

**Florida Chapter
American Society of Consultant Pharmacists**

Board of Directors Positions and Duties

FL-ASCP Position	Created	Obtained/Term	Duties/Tasks
Executive Director	2001	-Contract presented and agreed to by the Past President, President and President Elect with input from the board of directors -term length and payments are stated in the contract/agreement	-manages operational activities of the chapter -carries out directives from the board of directors -oversees the financial management of the chapter -provides chapter progress reports to the board of directors -participates in board conference calls (usually monthly) -oversees contract management with all parties (FMDA, ACPE providers, hotels, speakers, etc) -be aware of and promote all programs that National ASCP is running for membership
Past President and Chairman of the Board	1999	-Installment of new president -2 years	-chairs all formal meetings of the board -oversees executive directors contract -oversees executive director performance evaluation -participates in board conference calls (usually monthly) -be aware of and promote all programs that National ASCP is running for membership
President	1998	-Installment of president elect -2 years	-provides direction for all activities of the chapter -serves on the FPA House of Delegates (with FPA Liaison) -participates in board conference calls (usually monthly) -be aware of and promote all programs that National ASCP is running for membership
President Elect	1998	-Elected by membership -2 years	-chairs the FL-ASCP Industry Advisory Committee -represents FL-ASCP when the current president is not able -participates in board conference calls (usually monthly) -be aware of and promote all programs that National ASCP is running for membership
Secretary/Treasurer	1998	-Elected by membership -2 years	-maintains and distributes written records of all chapter meetings, retreats and conference calls -reviews financial reports from the executive director and provides feedback to the board of directors -participates in board conference calls (usually monthly) -be aware of and promote all programs that National ASCP is running for membership

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Education Committee Chairman	1998	-Originally elected by membership -Appointed by incoming president starting 2003 -1 year	-serves as the FL-ASCP representative to the FMDA Education Committee -interacts with the FMDA Education Committee regarding program content and speakers for the annual joint meeting in October (is not usually responsible for solicitation of funds) -oversees the content and speaker invitations for the annual Spring meeting (with input from the board) -involved with content, speakers, and board member "hosts" at regional dinner meetings (with executive director) -participates in board conference calls (usually monthly) -be aware of and promote all ASCP educational programs and initiatives
Government Affairs Committee Chairman	1998	-Originally elected by membership -Appointed by incoming president starting 2003 -1 year	- -participates in board conference calls (usually monthly) -be aware of and promote all programs and positions that ASCP has presented regarding legislative (etc) issues and initiatives
Membership Committee Chairman	1998	-Originally elected by membership -Appointed by incoming president starting 2003 -1 year	-coordinate the duties of the Regional Directors -correspond personally with all new members (list from ASCP monthly) -prepare items for inclusion in the quarterly newsletter pertaining to membership -participates in board conference calls (usually monthly) -be aware of and promote all programs that National ASCP is running for membership
Regional Directors (based on cities, concentrations of members and regional activities (dinners, etc)) Current centers: Tampa, Orlando, Panhandle/Tallahassee, South Florida/Fort Lauderdale, Jacksonville	2002	-Originally appointed by president and membership chairman with board input -Appointed by incoming president with membership chairman input starting 2003 -1 year	-contacts members (email, phone, etc) to inform about area activities (dinners, meetings, etc) -serves as host (welcomes, introduces, etc) at area dinners, meetings, etc -
FPA Liaison	2003	-Appointed by incoming president -1 year	-must be a member of FPA -serves as the FL-ASCP representative to the FPA House of Delegates -directs the development and introduction of resolutions to the FPA house of Delegates -

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University Liaison	2003	-Appointed by incoming president	-
ACPE Advisor	2003	-Appointed by incoming president -1 year	-
FMDA Industry Advisory Board Member	2000	-Invited by FMDA (Rich Marasco holds the invited position until changed by FMDA) -term is determined by FMDA	-attends and represents FL-ASCP at the annual meeting of the FMDA IAB -completes tasks and assignments as requested by the chairman of the FMDA IAB -reports actions (etc) of the FMDA IAB to the FL-ASCP board of directors -assists with solicitation of funds for joint annual FMDA/FL-ASCP meeting
Industry Advisory Committee (IAC) Member (Pharmaceutical Industry Representatives)	2001	-Invited by board of directors and/or executive director	-participates in IAC meetings (usually held in conjunction with the spring meeting and annual meeting in October)
Industry Advisory Committee (IAC) Member (Long Term Care Pharmacy Member)	2001	-Invited by the board of directors and/or executive director (positions are created so that all major LTC pharmacy companies and some independents are represented)	-participates in IAC meetings (usually held in conjunction with the spring meeting and annual meeting in October)