

COMMITTEES OF THE BOARD

POLICY: The South Dakota Society of Health-System Pharmacists (SDSHP) Board of Directors shall designate the following committees to report directly to the Board as described in the SDSHP Constitution: Nominations, Continuing Education, Annual Meeting and Promotions.

PROCEDURE:

1. Each of the four Committees shall be made up of chairperson(s) and SDSHP members. The chairperson(s) shall be Board Members who report committee activities directly to the Board.
 - a. At the first SDSHP Board Meeting after the Annual Meeting, the President shall seek volunteers from the Board to serve as chairperson or co-chairpersons for each of the respective committees.
2. Nominations Committee:
 - a. As described in the SDSHP Constitution, the Nominations Committee shall seek candidates for the offices of President Elect, Secretary, Treasurer, and Board Members. Refer to "Election of Officers and Board Members Policy" for further information regarding this process.
 - b. The Nominations Committee shall seek nominations for Pharmacist and Technician of the Year. Refer to "Pharmacist of the Year Policy" and "Technician of the Year Policy" for further information.
 - c. The Nominations Committee shall seek nominations for American Society of Health-System Pharmacists (ASHP) House of Delegates positions. Refer to "ASHP House of Delegates Positions" for further information.
3. Continuing Education Committee:
 - a. The Continuing Education (CE) Committee shall be responsible for planning and implementing CE programs offered to the SDSHP Membership other than the CE offered at the Annual Meeting. All CE activities shall be coordinated through Accreditation Council for Pharmacy Education and South Dakota State University (SDSU) College of Pharmacy and Allied Health Professions whenever possible. Refer to "Educational Programs Policy" for further information regarding this process.
4. Annual Meeting Committee:
 - a. The Annual Meeting Committee is responsible for organizing and executing all aspects of the Annual Meeting. Guidelines for committee activities are included below:
 - i. Two Years in Advance: Determine date and location of the Annual Meeting with input from the SDSHP Board Members and the help of the Support Specialist. Secure the location by signing the contract with the facility.
 - ii. 1 year in Advance: Begin monthly committee meetings to plan speakers and topics. Typically 8-12 hours of continuing education is offered. Ideas for continuing education topics can be obtained from input of attendees from the

previous year's meeting and other SDSHP members. Notify membership of the date and location of the Annual Meeting with a "Save the Date" notice.

- iii. 6 months in Advance: Secure commitment from speakers and set the conference agenda. Finalize the Exhibitor Prospectus. Post Annual Meeting registration, agenda, and Exhibitor Prospectus on SDSHP webpage. Notify membership again of date and location of the Annual Meeting with a "Save the Date" notice. Request poster presentations.
- iv. 3 months in Advance: Distribute speaker packets to speakers. Decide on meals and refreshments with facility. Finalize the Conference Agenda and distribute registration forms and information to the membership and vendors.
- v. 1 month in Advance: Collect and prepare all handout material for the conference booklet.
- vi. At Annual Meeting: Coordinate meals and refreshments with facility staff, introduce each speaker.

5. Promotions Committee:

- a. The Promotions Committee is responsible for all activities involved with the promotion of SDSHP including but not limited to membership recruitment, Pharmacy Month and Pharmacy Week promotions, fund-raising events, planning Dakota Night reception at Midyear, and updating the SDSHP website in conjunction with the Support Specialist.
 - i. Membership Recruitment activities include obtaining contact information for prospective members and inviting them to join SDSHP.
 - 1. Names of potential members can be obtained from several sources including previous SDSHP members who have not renewed their membership, the South Dakota Board of Pharmacy, SDSU College of Pharmacy and Allied Health Professions, Pharmacy Technician Certification Board, or other potential member lists.
 - 2. The Membership Committee shall work with the SDSHP Student Board Members and the Technician Board Member to coordinate the invitations of students and technicians to attend SDSHP activities and become members of SDSHP.
 - ii. Pharmacy Month and Pharmacy Week Promotions
 - iii. Fund Raising Events
 - iv. Planning Dakota Night at Midyear: See "Planning Dakota Night at Midyear" Policy for more information.

v. SDSHP Website in conjunction with the Support Specialist

Developed by: J Opperman, J Kappes 3/2012

Approved by: SDSHP Board of Directors 5/2012

Reviewed and Reviewd: A Aylward, R Hammerquist 2/2016

Approved by: SDSHP Board of Directors 3/23/16