each month virtually.

**Avg. Time Commitment:** 1 hour/month

### ILLINOIS DELEGATES TO THE ASHP HOUSE

This job takes a little extra time and travel but it is a great way to move up the ladder nationally once you have established yourself within ICHP! You must be a member of both ICHP and ASHP in order to run for election as a delegate and more importantly, you must pay your own way to wherever ASHP's Summer Meetings are held once you have been elected. The Summer Meetings occur in early June and in addition ICHP strongly requests that delegates and alternates attend one of the two Regional Delegate Conferences (RDCs) held in Rosemont, Illinois prior to the Summer Meeting in early May. ICHP does pay for some of the costs of the RDC but does not assist in the costs of attending the Summer Meeting. So the commitment is significant but if you know you're going anyway and are well-known throughout the State, give it a whirl!

**Avg. Time Commitment:** Varies - will need to travel and attend separate ASHP meetings.

### LOCAL AFFILIATE & STUDENT CHAPTER LEADERS

ICHP has seven local [affiliates](#) within the State and while currently not all of them have elected officers, that doesn't mean they can't or that you can't be one that is elected. In addition, ICHP has six [student chapters](#) of ICHP, one at each of the Illinois based Colleges of Pharmacy. While leadership at the student chapters is limited to the student members of those chapters, both of these elected opportunities often lead to bigger and better opportunities down the road. Those who are or might be interested may obtain more information from the ICHP Office.

**Avg. Time Commitment:**

Varies based on chapter and affiliate needs.

## CONNECT WITH US!



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