

**LOUISIANA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

**POLICY and PROCEDURE MANUAL**

**Revised:  
August 3, 2009**

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**Policy: 1.0**

**Title: Introduction and Overview of LSHP**

**Effective Date:** June 24, 1994

**Revised:**

A. PREFACE

The Louisiana Society of Health-System Pharmacists (LSHP) Policy and Procedure Manual is an ongoing project of the LSHP Organizational Affairs Committee, and is intended to aid Society officers, staff, and volunteers in their roles. This manual contains an overview of LSHP as an organization, position descriptions for the Board of Directors and officers, as well as the responsibilities of the various committees.

Written procedures have been developed to provide consistency and continuity from year to year as different individuals are involved in leadership roles within the Society. Feedback from officers, committees, and the membership will be used to update procedures when necessary to reflect the current needs of our organization.

This manual is the property of LSHP and shall be passed on to your successor at the end of your term.

B. OVERVIEW

The Louisiana Society of Health-System Pharmacists is a professional organization of pharmacists and related personnel practicing in organized healthcare settings. The Society is a state affiliate of the American Society of Health-System Pharmacists (ASHP).

LSHP is governed by a Board of Directors, comprised of elected officers and directors.

Management services for the Society may be contracted.

**Policy: 1.01**

**Title: Mission Statement**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

**LSHP Mission Statement**

The mission of the Louisiana Society of Health-System Pharmacists is to foster health and wellness, to promote rational drug therapy, to provide innovative leadership, to represent and support its' members, and to support the mission of ASHP.

**ASHP Mission Statement**

ASHP believes that the mission of pharmacists is to help people make the best use of medications.

The mission of ASHP is to advance and support the professional practice of pharmacists in hospitals and health systems and serve as their collective voice on issues related to medication use and public health.

**ASHP Vision**

ASHP dedicates itself to achieving a vision for pharmacy practice in hospitals and health systems in which pharmacists:

1. Will significantly enhance patients' health-related quality of life by exercising leadership in improving both the use of medications by individuals and the overall process of medication use.
2. Will manage patient medication therapy and provide related patient care and public health services.
3. Will be the primary individuals responsible for medication use and drug distribution systems.
4. Will be recognized as patient care providers and sought out by patients to help them achieve the most benefit from their therapy.
5. Will take a leadership role to continuously improve and redesign the medication-use process with the goal of achieving significant advances in (a) patient safety, (b) health-related outcomes, (c) prudent use of human resources, and (d) efficiency.
6. Will lead evidence-based medication use programs to implement best practices.
7. Will have an image among patients, health professionals, administrators, and public policy makers as caring and compassionate medication-use experts.

**Policy: 2.0**

**Title: LSHP Governing Documents**

**Effective Date:** June 24, 1994

**Revised:** May 23, 2009

The LSHP Governing Documents (Charter & Bylaws) are included in the board binder under Tab 4.

The LSHP Bylaws were last amended by a vote of the General Membership Meeting on May 23, 2009.

**Policy: 3.01**

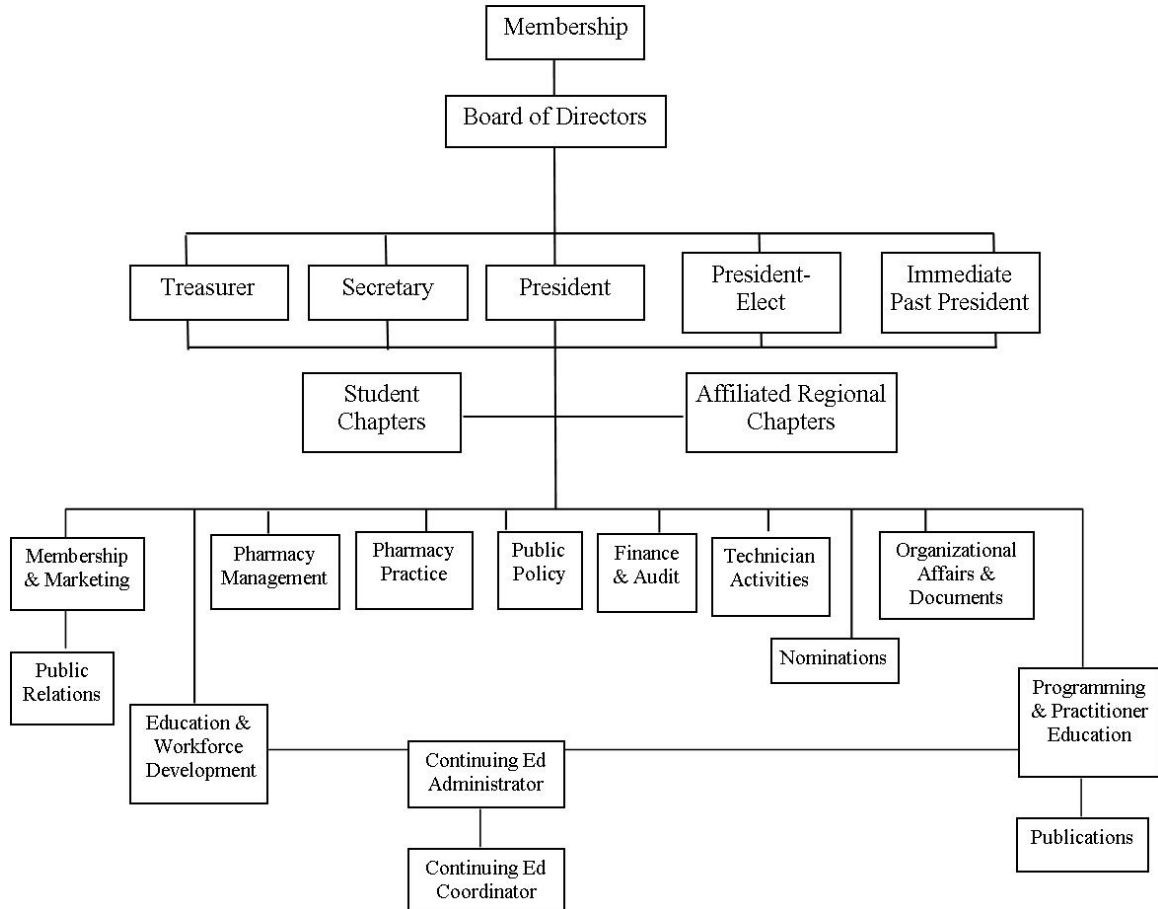
**Title: Organizational Chart**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

**Louisiana Society of Health-System Pharmacists**

**Organization Chart**



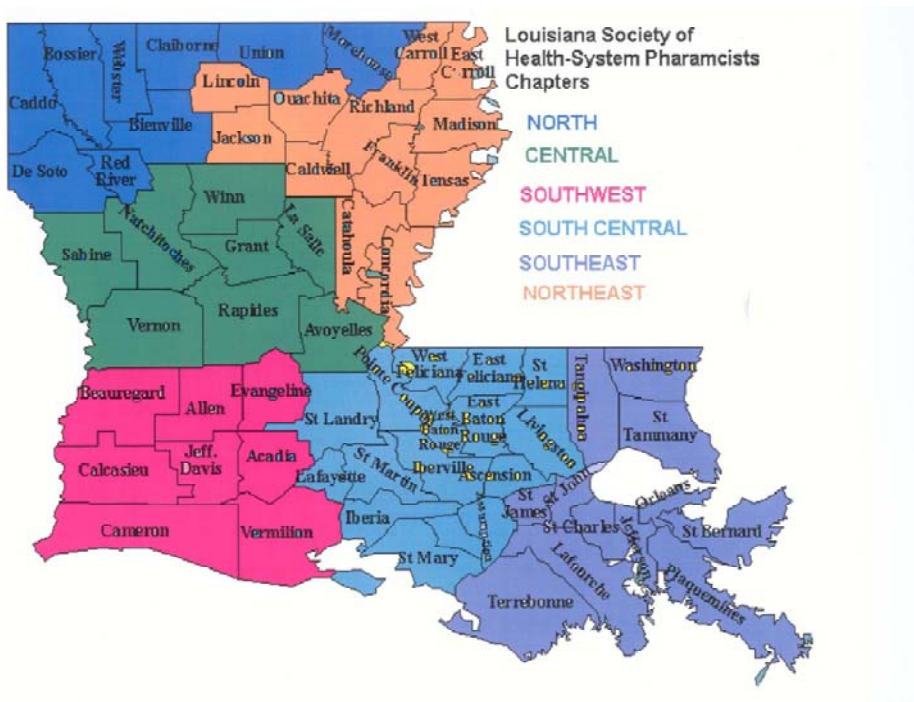
**Policy: 3.02**

**Title: Map of Districts**

**Effective Date:** June 24, 1994

**Revised:**

North	Northeast	Central	Southwest	South Central	Southeast
Bienville	Caldwell	Avoyelles	Acadia	Ascension	Jefferson
Bossier	Catahoula	Grant	Allen	Assumption	Lafourche
Caddo	Concordia	La Salle	Beauregard	E Baton Rouge	Orleans
Claiborne	East Carroll	Natchitoches	Calcasieu	E Feliciana	Plaquemines
De Soto	Franklin	Rapides	Camerson	Iberia	St. Bernard
Morehouse	Jackson	Sabine	Evangeline	Iberville	St. Charles
Red River	Lincoln	Vernon	Jefferson Davis	Lafayette	St. James
Union	Madison	Winn	Vermillion	Livingston	St. John
Webster	Ouachita			Point Coupee	St. Tammany
	Richland			St. Helena	Tangipahoa
	Tensas			St. Landry	Terrebonne
	West Carroll			St. Martin	Washington
				St. Mary	
				W Baton Rouge	
				W Feliciana	



**Policy: 3.03**

**Title: Annual Activity Profile**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

The following overview is a summary of major meetings and activities conducted by LSHP on an annual basis.

A. ANNUAL MEETING

LSHP conducts an annual 3-day continuing education program each spring in New Orleans, Louisiana. This is the largest meeting of the year; serving as the major continuing education event of the organization, as well as the venue for the annual meeting of the LSHP General Membership Meeting. The meeting also features social activities, a large exhibit program, the annual awards banquet, and the installation of new officers.

B. MIDYEAR MEETING

Each fall, LSHP conducts a 2-day meeting featuring continuing education and social events. Meeting site for the Midyear Meeting will be determined by the Board of Directors.

C. HOSPITAL PHARMACY DAY

During October of each year, LSHP celebrates Hospital Pharmacy Day. Ribbons proclaiming the special event are prepared and mailed to hospital pharmacists and technicians throughout Louisiana. Regional affiliate chapters are encouraged to sponsor special events to celebrate Hospital Pharmacy Day.

**Policy: 4.01**

**Title: PRESIDENT of LSHP**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

TERM of OFFICE

One (1) year. This position ascends from the office of President-Elect and ascends to the office of Immediate Past-President.

RESPONSIBILITIES

1. Fosters and promotes growth of LSHP and profession.
2. Presides at all LSHP meetings.
3. Represents LSHP at professional functions.
4. Serves as chairperson of the LSHP Board of Directors and schedules meetings of the Board of Directors (4 per year).
5. Reports the activities, actions, and recommendations of the Board of Directors to the membership at LSHP meetings, regional chapter meetings, and in the newsletter.
6. Implements goals and objectives for the chapter which have been approved by the Board of Directors. Reports status of goals and objectives to the General Membership Meeting at the LSHP Annual Meeting.
7. Serves as liaison for ASHP and other professional organizations.
8. Works closely with the management services Executive Director on behalf of the Board of Directors.
9. Serves as an ex-officio member of all LSHP committees.
10. Writes a column for the LSHP newsletter.
11. Assists the Treasurer and Finance Committee in the preparation of the annual budget.

**Policy: 4.02**

**Title: PRESIDENT-ELECT of LSHP**

**Effective Date:** June 24, 1994

**Revised:**

TERM of OFFICE

One (1) year. This position assumes office after membership ballots are tallied and verified, and ascends to the office of President.

RESPONSIBILITIES

1. Fosters and promotes growth of LSHP and profession of pharmacy.
2. Performs the duties of the President in the President's absence.
3. Develops a knowledge of the Governing Documents of LSHP.
4. Identifies potential committee chairs and members during the upcoming term of President.
5. Develops a working knowledge of the duties and responsibilities of the Office of President.
6. Attends meetings of the Board of Directors.
7. Assists the President in achieving specific Society goals and objectives.
8. Assists the Treasurer and Finance Committee in budget preparation.

**Policy: 4.03**

**Title: IMMEDIATE PAST PRESIDENT of LSHP**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

TERM OF OFFICE

One (1) year. This position ascends from the office of President.

RESPONSIBILITIES

1. Fosters and promotes the growth of LSHP and the profession of Pharmacy.
2. Performs the duties and responsibilities of the President in the temporary absence of both the President and the President-Elect.
3. Serves as chair of the Nominating Committee.
4. Assists in the maintenance of the LSHP Policy & Procedure Manual.
5. Assists the President in achieving the goals and objectives of the Society.

**Policy: 4.04**

**Title: TREASURER of LSHP**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

TERM OF OFFICE

Two (2) years. The year of term election by the LSHP members at the General Membership Meeting shall alternate with the year of term election of the Secretary at the General Membership Meeting.

RESPONSIBILITIES

1. Serves as the chair of the Finance Committee. The responsibility of the Finance Committee is the preparation of the annual operating budget of the Society and oversee the financial operations of the Society.
2. Assumes final responsibility for overseeing the conservation and prudent investment of the assets and funds of LSHP.
3. Reports quarterly to the Board of Directors on the current fiscal status of the Society.
4. Provides a formal written annual report to the General Membership Meeting at the Annual LSHP meeting.

**Policy: 4.05**

**Title: SECRETARY of LSHP**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

TERM OF OFFICE

Two (2) years. The year of term election by the LSHP members at the General Membership Meeting shall alternate with the year of term election of the Treasurer at the General Membership Meeting.

RESPONSIBILITIES

1. Maintenance of accurate records of the meetings of the Board of Directors and General Membership Meeting.
2. Maintenance of accurate membership roles.
3. Assuring that at least 2 weeks notice is given to all Board of Directors members prior to meetings. A copy of the meeting agenda and minutes from the previous meeting shall accompany the meeting notice.

**Policy: 5.0**

**Title: BOARD of DIRECTORS of LSHP**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

TERM of OFFICE

Two (2) years.

RESPONSIBILITIES

1. Foster and promote growth of LSHP and the profession of Pharmacy.
2. Attend all Board of Directors meetings.
3. Read and become familiar with the Governing Documents of LSHP.
4. Members of Board of Directors serve as chairs or co-chairs of standing committees.
5. Represent the membership of the Society as the official voice of pharmacists in organized healthcare settings and related personnel in Louisiana.
6. Create, review, and modify the professional policies of LSHP in conjunction with the Bylaws of the Society. Changes in professional policy shall be submitted to the general membership for review, consideration, modification, approval, or disapproval.
7. The number of Directors of LSHP shall not exceed 17, including the President, President-Elect, Immediate Past President, Treasurer, Secretary, four elected Directors, and the Presidents of the affiliated regional chapters.
8. The Board of Directors may establish and modify administrative policies consistent with the Bylaws for the conduct of business of the Board and LSHP.

**Policy: 6.0**

**Title: REGIONAL CHAPTER PRESIDENTS of LSHP**

**Effective Date:** June 24, 1994

**Revised:** August 3, 2009

TERM of OFFICE

One (1) year. This position ascends from the office of Regional Chapter President-Elect.

RESPONSIBILITIES

1. Foster and promote growth of LSHP and the profession of Pharmacy.
2. Serve as liaisons between the LSHP Board of Directors and the Regional Chapter Membership.
  - a. Communicates between the Board and the Regional Chapter.
  - b. Informs the Board of all Regional Chapter activities through a quarterly Chapter report delivered during LSHP Board of Director meetings.
  - c. Represents the Regional Chapter at Board of Director meetings.
  - d. Serves as information resource regarding LSHP for the Regional Chapter Membership.
3. Serves as a voting member of the LSHP Board of Directors.
4. Conducts Regional Chapter business and meetings in accordance with individual Chapter Bylaws.
5. Informs LSHP membership of Regional Chapter activities through regular reports in the LSHP Newsletter.
6. Coordinates and oversees Regional election of officers.
7. Coordinates and oversees Regional Chapter selection of Health-System Pharmacist of the Year Nominees.
8. Provides input and support to LSHP Board of Directors and LSHP Committee Chairs as needed.

CHAPTER PRESIDENT – CALENDAR

January:	Board of Directors Meeting / Election of Health-System Pharmacist of the Year / Selection of Tommy Himel Award Recipient
Spring:	Board of Directors Meeting / LSHP Annual Meeting
Summer:	Participate in annual planning with other Regional Chapter officers and Board of Directors
Fall:	Board of Directors Meeting / LSHP Mid-year Meeting
November:	Solicit nominations for Regional Chapter officers
December:	Election of Regional Chapter officers

**Louisiana Society of Health-System Pharmacists**

**Board of Directors Report Form**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chapter/Committee:** \_\_\_\_\_

**Chapter Presidents should submit dates, topics, attendance numbers, speakers, and pertinent comments from prior and planned meetings and current chapter leadership.**

**Committee chairs should report activities or findings of the committee and current committee members.**

**Policy: 7.01.01**

**Title: Committee on Education & Workforce Development**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

The President and Board of Directors.

Appointment

The President shall appoint a chair and committee members as approved by the Board of Directors.

Functions & Responsibilities

Concerned with LSHP professional policies related to the quality and quantity of pharmacy practitioners in hospitals and health systems. Within the Committee's purview are

1. Student education
2. Postgraduate education and training
3. Specialization
4. Assessment and maintenance of competence
5. Credentialing
6. Balance between workforce supply and demand
7. Development of technicians
8. Related matters.

This Committee will make policy recommendations and conduct surveys of educational needs. The Committee Chair will also serve as a **member** of Committee on Programs and Education. They will work to ensure ACPE policies are adhered to and goals and objectives of the organization are met.

**Policy: 7.01.02**

**Title: Committee on Pharmacy Management**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

The President and Board of Directors.

Appointment

The President shall appoint a chair and committee members as approved by the Board of Directors.

Functions & Responsibilities

Concerned with LSHP professional policies related to the process of leading and directing the pharmacy department in hospitals and health systems. Within the Committee's purview are

1. Development and deployment of resources
2. Fostering cost-effective use of medicines
3. Payment or reimbursement for services and products (including but not limited to Collaborative Practices)
4. Applications of technology in the medication-use process
5. Efficiency and safety of medication-use systems
6. Continuity of care
7. Related matters.

**Policy: 7.01.03**

**Title: Committee on Pharmacy Practice**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

The President and Board of Directors.

Appointment

The President shall appoint a chair and committee members as approved by the Board of Directors.

Functions & Responsibilities

Concerned with LSHP professional policies related to the responsibilities of pharmacy practitioners in hospitals and health systems. Within the Committee's purview are

1. Practitioner care for individual patients (clinical and distributive)
2. Practitioner activities in public health
3. Pharmacy practice standards and quality
4. Professional ethics
5. Interprofessional and public relations
6. Related matters.

**Policy: 7.01.04**

**Title: Committee on Public Policy**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

The President and Board of Directors.

Appointment

The President shall appoint a chair and committee members as approved by the Board of Directors.

Functions & Responsibilities

Concerned with LSHP professional policies related to laws and regulations that have a bearing on pharmacy practice in hospitals and health systems. Within the Committee's purview are

1. Federal laws and regulations
2. State laws and regulations
3. Analysis of public policy proposals that are designed to address important health issues
4. Professional liability as defined by the courts
5. Related matters.

This Committee will also provide a member to serve as the ASHP legislative liaison. This Committee works closely with the Committee on Pharmacy Practice in evaluating legislative and regulatory matters and the impact on ethic pharmacy practices.

**Policy: 7.01.05**

**Title: Committee on Programming and Practitioner Education**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

The President and Board of Directors.

Appointment

The President shall appoint a chair and committee members as approved by the Board of Directors.

Functions

The Council on Programming and Practitioner Education is responsible for guidance and assistance in implementing the Association's educational and training activities, including the Annual and Mid-year meeting programs; for encouragement of research and development in health system pharmacy practice; for dissemination of scientific information to health system pharmacists and allied professionals through programs and other media.

**Subcommittee on Publications**

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Offers suggestions and recommendations for advancing the goals of the Society's publishing activities and serves as a conduit for recommendations that relate to publications from other committees and councils; it is concerned with trends and overall direction rather than the editorial aspects of publishing. The Chair of this Subcommittee would also serve as the editor of the LSHP Newsletter.

**Policy: 7.01.06**

**Title: Committee on Membership and Marketing**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

The President and Board of Directors.

Appointment

The President shall appoint a chair and committee members as approved by the Board of Directors.

Functions

The Committee on Membership and Communications is responsible for encouragement of Association membership, development of Association services and evaluation of Association activities. They are also responsible for keeping the membership advised of current events and Association positions affecting the profession. Concerned with LSHP membership and marketing the organization to pharmacy practitioners. Within the council's purview are:

1. Identify resource(s) needed to have a first-rate membership recruitment program. Assure membership campaign targets all pharmacy practice areas, (e.g. home care, long term and sub-acute care pharmacy consultants, and managed care practitioners, etc.).
2. Provide continuing oversight to regional chapters' recruitment campaigns and make recommendations as needed.
3. Coordinate outreach to non-renewing members within respective chapters.
4. Participate in the creation of annual membership satisfaction survey of current members and ex-members in all categories.
5. Identify classification of potential members.
6. Work with student chapter liaisons to identify the current student program structure including attraction, retention, and school support.
7. Develop a plan to assess membership needs and deliver programs and services.
8. Serve as reviewers for affiliate chapter and by-laws (to ensure current and relevant).

**Subcommittee on Public Relations**

Working under the purview of the Committee on Membership and Marketing, this Subcommittee will:

1. Develop public relations programs that enhance the visibility of health-system pharmacists to other health professions, legislators, payers, and the lay public.
  - a. Develop a coordinated statewide public relations program;
  - b. Continue to seek out collaborative opportunities for joint media activity with ASHP, LPA or other organizations.
2. Support Regional Chapter public relations activities.

3. The PR Committee is responsible for developing an action plan to be implemented at the state and regional levels, based on the current Strategic and Operational plans.
4. Public relations meetings and events may be coordinated with other organizations.
5. The PR Subcommittee Chair and a staff designee shall serve as LSHP's representatives to the ASHP Public Relations Advisory Network (PRAN) and evaluate the effectiveness of LSHP's representation.
6. On an annual basis, LSHP's PR Chair and staff representative shall submit a written evaluation of the effectiveness of LSHP's participation in the ASHP PRAN.
7. As stakeholders in the quality of the LSHP website, review the contents of web pages that are specific to the committee's responsibilities to ensure that information on each page is current and relevant, and to recommend appropriate deletions and additions of rich content.
8. Communicate the importance of having a medication safety committee within every health-system to emphasize the pharmacist's role in ensuring proper medication safety and management.

**Policy: 7.01.07**

**Title: Committee on Finance and Audit**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Appointment

The Treasurer will serve as the Chair of this Committee and the Executive Committee as its members, along with LSHP Executive Director as an ad hoc member.

Functions

Prepares a budget for the forthcoming year and submits it to the Board of Directors for approval; reviews, assesses, and monitors financial and investment activities to ensure that budget objectives are met; conducts long-range financial planning.

**Policy: 7.01.08**

**Title: Committee on Nominations**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

A report on nominations will be given at the General Membership Meeting (for elected officers of the Board) at the Annual Meeting and the Board of Directors (for ASHP Delegates) Meeting held prior to the Mid-Year Meeting.

Appointment

The Immediate Past President will serve as the Chair of this committee and will invite at least 4 other members to serve on the committee.

Functions

1. Using the Committee on Nominations guidelines approved by the LSHP Board of Directors, identify and solicit candidates who will accept nomination to the offices of:
  - a. LSHP President-Elect (1 or more candidates),
  - b. LSHP Board of Directors (2 or more candidates),
  - c. Delegates to the ASHP House of Delegates (candidates must be current ASHP & LSHP members). Delegates to ASHP are preferred to have experience within the LSHP organizational structure. The names of 3 delegates and at least 3 alternate delegates shall be submitted to ASHP.
2. Prepare a report of the candidates selected for office for the House of Delegates.
3. Provide a diversity-rich, demographic mix of nominees for the annual election of LSHP officers and directors.

**Policy: 7.01.09**

**Title: Committee on Technician Activities**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Reports To

A report on nominations will be given at the General Membership Meeting (for elected officers of the Board) at the Annual Meeting and the Board of Directors (for ASHP Delegates) Meeting held prior to the Mid-Year Meeting.

Appointment

This Committee Chair will serve at the request of the Presidential Officer. The Chair will designate the members which shall represent technicians from across the state.

Functions

1. Work with the Committee on Programs and Education to provide “technician-focused” programs.
2. To encourage technician involvement, assist the President-Elect regarding the appointment of technician members to Committees and Task Forces on an annual basis.
3. Work with the Committee on Marketing and Membership to:
  - a. Review the prior year’s recruitment efforts;
  - b. Make recommendations for, and provide continuing oversight of. LSHP’s ongoing recruitment campaign for technicians;
4. As stakeholders in the quality of the LSHP Newsletter and website, contribute on a regular basis to the Newsletter and review the contents of web pages that are specific to your committee’s responsibilities to ensure that information on each page is current and relevant, and to recommend appropriate deletions and additions of rich content.

**Policy: 7.01.10**

**Title: Committee on Organizational Affairs and Documents**

**Effective Date:** May 21, 2009

**Revised:** May 21, 2009

Appointment

The Secretary of the Board of Directors will serve as the Chair and its membership will include the executive officers.

Functions

This Committee is responsible for all the issues of a procedural nature that come before LSHP. It also ensures that our governing documents, such as the Constitution and Bylaws, as current and adaptable for future growth and changes. This group works to maintain consistency and to ensure each local chapter is functioning within the boundaries of LSHP's mission.

**Policy: 8.0**

**Title: LSHP Newsletter**

**Effective Date:** June 24, 1994

**Revised:** August 24, 2008

Policy

The LSHP newsletter is published on a bi-monthly basis.

Procedures

Newsletter articles should be submitted to the newsletter editor by the appropriate member of the Board of Directors according to the following schedule:

**Jan./Feb. Issue**

- From the Desk of the President
- Affiliated Chapter Reports\*\*
  - Xavier
  - ULM
- Advertising for Annual Meeting
- Committee on Nominations Report
  - Increase awareness and volunteerism in the membership for upcoming election
- Committee on Education & Workforce Development Report
- Submitted articles &/or other important association business

**Mar./April Issue**

- From the Desk of the President
- Advertising of Annual Meeting w/schedule (Committee on Programming & Practitioner Education)
- Committee on Organizational Affairs Report
- Committee on Public Policy Report
- Submitted articles &/or other important association business

**May/June Issue**

- From the Desk of the President
- Annual Meeting Recap
- Announcement of Mid-Year Meeting(Committee on Programming & Practitioner Education)
- Committee on Public Policy Report
- Committee on Membership & Marketing
- Submitted articles &/or other important association business

**July/August Issue**

- From the Desk of the President
- Affiliated Chapter Reports\*\*
  - Central
  - South Central
  - Student chapter reports of current activities

- ASHP Delegate Report
- Advertisement for Mid Year Meeting (Committee on Programming & Practitioner Education)
- Committee on Pharmacy Practice
- Submitted articles&/or other important association business

**Sept./Oct. Issue**

- From the Desk of the President
- Affiliated Chapter Reports\*\*
  - North
  - Northeast
  - Student chapter reports of current activities
- Advertisement for Mid Year Meeting
- Committee on Technician Activities Report
- Submitted articles&/or other important association business

**Nov./Dec. Issue**

- From the Desk of the President
- Affiliated Chapter Reports\*\*
  - Southeast
  - Southwest
  - Student chapter reports of current activities
- Mid Year Meeting Recap
- Announcement of Annual Meeting (Committee on Programming & Practitioner Education)
- Committee on Pharmacy Management
- Submitted articles&/or other important association business

*\*\*Announcements of any chapter activities that will be occurring or have occurred.*

Newsletter editor collects articles for the issue and edits each before sending to LSHP Office. Office will create layout for publication and submit back to editor for changes. Office sends newsletter to print with mailing addresses for all current LSHP members, and requests additional copies to send to the two colleges of pharmacy within the state.

**Policy: 9.0**

**Title: Management Services**

**Effective Date:**

**Revised:**

LSHP has contracted with P&N Association Management to perform association management services. A list of tasks that may be performed under this agreement are listed below. This list is not intended to be all-inclusive, but rather, representative of the services to be performed.

**A. Conventions & Meetings**

1. Survey sites and hotels.
2. Negotiate contracts with hotels and other vendors in accordance with industry standards and LSHP policies.
3. Coordinate physical arrangements for conventions and seminars (meeting room assignments, audiovisual equipment, food and beverage, reserve blocks of rooms, etc.)
4. Prepare and mail convention, exposition and seminar announcements and brochures.
5. Solicit, communicate with and handle business arrangements with exhibitors and exhibition service contractors.
6. Coordinate the arrangements for the exhibitor program and manage exhibition hall.
7. Prepare materials for meeting attendees (handouts, name badges, onsite registration materials, abstracts, etc.)
8. Staff registration desk and coordinate and support all meeting activities.
9. Provide appropriate reports on meeting progress.
10. Handle program arrangements with speakers based on program requirements or assist appropriate committee chair with program arrangements.

**B. Membership Communications and Services**

1. Maintain computerized membership database, update all information regularly, and make information available, as required.
2. Assist in membership drives, including the development of target member lists, mailing of recruitment brochures, and follow-up phone calls to members who do not renew membership.
3. Edit and publish the newsletter, any membership directory and other periodicals or communications. Arrange for paid advertisements.
4. Provide periodic membership reports as required by the LSHP Board of Directors.
5. Maintain reference and resources materials from ASHP or other sources for membership access and use.
6. Correspond with ASHP as needed, and distribute ASHP correspondence to the appropriate board members.

**C. Office, Secretarial and Administrative Services**

1. Provide shared office receptionist services.
2. Provide permanent mailing address.

3. Answer the LSHP telephone during regular business hours. Answer or refer all inquiries.
4. Provide all needed office equipment, and sufficient storage space for files, documents and Association equipment (banner, flag, etc.)
5. Type and mail general correspondence in a timely manner as defined by Society policies and procedures with copies sent to the appropriate Board Member or Committee Chair.
6. Open mail and distribute to appropriate individuals.
7. Maintain an organized filing system for all LSHP files, records and correspondence.
8. Maintain the LSHP association calendar.

#### **D. Board of Directors**

1. Assist in Board of Director meeting agenda development and type and mail notices and minutes for meetings. Arrange site for Board meetings including meeting room, lodging and meals.
2. Attend board meetings and executive committee meetings.
3. Assist in committee activities as needed, including planning and correspondence.
4. Assist in Strategic Planning activities, including attendance at meetings and mailing correspondence. Assist in monitoring timetable of Society of activities and ensure follow through by Board members and committee chairs.
5. Provide necessary communication with other professional organizations.
6. Coordinate dissemination of the annual report.
7. Provide necessary communication with other professional organizations, including the American Society of Health-System Pharmacists as directed by the President and the Board.

#### **E. Continuing Professional Education**

1. Make recommendations to the Board of Directors and/or Continuing Education Committee and/or their designees regarding policies and procedures for efficient administration of the continuing education program.
2. Maintain records of attendance, participant evaluations and other necessary records on applicable continuing education courses.
3. Perform other administrative tasks necessary to administer the ACPE program for the LSHP.

#### **F. Public Relations and Marketing**

1. Assist in the development and implementation of a public relations plan.
2. Prepare and distribute news releases when appropriate.
3. Coordinate and participate in public relations activities.

#### **G. Financial and Compliance Services**

1. Assist in annual budget preparation.
2. Assume responsibility for Society funds when said funds are in our physical possession. Deposit any monies received in the name of the Society.
3. Arrange for an maintain all depository and brokerage accounts of the LSHP in accordance with LSHP policies. Reconcile bank statements monthly.

4. Process all invoices in accordance with LSHP policies, prepare checks and forward checks, accompanied by copies of supporting documentation, to the appropriate LSHP officer for signature.
5. Compile monthly financial statements.
6. Prepare necessary tax returns.
7. Collect, report and remit any sales taxes applicable.
8. Prepare monthly invoices detailing all services billed to LSHP, including a detailed accounting of all expenses for which reimbursement is sought.