

## **CHAPTER 3**

# **COMMITTEE CHAIRMEN DUTIES**

## **VSHP GENERAL EXPECTATIONS LIST - BOARD OF DIRECTORS**

1. Read and familiarize yourself with Constitution, Bylaws, and administrative policies of VSHP.
2. Submit first draft of budget for next fiscal year to Treasurer by May 31.
3. Submit written annual report to the President by May 31.
4. Outgoing committee chairmen, review and update standing committee information and submit to Organizational Affairs chairman by May 31.
5. Submit final budget for next fiscal year to Treasurer by July 31.
6. Committee chairmen should attend all board meetings as ex-officio members. Written progress reports should be submitted to the VSHP office at least two weeks prior to the board meeting for distribution.
7. Plan and schedule your assignments to allow worthwhile reports to be made at the board meetings. The time between these meetings is where the real work is accomplished, not at the board meetings where approvals are received for actions to be taken. If you are unable to attend a board meeting, send a member of your committee.
8. Organize the committee as soon as possible (within the first six weeks) by:
  - a. selecting the members in conjunction with the President;
  - b. set goals/objectives with the endorsement of the President and the Board of Directors;
  - c. inform committee members of their responsibilities to the committee; and
  - d. establish a meeting schedule for the year.
9. Keep the Secretary, President, and the VSHP office informed of who is on your committee. Send a copy of any written minutes to the Secretary and VSHP office before the next board meeting.
10. Expenditures outside the committee's approved budget must be authorized by the Treasurer (2\$50) or the President (\$50-500).

**COMMITTEE: Audit & Finance**

Composition: Chairman with financial/accounting background appointed for two-year term, even years; presidential officers, treasurer.

Purpose: Review financial statements prepared by Treasurer to assure reliability and completeness. Assist the Treasurer in analyzing investment opportunities, and developing and controlling the budget. Oversee management services contract.

Activities:

1. Review financial statements following each VSHP Board meeting and attest their accuracy in a memo to the President.
2. Report to the Board of Directors at each meeting.
3. Assist the Treasurer with budget development (preparation and review of draft scenarios, resource allocation, communication of budget directives/changes to pertinent committees, etc.). Recommend the final draft budget to the Board of Directors.
4. Conduct annual financial review of VSHP books, receipts, and disbursements in the Spring with a report to the President and the Board at the next scheduled Board Meeting (June).
5. Review, negotiate and revise the management services contract when necessary. Recommend approval of such items to the Board of Directors.
6. Committee chair receives monthly bank statements directly from the bank. The chair reviews the canceled checks to ensure that checks are being written to the appropriate payees, signed only by authorized check signers and endorsed by the intended payee. Checks of unusually large amounts should be given particular attention. The statements and canceled checks should then be forwarded to the bookkeeping personnel.

Policies:

1. Bylaws - Chapter III, Article III.
2. Administrative Policies - Annual Financial Review; Budget.

*Approved by the Board of Directors: 03-31-00*

**COMMITTEE: Community/Professional Relations**

Composition: Chairman appointed for two-year term in odd years.

Purpose: Promote the practice of pharmacy in organized health care settings to the public and encourage careers in organized health care settings.

Activities:

1. Create and/or expand public awareness of, and demand for, comprehensive pharmaceutical care.
2. Make arrangements to organize and promote Virginia Pharmacists Week in October. This may include:
  - a. Poster and publicity information.
  - b. Coordinating activities of mutual interest with other professional pharmacy organizations.
3. Participate with SVSHP in sponsoring the Freshman Lunch. May include cooperation with student chapters and other organization as needed.
4. Organize and promote Poison Prevention Week (third week in March) throughout Virginia.
5. Organize and promote Prescription Awareness Month and National Pharmacy Week (in October) throughout Virginia.
6. Coordinate the preparation of VSHP exhibits at other professional society meetings.
7. Attend transition meeting and present annual report.

Policies:

1. Bylaws - Chapter III, Article III
2. Administrative Policies: Governor's gift

*Approved by Board of Directors: 3/12/99*

## **Community/Professional Relations Calendar**

### JULY

- Finalize budget for next fiscal year.

### AUGUST

- Contact VCU regarding Career Day (VCU coordinates mailings).

### SEPTEMBER

- VCU Freshman Lunch.

### OCTOBER

- Prescription Awareness Month
- National Pharmacy Week
- Virginia Pharmacy Week

### NOVEMBER

### DECEMBER

### JANUARY

### FEBRUARY

### MARCH

- Poison Prevention Week

### APRIL

### MAY

- Prepare initial budget information for next fiscal year

### JUNE

- Annual report; transition meeting

*Approved by Board of Directors: 03/12/99*

**COMMITTEE: Development**

Composition: Chairperson appointed for two-year term in even years.

Purpose: Increase the financial resources of the society through consistent, organized fund raising activities.

Activities:

1. Together with the VSHP Board of Directors, establish short term and long term financial goals for the society.
2. Develop a strategic plan for fund raising activities in the short and long term.
3. Encourage the development of new and innovative fund raising activities or strategies through planning sessions with committee members.
4. Foster effective and long term relationships with fund providing sources such as with representatives and liaisons of pharmaceutical manufacturers.
5. Coordinate all fund raising efforts through committee members and the Administrative Director.
6. Report to the VSHP Board of Directors all strategic plans, fund raising activities, and the financial results of those fund raising activities.

Policies:

1. Bylaws – Chapter III, Article III

*Approved by Board of Directors:*

**Development Committee Calendar**

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

## COMMITTEE: **Education**

Composition: Chairman appointed for two-year term, odd years. The chairman must have served one year on committee prior to being Chairman. At least six members will serve on the Committee including the chairman, immediate past chairman, and VSHP President-elect. There should be at least two members from VCU School of Pharmacy; other members should represent the other regions. The VSHP President-elect will be responsible for fund-raising activities, including the exhibit program sponsorship for the seminars. Appointments for Committee members are for three years.

Purpose: Development, guidance and assistance in planning and conducting VSHP's educational programs including the Fall & Spring seminars.

### Activities:

1. Select topics for seminars.
2. Coordinate selection and contacting faculty.
3. Marketing program.
4. Developing and coordinating exhibit programs.
5. Coordinate brochures and promotion of seminars with VSHP office.
6. Oversee meeting on-site.
7. Plan and develop other educational activities as necessary during the year.
8. VSHP will cover the cost of one room for one night at the Spring and Fall Annual meetings for use by the students .
9. Coordinate ASHP Clinical Skills training programs.

*Approved by the Board of Directors: 06/22/96; Revised 02/10/97.*

## **Education Committee Calendar**

### **JULY**

- Survey membership for topics for future meetings
- Approve, finalize Fall Seminar program
- Confirm speakers for Fall Seminar
- Confirm food function sponsors for Fall Seminar
- Submit ACPE to VCPE for Fall Seminar
- Solicit posters for Fall Seminar in VSHP Newsletter

### **AUGUST**

- Mail Fall Seminar announcement/registration forms to membership (mid)
- Collate and duplicate program for Fall Seminar (late)
- Identify moderator for Fall Seminar
- Write script for moderator for Fall Seminar
- Update banquet program for Fall Seminar
- Review final details for Fall Seminar

### **SEPTEMBER**

- Fall Seminar (mid-September to mid-October)
- Organize volunteers for Fall Seminar

### **OCTOBER**

- Post-mortem Fall Seminar
- Send thank-you to Fall Seminar speakers
- Send thank-you to speaker and food function sponsors for Fall seminar
- Orient new committee members and chair

### **NOVEMBER**

- Identify and approve next Fall Seminar topics
- Identify speaker for Spring Seminar
- Identify sponsors for Spring Seminar
- Identify food function sponsors for Spring Seminar

### **DECEMBER**

- Attend ASHP Midyear Clinical Meeting to identify topics, speakers and sponsors for future meetings

### **JANUARY**

- Publish tentative Spring Seminar program in newsletter
- Approve final Spring Seminar program
- Approve final Exhibitor Prospectus for Fall Seminar
- Confirm speakers for Spring Seminar
- Confirm food function sponsors for Spring Seminar
- Identify health system exhibitors for Spring Seminar
- Submit ACPE to VCPE for Spring Seminar

### **FEBRUARY**

- Mail Spring Seminar announcement/registration forms to membership (late)
- Mail Exhibitor Prospectus for Fall Seminar
- Review final details for Spring Seminar

### **MARCH**

- Review final details for Spring Seminar
- Identify moderator for Spring Seminar
- Write script for moderator for Spring Seminar
- Collate and duplicate program for Spring Seminar (mid)

#### APRIL

- Spring Seminar (mid to late)
- Organize volunteers for Spring Seminar

#### MAY

- Post-mortem Spring Seminar
- Approve next Spring Seminar topics
- Identify speakers for Fall Seminar
- Identify speaker sponsors for Fall Seminar
- Identify food function sponsors for Fall Seminar
- Send thank-you to speakers for Spring Seminar
- Send thank-you to speaker and food function sponsors for Spring Seminar
- Prepare and approve budget for Education committee
- Prepare annual report summarizing committee activities from June of previous year through May of current year
- Solicit posters for Fall Seminar in VSHP Newsletter.

#### JUNE

- Publish tentative Fall Seminar program in newsletter
- Mail Exhibitor Prospectus for Spring Seminar
- Attend ASHP Annual Meeting to identify topics, speakers and sponsors for future meetings

## COMMITTEE: **Elections**

Composition: The VSHP Immediate past president serves as chairperson of the Statewide Elections Committee. Additional committee appointments are made with input from Regional officers.

Purpose: Solicits candidates for Statewide elections and produces, distributes and tabulates ballots for the elections in conjunction with management services. Solicits candidates for ASHP appointments, councils and delegates. Maintains Past-Presidents plaque.

### Activities:

1. Appoints elections committee with input from Regional Officers.
2. Solicits candidates for ASHP appointments, councils and delegates.
3. Produces, distributes and tabulates ballots for ASHP House of Delegate elections.
4. Notifies delegate candidates of results.
5. Solicits candidates for VSHP elections and receives nominations for regional elections in conjunction with management services.
6. Notifies VSHP President, Secretary, and candidates of election results.
7. Engraves Past President plaque with name of outgoing president.

### Policies:

1. Officer's Duties: Responsibilities of the VSHP Immediate Past President
2. Policy: Delegates to ASHP House of Delegates
3. ASHP Policy: Guidelines for election of delegates and alternate delegates to ASHP House of Delegates
4. Policy: Recommendations for appointments to ASHP Councils
5. Policy: Past President's Plaque
6. Policy: Annual Awards Ceremony
7. Policy: Annual Awards
8. Policy: Recognition Awards Policy

## **Election Committee Calendar**

## AUGUST

- Appoint Elections Committee with input from Regional Presidents
- Solicit interest for nominees/appointment to ASHP in newsletter
- Engrave Past President's Plaque

## SEPTEMBER

- Develop Elections Committee timetable
- Attend Fall Seminar
- Solicit interest for nominees/appointments for offices/ASHP appointments/delegates at Fall Seminar

## NOVEMBER

- In Newsletter solicit interest for ASHP appointments/delegates and state/regional offices
- Conduct delegate elections (see ASHP "Guidelines for election of delegates and alternate delegates to the ASHP House of Delegates" for procedures)
- Notification of Virginia delegates to ASHP House of Delegates due by January 10

## JANUARY

- Notify ASHP of Delegates by January 10
- Finalize ASHP recommendations (due to ASHP by January 31)

## MARCH

- Finalize VSHP State and regional officers nominations

## APRIL

- Mail ballots and conduct VSHP elections
- Include on ballot call for nominations for VSHP Pharmacist of the Year and Clinical Pharmacy Practice Achievement Award

## MAY

- Tabulate VSHP elections
- Notify candidates of the results

## **RESPONSIBILITIES OF THE VSHP HISTORIAN**

Composition: Appointed for five-year terms by incoming VSHP president. Appointee must be active VSHP member having served as a past officer on the VSHP Board during the five years prior to appointment.

Purpose: To collect, compile, and maintain historical records for the VSHP archives.

Activities:

1. Collect, sort and incorporate current records by specific subjects with previously filed historical documents.
2. Attends VSHP Board of Directors meetings to inform members on past actions of the VSHP relating to current issues under consideration.
3. Provides leadership to the Support Committee by scheduling meetings, identifying tasks to be performed, and implementing any plans of the Support Committee which have been approved by the VSHP Board of Directors.

**COMMITTEE: Support Committee**

Composition: A representative for each five-year period since the organization of the VSHP (1955), preferably a past president that served during the five-year period that he/she represents.

Activities:

1. Assists the historian in collecting and identifying appropriate records to be maintained as historical documents.
2. Search for an appropriate permanent location to house the VSHP archives other than the historian's place of residence or pharmacy practice.
3. Assist the historian in preparing a publication of the VSHP history and in updating this document every five years, determining the expense to be budgeted for this project.

*Approved by Board of Directors: 10/25/90*

**COMMITTEE: Legislative & Regulatory Affairs**

Composition: Chairman appointed for two-year term, odd years.

Purpose: Review and stay current with rules, regulations, laws, and proposed rules, regulations, and laws concerning the public health, pharmacy and health system pharmacy, and pharmacy ethics.

Activities:

1. Alert ASHP of Chairman name and address. Contact VPhA Legal Affairs Committee.
2. Serves as VSHP PAC Trustee (see VSHP PAC Bylaws).
3. Draft letters/positions to send to pertinent parties at the discretion/direction of the VSHP Board or President.
4. In December obtain current list and mailing addresses of Virginia General Assembly members.
5. Develop process for recommendation of Board of Pharmacy appointees.
6. Consider participation in ASHP Legislative Day.
7. Stay current with legislative action in Virginia General Assembly as concerns health care in Virginia.
8. Work closely with VPhA Legal Affairs Committee.
9. Continue to explore mandatory continuing education for pharmacists on an ongoing basis.
10. Investigate legal issues relating to increased utilization of technical personnel to expand pharmacist's role as patient care provider.

Policies:

1. Bylaws - Chapter III, Article III
2. VSHP PAC Bylaws

*Approved by Board of Directors 03/31/00*

## **Legislative Affairs Committee Calendar**

### DECEMBER

- Obtain current list and mailing addresses of the Virginia General Assembly members
- Due to the nature of the committee, routine, scheduled functions other than the above are not required at present. This may change as the charges to the committee change.

**COMMITTEE: Management & Manpower**

Composition: Chairman appointed for two-year term, even years.

Purpose: Evaluate, develop, and monitor the resources and programs needed to maintain manpower to provide comprehensive pharmaceutical care in Virginia's organized health care settings.

Activities:

1. Monitor status of salary and benefits packages through biannual statewide survey.
2. Develop programs which assist pharmacy managers to effectively meet new personnel management challenges such as motivation, compensation, and the skills needed to manage diversified services.
3. Evaluate management development resources and explore ways to bring them to VSHP members.
4. Survey the graduating VCU pharmacy students each spring.
5. Plan strategies to develop Directors of Pharmacy into advocates for comprehensive pharmaceutical care.
6. Address issues relating to the apparent manpower needs of clinical practitioners in Virginia.
7. Coordinate "Shadowing" program with VCU School of Pharmacy, and submit a newsletter article for spring/summer publication.
8. Deal with any management issue as directed by the President and advise the VSHP Board of recommended actions.

Policies:

1. Bylaws - Chapter III, Article III.

*Approved by Board of Directors: 2/1/91; Revised 06/22/96*

## **Management and Manpower Committee Calendar**

### JUNE

- Article to newsletter on Shadowing Program

### SEPTEMBER

- Schedule a committee meeting. This meeting should be used to discuss any topics assigned from the VSHP Board. This meeting should also review the Hospital Salary Survey and the Annual Senior Survey instruments.

### NOVEMBER

- The Annual Hospital Survey should be prepared and sent to the VSHP office by Nov. 30th. Deadline for return should be no more than 45 days

### JANUARY

- Distribute Annual Salary Survey

### MARCH/APRIL

- Senior Survey is conducted in March or April. This is done on a day when the class is reconvened between clerkships.

### APRIL

- Completed surveys are presented to VSHP Board for approval and sent to VSHP office for distribution

### MAY

- Article highlighting the Senior Survey results should be written for the VSHP Newsletter

## **LIAISON: Schools of Pharmacies Liaisons**

**Composition:** A representative from each school of pharmacy in the Virginia Commonwealth will be appointed by President with approval of the Dean and VSHP Board for two year term; odd years.

**Purpose:** To serve as a service agent to its parent organization to discuss and recommend solutions to problems of mutual interest.

### **Activities:**

1. Direct SVSHP in development and maintenance of Bylaws affecting SVSHP.
2. Provide leadership and guidance to SVSHP from VSHP.
3. Assure adherence to Chapter VI of VSHP Bylaws, Affiliated Student Chapter.
4. Notify VSHP of SVSHP election results.
5. Assist in education and organizational activities of SVSHP.
6. Communicate pertinent information between SVSHP and VSHP and recommend solutions to problems as necessary.
7. Guide activities of SVSHP to follow VSHP calendar of activities (budget submission, annual reports).

### **Policies:**

1. Bylaws - Chapter VI; Chapter IV, Article I; Appendix I.

*Approved by the Board of Directors: 09-18-97*

**COMMITTEE: Membership and Membership Services Committee**

Composition: Chairman appointed for two-year term; odd years. Membership liaisons appointed from each region and student Chapter.

Purpose: Recruitment and retention of VSHP members, development and evaluation of VSHP membership services, and strengthening relationship with regional chapters.

Activities:

1. Promote innovative recruiting and retention programs for pharmacists and technicians.
2. Welcome and survey new VSHP members each month.
3. Follow-up on all non-VSHP members attending activities and encouraging them to join the Society.
4. Review membership roster for accuracy.
5. Follow-up and evaluation of all VSHP delinquent members (nonrenewals).
6. Promote and organize ASHP and VSHP membership recruitment campaigns.
7. Evaluation of membership needs utilizing appropriate tools and sampling techniques.

Policies:

1. Bylaws - Chapter I, Articles I-IV; Chapter III, Article III; Chapter VI, Articles II and V.
2. Administrative Policies - VSHP Dues; VSHP Rebates; VSHP Affiliated Regional Chapters.

## **Membership and Membership Services Committee Calendar**

### **JULY**

- Membership committee representative to follow-up on nonrenewals through personal contact or telephone. Completion of the non-renewal survey form is expected for each individual.
- Evaluate contents of new member packets, update contents
- Assess dues income (BOD desires dues = 50% of total revenue; 2/89 Strategic Planning)

### **AUGUST**

- Contact each committee representative to assure follow-up on nonrenewals

### **SEPTEMBER**

- Contact Kelly Gill to assure regional rebates occur
- Establish 2 recruitment mailings with management services
- Recruitment proposal letter due to ASHP for Fall Campaign (September 1 - November 30)

### **OCTOBER**

- Send recruitment mailing #1

### **NOVEMBER**

- Contact Kelly Gill to assure billing will occur Dec. dues cycle

### **DECEMBER**

- Final report to ASHP regarding Fall recruitment campaign

### **JANUARY**

- Contact membership committee representative to follow-up on nonrenewals
- Begin planning, organizing and delegating responsibilities for VSHP Spring membership campaign
- Submit article for March newsletter

### **FEBRUARY**

- Report VSHP Spring membership campaign to Board, solicit Regional support and enthusiasm

### **MARCH**

- Contact each membership committee representative to assure follow-up on nonrenewals
- Contact Kelly Gill regarding dues rebates to regions
- VSHP Spring Campaign newsletter article
- ASHP Spring recruitment proposal dues (March 1-May 31)

### **APRIL**

- Assess results of VSHP Spring campaign and announce "winners" in May newsletter and give rewards
- Arrange #2 recruitment mailing with Kelly Gill

### **MAY**

- Contact Kelly Gill to assure June dues cycle billing will occur
- New graduate recruitment letter to VCU/VCU graduates

### **JUNE**

- Send out #2 recruitment mailing
- Send final report on ASHP Spring Membership Campaign by June 1

## **Newsletter Editor**

Composition: Editor appointed for two-year term, odd years.

Purpose: Publishes six (6) newsletters per year with eight (8) pages per newsletter.

### Activities:

1. Each newsletter contains space for the following: President's Capsule; new member list; VSHP calendar; regional news; VSHP officers and committee chairmen; VSHP membership application; classified advertisements; advertisements; letters to the editor; VSH People.
2. Newsletter Editor receives reports from Regional Recorder-Treasurer and committee chairman. Information may be mailed directly to the administrative office to the attention of VSHP newsletter.
3. When preparing articles, please use a 38-character line (i.e., set the right margin on your typewriter or word processor to 38 spaces). This helps the editor and staff to determine how many lines your article will occupy in the newsletter.
4. Editor works with VSHP office to maintain Newsletter within budget.
5. Editor submits copy to VSHP office. Office provides typesetting, printing, copying, and mailing of Newsletter.
6. Editor proofs copy of Newsletter prior to publication. Access to fax machine desirable.
7. VSHP office assists Editor with format and modification of Newsletter.
8. Editor serves as ASHP communication liaison in absence of VSHP Executive Director.
9. Editor seeks support for Newsletter advertisements.

### Policies:

1. Bylaws - Chapter VIII, Article I and II
2. Administrative Policy - Newsletter Advertising.

*Approved by the Board of Directors: 03/22/96*

## **Newsletter Calendar**

The deadline for submission of materials for each newsletter is the 15th of each month preceding the cover date. The six newsletters are dated January/February, March/April, May/June, July/August, September/October, and November/December.

### **JULY**

- Article on Shadowing Program
- Finalize budget for next fiscal year
- Information on Fall Seminar

### **AUGUST**

- Information on Fall Seminar

### **SEPTEMBER**

- Call for ASHP delegates

### **OCTOBER**

- National Pharmacy Week

### **NOVEMBER**

- Fall Seminar highlights
- Election committee information
- Spring Seminar

### **DECEMBER**

### **JANUARY**

- Election committee information

### **FEBRUARY**

- Spring Seminar

### **MARCH**

- Poison Prevention Week
- Election committee information
- Spring Seminar

### **APRIL**

### **MAY**

- Prepare initial budget information for next fiscal year

### **JUNE**

- Annual report; transition meeting

**COMMITTEE: Organizational Affairs**

Composition: Chairman appointed for two-year term, even years.

Purpose: Reviews and maintains the VSHP constitution, bylaws, and Policy & Procedure manual; reviews the VSHP organizational structure and governance.

Activities:

1. Submits recommendations for changes and modifications to the VSHP governing documents and procedure manual to comply with decisions of the VSHP Board of Directors.
2. Implement decisions of the Board.
3. Maintain accurate governing documents in coordination with VSHP Secretary.
4. Evaluate organizational structure of VSHP as directed by Board.
5. Work in conjunction with VSHP Secretary to develop and maintain contents of VSHP Policy and Procedure Manual.

Policies:

1. Bylaws - Chapter III, Article III (c); Chapter XIII.
2. Constitution - Article VII, Amendments.

**COMMITTEE: Professional Practice**

Composition: Chairman appointed for two-year term, even years.

Purpose: To promote the practice of pharmacy; monitor professional practice issues on the local, state, and national level; advise VSHP of recommended positions and actions; and to promote clinical pharmacy activities.

Activities:

1. Meet at least four times per year.
2. Develop programs and relationships which promote the practice of pharmacy.
3. Respond to needs as identified by the VSHP Board of Directors.
4. Monitor practice nationwide and advise the Board on appropriate position statements.
5. Develop position statements on practice issues and present to Board for approval.
6. Establish liaison with other professional agencies and societies.
  - A. Board of Pharmacy
  - B. Other state pharmacy related organizations
  - C. Board of Medicine/Medical Society
  - D. Board of Nursing/Nursing Society
7. Develop annual strategic plan for professional practice committee.
8. Support student VSHP organization on professional issues.

Policies:

1. Bylaws - Chapter III, Article III.

COMMITTEE: **Strategic Planning**

See Officers' Duties, Past President

COMMITTEE: **Webmaster**

Composition: Webmaster appointed for two-year term, even years.

Purpose: Coordinates and manages the content of the VSHP internet website.

Activities:

Webmaster works to ensure that the content of the VSHP website is current and serves to meet the needs of the VSHP membership.

Webmaster works with the VSHP administrative director, the VSHP presidential officers and the VSHP treasurer to maintain the website within budget.

Webmaster proofs all copy of material that is to be placed on the VSHP website.

Webmaster follows all VSHP policies as it relates to content or advertising on the internet website or any other internet-related policies.

Webmaster is the designated webmaster for the contracted internet webhost company and ensures, along with the VSHP administrative director, that all fees or bills are paid on time.

Policies:

1. Bylaws - Chapter IX, Article I and II.
2. Administrative Policies – Website Policy

## LIAISONS:

**Composition:** A member of VSHP in good standing who is appointed annually by VSHP President. Examples of liaisons who may be appointed to represent the following constituencies are as follows:

Home Care  
Technicians  
Managed Care  
Consultant Pharmacy  
Industry Relations  
VCPE  
INS Representative

**Purpose:** To serve as a liaison between the Board of Directors and their representative constituency for the purpose of providing information to the Board regarding issues that are of mutual interest.

### **Activities:**

1. Attend Board meetings for the purpose of providing information to assist the Board in reaching a decision on agenda items/issues.
2. Initiate agenda items of concern/interest to be place on the Board agenda for discussion and/or action.
3. Communicate pertinent information between the liaison group and the Board.
4. Recommend actions to problems/opportunities.

*Approved by Board of Directors 3/22/96.*