



MICHIGAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

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# CHAPTER MANUAL

2024

Twenty Ninth Edition

408 Kalamazoo Plaza  
Lansing, MI 48933

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MICHIGAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

## CHAPTER MANUAL

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### INTRODUCTION AND PURPOSE

The Chapter Manual is a reference to the operations of the Michigan Society of Health-System Pharmacists. It is intended to serve as a guide to those leading the Society to facilitate effective and efficient annual transition and operation of the Society. To provide this organizational foundation, annual review and revision of the Manual are required.

This Manual is dedicated to the individuals who have contributed over the years to the development of the Society and those who will shape its future.

### VISION STATEMENT

MSHP's vision is that all people in Michigan have pharmacy care providers to ensure optimal, safe and effective medication use.

# BYLAWS

## Michigan Society of Health-System Pharmacists

### CHAPTER 1 – ORGANIZATION

#### ARTICLE 1 – NAME

The organization shall be known as the “Michigan Society of Health-System Pharmacists.”

#### ARTICLE II – MISSION

Section 1. – MISSION – MSHP’s mission is to provide leadership, support and a collective voice for its members as they practice and advance the pharmacy profession to achieve desired health outcomes through optimal medication use.

### CHAPTER II – MEMBERSHIP

#### ARTICLE 1 – MEMBERSHIP CLASSIFICATIONS

Section 1. – MEMBERSHIP CLASSIFICATIONS – The membership of the Society shall consist of active, honorary and student members.

A. “ACTIVE” MEMBER

A person who has completed the educational requirements to be a pharmacist is eligible for active membership in MSHP. This person shall support the objectives of MSHP as defined in Chapter I, Article II.

B. “HONORARY” MEMBER

A person may be elected to honorary membership from among individuals who have made exemplary contributions consistent with the mission and goals of the Society.

An honorary member shall be eligible for the services of the Society. An honorary member, unless otherwise eligible for active membership, may not vote or hold office in the Society.

An honorary member shall be exempt from payment of annual dues.

C. “STUDENT” MEMBER

A person who is enrolled in a professional degree program at a school or college of pharmacy, who is a student member of the Michigan Pharmacists Association and selects the Michigan Society of Health-System Pharmacists as their component organization, is eligible for student membership. This person shall support the mission of MSHP as defined in Chapter I, Article II. A student member shall be eligible for the services of the Society.

## **ARTICLE II – MEMBERSHIP DUES**

Section 1. – PAYMENT OF DUES – A person shall remit such dues as determined by the Board of Directors for the membership classification to which he or she is eligible and applies or renews.

Section 2. – ARREARS AND SUSPENSION – A member in a membership classification not exempt from payment of dues shall be suspended and membership benefits, privileges and services terminated when annual dues are in arrears.

## **CHAPTER III – THE BOARD OF DIRECTORS**

### **ARTICLE I – ORGANIZATION OF THE BOARD**

Section 1. – COMPOSITION – The Board of Directors is the executive governing body of the Society. The Board shall consist of the officers of the Society, four Board members and one representative from each MSHP Recognized Component Organization.

Section 2. – RESPONSIBILITIES OF THE BOARD – The Board of Directors shall be vested with the authority and responsibility of conducting the business, administering the finances and adopting the positions of the Society. It shall adopt an annual budget for the Society. The Board shall appoint the Executive Vice President and other positions necessary to conduct Society business and determine the operational periods for the financial and functional activities of the Society. The Board shall approve the committees and task forces of the Board. It shall fill all vacancies that may occur on the Board and establish policy for the termination of a member of the Board who is absent from meetings of the Board. The Board shall act on applications for membership in the Society and elect persons to Honorary Membership as appropriate. The Board shall report at each business meeting of the Society the actions of the Board and positions of the Society since its last report. The Board shall establish policies and procedures for the recognition of MSHP Recognized Component Organizations.

### **ARTICLE II – OFFICERS & MEMBERS OF THE BOARD**

Section 1. – OFFICERS – The Officers of the Society shall be the President, President-elect, Immediate Past President, Treasurer and Executive Vice President.

Section 2. – RESPONSIBILITIES OF OFFICERS – The responsibilities of the respective officers shall include:

A. EXECUTIVE VICE PRESIDENT

The Executive Vice President shall be appointed by the Board of Directors. The Executive Vice President shall coordinate the activities, communications, records and management of the Board and the Society. The Executive Vice President shall be a voting member of the Board of Directors and serve on the Finance Committee.

B. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve on the Board of Directors as a voting member. He/she shall be a member of the Finance Committee and serve as Chair of the Nominations Committee.

C. PRESIDENT

The President shall act as Chair of the Board at meetings of the Board of Directors and preside at meetings of the membership. He/she shall present a report of the actions of the Board at meetings of the membership. He/she shall be a member of the Finance Committee. The President shall appoint, with the consent of Board, the Committees and Task Forces of the Board. The President shall assume the office of the Immediate Past President of the Board the next operational year of the Society.

D. PRESIDENT-ELECT

The President-elect shall assume all powers and duties of the President in the absence of the President. The President-elect shall serve as a member of the Finance Committee of the Board. The President-elect shall assume the office of the President the next operational year of the Society, following election to the office of President-elect.

E. TREASURER

The Treasurer shall present a financial report at all meetings of the Board and at meetings of the membership. The Treasurer shall serve as Chair of the Finance Committee of the Board.

Section 3. – MEMBERS OF THE BOARD – There shall be four Board member positions.

Section 4. – MSHP RECOGNIZED COMPONENT ORGANIZATION

REPRESENTATIVES – There shall be one representative from each MSHP Recognized Component Organization on the Board of Directors.

Section 5. - LIABILITY OF MEMBERS OF THE BOARD OF DIRECTORS - The Society shall, to the fullest extent permitted, indemnify any person who serves as its Director, Officer, employee, or authorized agent who is a party or threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, against any and all reasonable expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with an action, suit or proceeding incurred by reason of the fact that the person is or was a Director, Officer, employee or authorized agent of the Society with respect to any act (or the failure to act), other than liability related to the following:

1. Financial benefits received by a Director or Officer to which he or she is not entitled;
2. Intentional or negligent infliction of harm to the Society or its members;
3. Improper loans to a Director, Officer, or employee;
4. Intentional criminal acts related to their role with the Society, or impacting the Society; and
5. The payment of court ordered expenses related to a derivative proceeding brought in bad faith.

The Michigan Pharmacists Association will maintain a Director and Operator insurance policy that would apply to any litigated claims as to MSHP Directors or Officers.

### **ARTICLE III – NOMINATIONS, ELECTIONS & TERMS OF OFFICE**

Section 1. – NOMINATIONS COMMITTEE – The President shall appoint, with the consent of the Board of Directors, a Committee on Nominations. The Immediate Past President shall serve as Chair of the Committee on Nominations. It shall be the responsibility of the Nominations Committee to select nominees for each officer and Board member position upon which will be voted. The membership shall be invited to submit nominees prior to the meeting of the Nominations Committee.

Section 2. – NOMINATIONS – The Nominations Committee shall submit, from the active members in good standing, nominees for the officer positions of President-elect and Treasurer and two Board members to the Board of Directors.

Section 3. – ELECTIONS – A ballot shall be distributed to every active member of the Society at least sixty (60) days prior to the end of the Society’s operational year. Ballots are to be distributed within two (2) weeks of approval by the Board of Directors and returned within three (3) weeks of the distribution date. The ballots returned by the membership shall be tallied by the Board of Canvassers that is appointed by the President. The Board of Canvassers shall consist of three (3) active members who have not been nominated for office. The results shall be announced in the next publication of the Society and at the Annual Meeting.

Section 4. – TERM OF OFFICE – No person shall hold two elective offices during the same operational year. The officer position of Treasurer shall be a two-year term and can serve no more than two consecutive terms. Board member positions shall be for two-year terms and members may serve no more than two consecutive terms.

## **ARTICLE IV – MSHP RECOGNIZED COMPONENT ORGANIZATION REPRESENTATIVES**

Section 1. – ELECTION & TERM OF OFFICE – The representatives from the MSHP Recognized Component Organizations of the Society shall be selected by the membership of the MSHP Recognized Component Organizations according to the bylaws of the MSHP Recognized Component Organization. The selected MSHP Recognized Component Organization representative shall be an active member in good standing of the Society and the MSHP Recognized Component Organization. An alternate MSHP Recognized Component Organization representative to the Board shall be selected according to the same procedure and qualifications for MSHP Recognized Component Organization representatives. An alternate representative shall be eligible to attend Board meetings in the absence of the MSHP Recognized Component Organization representative. MSHP Recognized Component Organization representatives and alternate representative positions shall be for one-year terms.

Section 2. – RESPONSIBILITIES OF REPRESENTATIVES – MSHP Recognized Component Organization representatives shall act as a liaison between the Board and the MSHP Recognized Component Organization they represent.

## **CHAPTER IV – GENERAL OPERATIONAL PROVISIONS**

### **ARTICLE I – OFFICIAL MEETING**

Section 1. – OFFICIAL MEETING – The Society shall convene an Annual Meeting each year to conduct the business of the Society. The membership shall be notified at least sixty (60) days in advance of an Annual Meeting. Upon written request to the Board by at least twenty (20) percent of the active membership, a special meeting of the Society shall be convened. A special meeting may also be convened at the request of a majority of the Board of Directors, providing notification to the membership occurs at least sixty (60) days in advance of the special meeting.

### **ARTICLE II – VOTING**

Section 1. – VOTING – Every active member of the Society is entitled to vote at any official meeting of the Society. Motions receiving the affirmative vote of the majority present and voting shall be considered adopted, except as otherwise defined in the Bylaws.

### **ARTICLE III – AUTHORITIES**

Section 1. – AUTHORITIES – Authority to make Society professional policy decisions shall be vested in the members at a meeting of the Society. Members at a meeting of the Society shall have authority to approve, modify or disapprove such recommendations, reports, actions or resolutions as may be placed before them by the Officers of the Board of Directors. If the members at a meeting of the Society modify a recommendation, report, action or resolution of the Board of Directors, the action of the members shall be returned to the Board of Directors who shall have authority to postpone the effectiveness of the action of the members pending study and, if necessary, resubmit it to the members at a meeting of the Society. Such proposals and recommendations shall be referred from the Board of Directors to the appropriate body of the Society for study and recommendation, which, if the members shall so determine, shall again be placed before the members at a meeting of the Society for final action.

All resolutions or recommendations of the members at a meeting of the Society pertaining to the expenditure of monies must also be approved by the Board of Directors.

### **ARTICLE IV – ORDER OF BUSINESS**

Section 1. – ORDER OF BUSINESS – The rules of the order for the conduct of Society business at an official meeting shall be according to Standing Rules or Robert's Rules of Order, as revised. The order of business for official Society meetings shall be established by the presiding officer.

### **ARTICLE V – AMENDMENT**

Section 1. – AMENDMENT – A proposal to amend the Bylaws shall be submitted in writing to the Board by two active members at least ninety (90) days in advance of an official meeting. The proposed amendment shall be reported to the membership no less than thirty (30) days prior to the next Official Meeting. The proposed amendment must receive a two-thirds vote of the active members present and voting to be considered approved and adopted.



## **AFFILIATIONS**

### **American Society of Health-System Pharmacists**

The Michigan Society of Health-System Pharmacists is an Affiliated Chapter of the American Society of Health-System Pharmacists in accordance with the document ASHP Guidelines for Affiliation with State Organizations. Affiliation status is renewed approximately every six years with the latest re-affiliation survey completed in August of 2021.

### **Michigan Pharmacists Association**

The Michigan Society of Health-System Pharmacists is a Practice Section of the Michigan Pharmacists Association.

MSHP is represented in the MPA House of Delegates through MSHP Recognized Component Organizations.

### **Determining Recognized Component Organization Seats at the MPA House of Delegates**

#### Policy

The Michigan Pharmacists Association Bylaws dictate the ability of MSHP Recognized Component Organizations to have delegate representation at the MPA House of Delegates. The number of delegates is determined by the number of MPA pharmacist members in each Component Organization. Three (3) delegate seats are provided for the first fifty (50) MPA members in each Component Organization and one (1) delegate for each additional fifty (50) MPA members. Annual membership statistics will be based on those individuals who are current members of a Component Organization.

#### Procedure

1. MSHP Recognized Component Organization Presidents and Representatives to the MSHP Board of Directors would receive an official request from MPA to submit a current mailing roster for Component Organization pharmacist members in September.
2. Component Organizations must submit these rosters to the MPA office no later than Nov. 1 each year.
3. MPA staff will verify the number of pharmacists within each MSHP Recognized Organization who have maintained MPA membership.
4. Based upon membership determination, each Recognized Component Organization will be granted three (3) delegate seats for the first fifty (50) MPA members or majority thereof.
5. Recognized Component Organization Presidents and Representatives to the MSHP Board of Directors will be notified by January as to how many delegate seats they will be granted for the upcoming year.
6. Each Recognized Component Organization President and Secretary will receive an official call for delegates approximately 45 days prior to the next House Session.

7. Each Recognized Component Organization President or designee will be requested to submit delegate and alternate delegate names to the MPA office. Ideally, delegates chosen to serve in the MPA House of Delegates should serve a one-year term. Please note: Component Organization delegates must be a member of MPA to serve in the MPA House of Delegates.
8. MSHP Recognized Component Organization delegates will receive an MPA House of Delegates information mailing no less than thirty (30) days prior to each House Session.
9. In the event that delegate names are not submitted to the MPA office, the MSHP Organizational Affairs Committee will attempt to secure delegate names.
10. If a Recognized Component Organization delegate must be replaced with an unregistered delegate, authorization must be granted by a registered delegate or alternate delegate from the Recognized Component Organization and recognized by the House Credentials Committee.

The Michigan Society of Health-System Pharmacists has two designated positions on the MPA Executive Board.

### **MSHP Recognized Component Organizations**

The MSHP Recognized Component Organizations are: Capital Area Pharmacists Association (CAPA), the Northern Michigan Society of Health-System Pharmacists (NMSHP), the Southeastern Michigan Society of Health-System Pharmacists (SMSHP) and the Western Michigan Society of Health-System Pharmacists (WMSHP).

# BOARD OF DIRECTORS

## President

- Serves as Chair of the Board of Directors and presiding officer at all business meetings of the Society.
- Attends all scheduled meetings of the Board of Directors.
- Appoints the Boards of Canvassers.
- Appoints special Committees and Task Forces as deemed necessary by the Board.
- Establishes the agenda for meetings of the Board of Directors.
- Serves on the Finance Committee.
- Serves as Chair of the Evaluation Committee to annually evaluate the Executive Vice President.
- Serves as a member of the Awards Selection Committee.
- Prepares the President-elect for the office of President.
- Responsible, with Executive Vice President, for all official communications to ASHP.
- Attends or designates a person to attend either a membership or Board meeting of each Regional Component Organization.
- Provides an article for the *MSHP Monitor* at the beginning of the Presidential year and contributes other articles as scheduled.
- Provides an Annual Report to the membership, which may also be an article for the *MSHP Monitor*.

## President-elect

- Serves as Chair of the Board of Directors and presiding officer at all business meetings of the Society in the absence of the President.
- Recommends for approval by the Board, charges, Chairs and Board Liaisons for each Committee for the upcoming year.
- Attends all scheduled meetings of the Board of Directors.
- Serves as a member of the Finance Committee.
- Serves as Board Liaison to the Educational Affairs Committee.
- Serves as a member of the Evaluation Committee to annually evaluate the Executive Vice President.
- Serves as a member of the Awards Selection Committee.
- Contributes articles to the *MSHP Monitor* as scheduled.
- Coordinates the Annual Planning Retreat.
- Attends the ASHP State Affiliate Presidential Officers Retreat.

## Immediate Past President

- Attends all scheduled meetings of the Board of Directors.
- Serves as Chair of the Nominations Committee.
- Serves as Chair of the Awards Selection Committee.
- Contributes articles to the *MSHP Monitor* as scheduled.
- Serves as a member of the Evaluation Committee to annually evaluate the Executive Vice President.

## Treasurer

- Attends all scheduled meetings of the Board of Directors.
- Prepares and presents monthly and year-to-date financial reports to the Board of Directors.
- Prepares and presents a financial report at the Annual Business Meeting in collaboration with MPA staff.
- Oversees receipt and disbursement of Society monies.
- Serves as Chair of the Finance Committee.

- Serves as a member of the Evaluation Committee to annually evaluate the Executive Vice President.
- Prepares annual budget for Finance Committee review and approval.
- Presents Finance Committee approved budget to the Board for review and approval.
- Attends MPA Appropriations and Planning Committee Meetings (two to three per year).
- Contacts Presidential Officers Group during budgeting process regarding salary for Executive Vice President and committee charges with financial implication
- Contributes articles to the *MSHP Monitor* as scheduled.

### **Executive Vice President**

The Executive Vice President (EVP) must be an MSHP/MPA member licensed pharmacist with a health-system background and be knowledgeable of health-system practice. The EVP is contracted by the MSHP Board of Directors for a three- year period. The MSHP Board of Directors may renew the contract in the third year for an additional three-year period or a full reapplication and contract renewal process may be considered. The contract may be terminated at the discretion of the MSHP Board.

#### ASHP-related Duties

- Serves as primary contact person.
- Responsible for all communication with ASHP in coordination with the MSHP president, if necessary.
- Provides frequent/continual updates of ASHP activities.
- Coordinates ASHP delegate process with administrative support from MPA staff.
- Attends ASHP Midyear Clinical and Summer Meetings, unless the Board approves not attending for a particular year.
- Attends the ASHP affiliate executive meetings and communicates meeting highlights to the Board.
- Attends the ASHP state affiliate presidential officers' retreat (if the President-elect cannot attend) and communicates meeting highlights to the Board.
- Participates in ASHP state affiliate webinars or ensures the webinar is attended by an appropriate representative.
- Communicates with MSHP officers when an ASHP meeting has been scheduled and what the agenda is so it can be determined if attendance is required.
- Coordinates and/or completes ASHP-related surveys and affiliation agreements, with appropriate Board involvement.

#### Secretary

- Oversees the recording and distribution of all Board, Finance Committee, Awards Selection Committee and Nominations Committee meeting minutes within two to three weeks following the meeting.
- Sends draft minutes to the President/Committee Chair within two to three weeks after the meeting.
- Assists in providing written communications as needed to conduct Society Business.
- Submits all drafted/proposed formal communications of the Society to the President/Board for approval prior to submission or distribution.

#### Planning and Leadership

- Fully represents organizational interests of MSHP and supports the MSHP constitution and Bylaws.
- Attends MSHP Board meetings in person unless extenuating circumstances are approved by the President.

- Drafts Society calendar and distributes it to the Board for approval.
- Provides new Board member and chair/co-chair orientation prior to the first meeting of the year.
- Provides mentorship and guidance to Board leaders.
- Annually reviews the MSHP Chapter Manual and presents updates for Board consideration at the last meeting of the year to ensure publication by the following January. Updates should be incorporated throughout the year as approved by the Board and posted electronically.
- Serves as a member of the Board, Finance Committee, Awards Selection Committee and Nominations Committee.
- Coordinates scheduling with administrative support from MPA staff and develops the meeting agenda for the Board, Finance Committee, Awards Selection Committee and Nominations Committee with President/Chair.
- Assists the President-elect in planning the retreat.
- Is involved in and understands MPA House of Delegate proceedings that impact MSHP. Attendance at the MPA House of Delegates is encouraged but not mandatory. Ensures a summary report is obtained from the MSHP delegates or MPA staff liaison and provides an update on the proceedings to the MSHP Board of Directors at the following Board of Directors meeting.

#### Historian

- Provides continuity and historical input for the MSHP Board of Directors.
- Works with the MPA staff liaison to ensure electronic and hard copy documents are properly filed and stored at MPA headquarters.

#### EVP Evaluation

Evaluation of the Executive Vice President will be conducted yearly no later than June 1. The evaluation will be based on the established responsibilities. The Evaluation Committee will consist of the then current Presidential Officers (President, President-elect and Immediate Past President); the Treasurer and the MPA staff liaison to the MSHP Board (or MPA CEO in the absence of the liaison). Any recommended actions, as determined by the Evaluation Committee regarding the appointment or position, must be forwarded for approval to the MSHP Board of Directors by the President who serves as Chair of the Evaluation Committee.

#### **Directors**

- Serve as Board Liaisons to Committees as appointed by the President.
- Attend all scheduled Committee Days and other Committee Meetings, or if unable to attend, contact the Committee Chair/Co-chair to which they are the Board Liaisons prior to the meeting to provide input and after the meeting for update and follow up.
- Attend all scheduled Board of Directors meetings, or if unable to attend, contact the President both in advance and after the meeting to provide input and receive feedback and any assignments.
- Contribute articles to the *MSHP Monitor* as scheduled.

#### **Recognized Component Organization Representative**

- Represents and provides information about MSHP Recognized Component Organization activities to MSHP and from MSHP to the Recognized Component Organization.
- Attends all scheduled Board of Directors meetings, or if unable to attend, contacts the President both in advance and after the meeting to provide input and receive feedback and any assignments.
- Submits a written report of Recognized Component Organization's activities to the Executive Vice President/MPA staff liaison in advance of each Board meeting so that it may be distributed to the MSHP Board of Directors.

- Attends all Committee Days and other Committee meetings, or if unable to attend, contacts the Committee Chair/Co-chair prior to the meeting to provide input.
- Serves on a Committee as assigned by the President.
- Contributes articles to the *MSHP Monitor* as scheduled.

#### **MPA Staff Liaison**

- Communicates issues between MSHP/MPA.
- Attends all Board meetings and provides MPA representation. Drafts minutes of all Board and Board Committee meetings within one week and sends them to the EVP and President/Board Committee Chair. Distributes final minutes to appropriate MPA staff within two weeks after a meeting.
- Oversees coordination of internal mailings/posts meeting materials to the MSHP Board's webpage.
- Serves as a member of the Finance Committee.
- Interfaces between other MPA staff members for MSHP needs.
- Secures Committee minutes and Annual Reports.
- Oversees maintenance of archived materials stored at the MPA.
- Participates in ad hoc or Task Force meetings, as necessary.
- Secures awards and recognitions as directed by the MSHP Board and oversees distribution.
- Ensures election materials are distributed.
- Coordinates meeting logistics on behalf of the Board.
- Ensures monthly financials are reported to the Treasurer.
- Oversees distribution of MSHP Student Awards.
- Coordinates with MPA staff to ensure detail sheets, press releases and Town Hall documents are prepared and distributed for the MSHP Annual Meeting, as well as obtain photos of recipients for use in presentations, member communications and historical records.

**2024 Michigan Society of Health-System Pharmacists Planning Calendar**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>DATE</b>
January	MSHP Board Meeting and Committee Day <ul style="list-style-type: none"> <li>• Call for Nominations for MSHP Officers and Directors</li> <li>• Call for Nominations for MSHP Awards</li> </ul>	January 11
February	MSHP Board Meeting MPA Annual Convention & Exposition <i>MPA House of Delegates</i>	February 22 (1-5 p.m.) February 23 – 25 February 25
March	No Board Meeting	No Meeting
April	MSHP Board Meeting – Virtual (Easter March 31)	April 4 (9 a.m. – Noon)
May	MSHP Board Meeting and Committee Day <ul style="list-style-type: none"> <li>• Call for Nominations for ASHP House of Delegates</li> </ul> <i>ASHP Regional Delegate Conference</i>	May 2 TBD
June	<i>ASHP Summer Meeting – Portland, OR</i> MSHP Board Meeting - Virtual <ul style="list-style-type: none"> <li>• Report of Nominations Committee for MSHP Officers, Board Directors/Approval of Ballot</li> </ul>	June 8 – 12 June 6 (9 a.m. – Noon)
July	No Board Meeting <ul style="list-style-type: none"> <li>• Distribute Ballot for MSHP Officers and Directors Election</li> </ul>	No Meeting
August	No Board Meeting <ul style="list-style-type: none"> <li>• Committee Annual Reports Due</li> <li>• Results of New Officers and Board Directors Election</li> </ul>	No Meeting August 1
September	MSHP Planning Retreat/Board Meeting (Labor Day Sept. 2)  MSHP Board Meeting - Virtual <ul style="list-style-type: none"> <li>• Present 2025 Budget for Approval</li> <li>• Present Award Recommendations for Approval</li> <li>• Present MSHP Annual Town Hall Business Meeting Agenda for Approval</li> <li>• President-elect Presents Committee Charges for Approval</li> </ul>	September 5  September 26 (9a.m – Noon)
October	MSHP Board Meeting – TBD <ul style="list-style-type: none"> <li>• President-elect Presents Remainder of Committee Charges, Committee Chairs and Board Liaisons for Approval</li> <li>• Present Annual Calendar for Approval</li> <li>• 2023 Chapter Manual for Approval</li> </ul> MSHP Annual Meeting – TBD <ul style="list-style-type: none"> <li>• Install Newly Elected Officer(s) and Director(s)</li> </ul>	October 24  October 25
November	<i>ASHP Affiliate Presidential Officers Retreat – President-elect attends</i> <ul style="list-style-type: none"> <li>• Nominations Due for ASHP House of Delegates</li> <li>• Nominations Committee Report on ASHP Delegates/Approval of Ballot – Virtual Meeting</li> </ul> Balloting for Delegates to ASHP House  MSHP Board Meeting – Virtual (if necessary) <ul style="list-style-type: none"> <li>• Finalize Charges</li> </ul>	TBD  November 15  Nov. 7 (9 a.m. – Noon)
December	<i>ASHP Midyear Meeting – New Orleans, LA</i>	December 8-12

## *MSHP Monitor* and Social Media Master Schedule

Issue	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Due Date	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	8/1	9/1	10/1	11/1
Ambulatory Care <sup>‡</sup>	X			X			X			X		
Antimicrobial Stewardship <sup>‡</sup>			X		X			X			X	
Educational Affairs <sup>‡</sup>	X Pre-ACE			X Post-ACE				X Pre-Annual				X Post-Annual
Membership <sup>‡</sup>	X			X			X			X		
Organizational Affairs <sup>‡</sup>		X MPA HOD			X Pre-ASHP				X Post-ASHP		X	
Trans of Care <sup>‡</sup>			X			X			X			X
Resident's Corner	X	X	X	X	X	X	X	X	X	X	X	X
Student Focus		X		X		X		X		X		
WMSHP <sup>‡</sup>		X				X				X		
NMSHP <sup>‡</sup>			X				X				X	
SMSHP <sup>‡</sup>				X				X				X
CAPA <sup>‡</sup>	X				X				X			
President	X*											X
President-elect		X									X	
Past President			X						X			
Treasurer										X		
Director (Farhat)						X						
Director (Martirosov)				X								
Director (Kostoff)					X							
Director (J. Schmidt)							X					
Editor							X <sup>a</sup>	X <sup>b</sup>				

<sup>‡</sup>Committee/author is responsible for *MSHP Monitor* article in addition to social media post (for guidance see *MSHP Monitor* Article and Social Media Guidelines)

\*Article should highlight new President's agenda for upcoming year. In addition, the President is to write an article for Michigan Pharmacist journal (MSHP feature issue – July), due in May.

<sup>a</sup>Nomination form for MSHP awards and reminder to complete election ballots

<sup>b</sup>Call for Committee members



# **COMMITTEES AND TASK FORCES**

## **Statement of Purpose**

Standing Committees are appointed yearly for a term coinciding with the Society year. These Committees are expected to meet and conduct their business in such a manner as to accomplish their respective charges. Generally, meetings of the Standing Committees are scheduled for the January and May Committee Days. Additional meetings are to be scheduled by each Committee as needed. Committee business can also be conducted virtually via phone (conference call), video conferencing or email. Notes of Committee meetings should be recorded and distributed to Committee members within two to three weeks following the meeting and provided to the EVP/MPA staff liaison for distribution to the Board. Activities, progress, recommendations for Board action or questions are generally conveyed through the Board Liaison assigned to the Committee. A “Committee Request for Board Action or Direction” form should be used for Committee-to-Board communication. A copy of the form appears on page 17. The form should be provided at least one week in advance of the Board meeting, for inclusion with Board meeting materials. The Board of Directors is responsible for approval of all Committee recommendations for action, mass distribution of communications representing the Society, expenditure of Society funds and solicitation of outside funding.

Task Forces are created to address one particular initiative as determined by the President-elect with the approval of the Board of Directors. Task Forces continue to operate only until the initiative is complete. Typically, a Task Force operates for one to two years maximum. If the initiative becomes a long-term effort, the Task Force may become a Standing Committee with the approval of the Board of Directors. Task Forces operate under all the same guidelines as a Committee including meeting during Committee Days, preparing notes, requesting Board action or direction and submitting an Annual Report.

## **Committee and Task Force Appointments**

Committee/Task Force Chairs/Co-chairs, Board Liaisons and Staff Liaisons for the next Society year are presented as a recommendation by the President-elect for discussion and approval at a Board meeting prior to the end of the year. Joint committees representing MSHP and MPA are determined equally by the MSHP and MPA President-elects. Committee size (typically 15 to 20 members) and composition will be determined by the President-elect based on fulfilling Committee/Task Force responsibilities and balancing continuity with the allowance for inclusion of new individuals. Individuals are appointed as Committee/Task Force members and to leadership positions for a one-year term. Re-appointments of Committee/Task Force members and leadership are made at the discretion of the President-elect with approval from the Board of Directors.

## **Charges and Annual Responsibilities**

Committee/Task Force charges for the next Society year are created by the President-elect following the MSHP Board Retreat and presented as a recommendation for discussion and approval at a Board meeting prior to the end of the year. Specific annual responsibilities are assigned to every Committee/Task Force. In addition, Chairs/Co-chairs are expected to provide updates to the Board of Directors through the Board Liaison. Some Committees have additional annual responsibilities which are noted in the Committee’s section as “Planning Calendar”.

## **Conflict of Interest Policy**

There may be times when a Board Member, staff liaison to the Board, Committee/Task Force Chair or Co-chair has a duality of interest or possible conflict of interest which must be disclosed to other Committee/Task Force and Board members and made a matter of record, through an annual procedure or when the interest could possibly become a matter of Committee/Task Force or Board action. Board Members, staff liaison to the Board, Chairs and Co-chairs having a duality of interest or possible conflict of interest on any matter will not be allowed to vote or use their personal influence on the matter, and he/she will not be counted in determining the quorum for the meeting, even if permitted by law. The minutes or notes of the meeting will reflect that a disclosure was made, the abstention from voting, and the quorum situation. The foregoing requirements should not be construed as preventing the Board Member, staff liaison to the Board, Chair and Co-Chair from briefly stating his/her position in the matter, nor from answering pertinent questions of other Committee/Task Force or Board members. Conflict of Interest Statements are signed by the Board Members, staff liaison to the Board, Committee/Task Force Chairs and Co-chairs each January, and as deemed necessary by the Board. The Board and staff liaisons are authorized and directed to see that this policy is followed.

## **Board Liaison**

With Board approval, the incoming President appoints a Board Liaison to Standing Committees and Task Forces as deemed necessary. The Board Liaison is responsible for informing the Board throughout the year in a timely manner of Committee/Task Force recommendations that require Board action. The Board Liaison will convey information to the Board about other Committee activities as appropriate. The Board Liaison also serves as a resource and reference person to the Chair/Co-chair and Committee to support the accomplishment of the Committee charges.

## **Committee Meeting Notes**

For each Committee meeting, Notes must be generated. Committee meeting Notes will be prepared by the Committee Staff Liaison, using the MPA standard format and provided to the Committee Chair/Co-chairs for approval before distribution. Notes must include actions, future steps with timelines and progress reports to achieving the annual charges. A finalized copy of the Notes for each Committee meeting is to be sent to both the MSHP Executive Vice President and MPA Staff Liaison to the MSHP Board within two to three weeks of any committee meeting. The MPA Staff Liaison then provides Committee Notes as a written report to the MSHP Board of Directors at the next Board meeting.

## **Annual Committee Reporting**

A written Annual Report is to be prepared and submitted for each Standing Committee/Task Force by the Chair/Co-chairs with support from the Staff Liaison. The Annual Report is to be submitted by the first of August for review by the Board of Directors at its September meeting. The report should highlight Committee/Task Force activities, progress on committee work, suggested charges for the next year, recommended committee/task force members and financial requests as directed by the format for the written Annual Committee Report provided on page 18.

## Committee Annual Report

**Committee/Task Force Members:** (List chair/co-chairs first, followed by Board liaison, staff liaison and remaining Committee/Task Force members alphabetically by last name)

**Meeting Dates:** (List meeting dates in order; include month, day and year)

### 1.0 Progress Report on Annual Responsibilities

Example Formatting (to be completed for all annual responsibilities listed as provided by the Board of Directors)

*Responsibility #1 (complete/ongoing/not complete)*

List specific actions taken by the Committee/Task Force toward completing Responsibility #1

*Responsibility #2 (complete/ongoing/not complete)*

List actions taken by the Committee/Task Force toward completing Responsibility #2

### 2.0 Progress Report on (Current Year) Committee/Task Force Charges

Example Formatting (to be completed for all annual charges listed as provided by the Board of Directors)

*Charge #1 (complete/ongoing/not complete)*

List actions taken by the Committee/Task Force toward completing Charge #1

*Charge #2 (complete/ongoing/not complete)*

List actions taken by the Committee/Task Force toward completing Charge #2

### 3.0 Other Committee/Task Force Activities

- List any additional work the Committee/Task Force has taken on

### 4.0 Recommendation(s) for Next Year

- List the Committee's/Task Force's recommendations for the following items

*Suggested charges for next year*

*Financial request(s) for next year with supporting documentation and justification*

*Committee/Task Force members who are interested in continuing service next year*

*Committee members who should be considered for Chair and/or Co-chair*

Respectfully submitted,

(Chair's/Co-chair's first and last name), chair/co-chair

## Committee and Task Force Timeline

JANUARY	<p>Hold an initial meeting for the year at Committee Day.</p> <p>The initial meeting Agenda should generally include:</p> <ul style="list-style-type: none"><li>● Introduction of members</li><li>● Brief review of operating guidelines and timetable for Committees/Task Force</li><li>● Review of charges</li><li>● Establishment of a plan for completing each charge</li><li>● Initiation of work on the specific charges</li></ul> <p>Generate Notes for the meeting and provide a copy to the MSHP Executive Vice President and MPA Staff Liaison to the MSHP Board within two to three weeks of the meeting.</p>
FEBRUARY- DECEMBER	<p>Committee, Task Force and/or working groups meet as necessary to work on charges.</p>
MAY	<p>Hold a midyear meeting at Committee Day.</p> <p>Generate Notes (page 16) for the meeting and provide a copy to the MSHP Executive Vice President and MPA Staff Liaison to the MSHP Board within two to three weeks of the meeting.</p>
JUNE-JULY	<p>The Chair/Co-chair should prepare an Annual Report as described on page 16. A copy of the report should be sent to each Committee/Task Force member and to the MSHP Executive Vice President and MPA Staff Liaison by July 1. It will be reviewed by the MSHP Board at its September meeting.</p>
SEPTEMBER- NOVEMBER	<p>The President-elect selects Committee/Task Force chairs/co-chairs for presentation to the Board for approval. The President-elect, with the assistance of the Board of Directors, selects Committee members.</p> <p>The President-elect coordinates the development of charges, using Annual Reports, planning meetings and approval from Board.</p> <p>The President-elect notifies Committee/Task Force Chairs/Co-chairs of their appointment, approval and charges.</p>
DECEMBER	<p>The President-elect, with assistance from the MPA staff liaison to the MSHP Board of Directors, notifies Committee/Task Force members of their appointment and prepares the Agenda for first Committee Day in January.</p>

**MSHP Committee/Task Force Request for Board Action**

(This form should be completed for each Committee/Task Force request that needs Board approval.)

Committee/Task Force Name \_\_\_\_\_

Chair/Co-chair \_\_\_\_\_

Board Liaison \_\_\_\_\_

Date of Report \_\_\_\_\_

Date of Action \_\_\_\_\_

Financial Request \_\_\_\_\_

Recommendation/Issue

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Background

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Respectfully Submitted,

Signature \_\_\_\_\_

Name printed or typed \_\_\_\_\_, Chair

## **AMBULATORY CARE PHARMACY PRACTICE COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for initiatives that support the advancement of pharmacy practice in ambulatory care settings. This will include such aspects as provision of direct patient care, medication management and the medication-use-process in various ambulatory settings and in care transition.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Assign and submit articles for the MSHP Monitor as outlined in the publication calendar.
3. Submit the annual committee report to the MSHP Board of Directors by August 1.

### **2024 Annual Charges**

1. Review and update the ambulatory care survival guide.
2. Assist in development of a video to promote the value of pharmacist-provided direct patient care.
3. Create a guide on developing business plans for expanded outpatient pharmacy services.
4. Create a strategy to promote funding opportunities to support pharmacist-provided services improving patient health.

## **ANTIMICROBIAL STEWARDSHIP COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for exploring collaborative ways to minimize the development and emergence of antimicrobial resistance across Michigan, expand infectious diseases-related educational resources for practitioners in any healthcare setting as well as in collaborative practices to champion and share successful antimicrobial stewardship practices throughout the state.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Assign and submit articles for the *MSHP Monitor* as outlined in the publication calendar.
3. Submit the annual committee report to the MSHP Board of Directors by August 1.

### **2024 Annual Charges**

1. Create a plan, with the structure, for an MSHP sponsored “bring your legislator to work” day.

## **AWARDS COMMITTEE**

### **Awards Selection Committee**

The Committee is responsible for selecting the award recipients for all MSHP awards including Pharmacist of the Year, the Professional Practice Award, President’s Award and the Joseph A Oddis

Leadership Award. This selection is presented to the Board for approval.

### **Membership**

The Committee will consist of the Immediate Past President, who will serve as Chair, the President, President-elect and the Executive Vice President.

### **Nominations of Candidates**

Any MSHP member in good standing may submit names for consideration. Nominations must be in writing and include a brief but descriptive letter of recommendation, addressing the candidate's qualifications as they relate to the selection and criteria established for the award. Professional resumes and curriculum vitae may be included in addition to the letter of recommendation.

### **Planning Calendar**

NOVEMBER	Announce Awards and Presidential theme for the coming year at the MSHP Annual.
OCTOBER	Present Committee recommendation to the MSHP Board for approval consideration.
OCTOBER- NOVEMBER	Present the Awards at the MSHP Annual.

### **MSHP Pharmacist of the Year Award**

#### **Statement of Purpose**

To recognize and honor a pharmacist who has made significant contributions to the practice of health-system pharmacy.

#### **Award**

The award consists of an engraved plaque and complimentary one-year MSHP membership to be presented at the Annual Meeting. Proper recognition will be given to the recipient of this award.

#### **Criteria for Consideration**

Each nominee for the award will be considered based on the following criteria:

1. Any active member of MSHP who has not received the award within the last 10 years and is not a current Board member may be nominated and considered for the award.
2. Outstanding achievements and leadership that embodies a model for other healthcare professionals to follow.
3. Outstanding service and continued commitment to the profession of pharmacy, especially health-system pharmacy.

4. Active participation in functions and activities of local, state or national organizations of health-system pharmacy.
5. Outstanding service to the community, such as participation in non-pharmaceutical organizations.
6. Demonstrates innovative practice to improve the profession of pharmacy.
7. Demonstrates interest in advancing the profession of pharmacy through publication, presentations, research or active involvement in educational activities.
8. An individual with highest integrity and professional ethics.

### **MSHP Professional Practice Award**

#### **Statement of Purpose**

To recognize and honor a deserving pharmacist, pharmacy services program or pharmacy practice site for involvement and participation in an innovative project (e.g., published research, projects [such as a poster] or services implemented) that contributes to professional practice.

#### **Award**

The award consists of a plaque inscribed with the name and title of the recipient, the name of the Society, the legend “For Excellence in Innovative Pharmacy Practice” and the date. If the recipient is an individual pharmacist, that person will be awarded \$300 and a one-year MSHP membership. If the recipient is a program or institution, that program or institution will be awarded up to three one-year MSHP memberships. The award will be presented at the MSHP Annual Meeting.

#### **Criteria for Consideration**

1. The applicant is a Michigan pharmacist, pharmacy services program or pharmacy practicesite.
2. The pharmacist(s) is/are the principal participant(s) in the project, poster presentation or program.
3. The candidate has not received the MSHP Professional Practice Award in the last five years.
4. The project has been undertaken within the last two years.
5. The recipient will agree to submit their project announcement in the MSHP Monitor.
6. The project must produce results that contribute to professional pharmacy practice.
7. The document that outlines the project, if unpublished, should follow the current ASHP manuscript or poster presentation guidelines.

### **President’s Award**

#### **Statement of Purpose**



To recognize: (1) the involvement of an individual pharmacist or group of pharmacists in an activity, project and/or service, or (2) the commitment of a pharmacist or group of pharmacists to the profession that advances the theme and goal of the MSHP Board/President during the Society year.

**Award**

The President’s Award(s) will be given be each year at the MSHP Annual Meeting. The Award includes a plaque(s) and MSHP membership(s). If the recipient is a program or institution, that program or institution will be awarded up to three one-year MSHP memberships.

**Criteria for Consideration**

1. The applicant is a Michigan pharmacist or group of pharmacists.
2. The pharmacist or group of pharmacists has participated in an activity, project or service that advanced the theme of the President during the Society year.

**MSHP Joseph A. Oddis Leadership Award**

**Statement of Purpose**

To recognize an active MSHP member pharmacist in the State of Michigan who has demonstrated exemplary leadership, outstanding commitment, vision, dedication and contributions to the Society and the profession of pharmacy.

**Award**

The award consists of an engraved plaque and \$100.

**Criteria for Consideration**

1. The applicant is a Michigan pharmacist.
2. The pharmacist is currently an MSHP member and has been actively involved with MSHP.
3. The candidate has displayed consistent leadership in health-system pharmacy practice.
4. The candidate has been a role model in health-system pharmacy practice.

**Service Recognition Awards**

Committee Member	Certificate at the completion of one year of service.
Committee Chair	Certificate and MSHP gift selected by the President at the completion of one year of service.
Board Member	MSHP gift selected by the President at the completion of one year of service and an engraved plaque at the conclusion of service on the Board.

President                      Engraved gavel plaque at the conclusion of year as President.

President's Plaque      Presented to the incoming President. This plaque includes the engraved names of all MSHP Presidents and will be transferred from the outgoing president to the incoming president. This plaque is intended for display at the main pharmacy area of the president's place of employment, not in the individual's personal office. It is intended that the plaque will serve to stimulate others to actively participate in MSHP.

### **MSHP Student Award**

MSHP extends the opportunity to each of the colleges of pharmacy to select a recipient from their college for an MSHP Student Award. The individual selected for this award will have demonstrated an interest in health-system pharmacy practice and met set criteria for academic achievement and professional extracurricular activity. A demonstrated interest in health-system pharmacy might be exhibited by plans for postgraduate residency training in health-system pharmacy or a position in health-system pharmacy. The college would set specific academic and professional extracurricular criteria.

Each recipient receives a \$100 cash award and an engraved plaque.

### **MSHP Support of the ASHP Clinical Skills Competition**

MSHP will conduct a clinical skills competition at the Annual Meeting for the first-place finishers from each of the colleges of pharmacy. First place finishers from each of the colleges of pharmacy will be recognized at the Annual Town Hall Business Meeting held during the MSHP Annual Meeting.

## **EDUCATIONAL AFFAIRS COMMITTEE**

### **Statement of Purpose**

This Committee is responsible for planning and conducting the MSHP Annual Meeting and the MSHP programming for the MPA Annual Convention & Exposition.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Assign and submit articles for the MSHP Monitor as outlined in the publication calendar.
3. Develop the programming for the MSHP Annual Meeting and the MPA ACE.
4. Submit the annual committee report to the MSHP Board of Directors by August 1.

### **2024 Annual Charge**

1. Create a proposal for a standardized, longitudinal webinar program to occur throughout the organizational year.
2. Offer pharmacogenomic education opportunities featuring state and national leaders in pharmacogenomic care.
3. Offer an education program centered on increasing awareness of what artificial intelligence is.
4. Implement, at a minimum, one wellness event for each MSHP committee day and the annual meeting.

## **Planning Calendar**

To ensure successful planning, the Committee should adhere to the following planning guidelines for each educational event.

### **MSHP Annual Meeting (October/November)**

- Initiate planning at the January meeting.
- Provide a general notice of the meeting to appear in the July issue of *Michigan Pharmacist*.
- Determine mailing list by mid-July and mail registration brochure by the last week of July.
- Provide a detailed program and registration information to appear in the October issue of *Michigan Pharmacist* and the September *MSHP Monitor*.

### **MPA Annual Convention & Exposition (February)**

- Hold first planning meeting at May Committee Day. Include a plan for the specified hours of programming.
- Provide a detailed program and registration information to appear in the January issue of *Michigan Pharmacist* and the *MSHP Monitor*.

## **Corporate Sponsorship of Educational Meetings**

The Corporate Sponsorship Program for MSHP educational meetings is the responsibility of the Finance Committee. The Committee will establish the contribution levels and associated recognition on a yearly basis with Board approval.

## **EVALUATION COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for evaluating the Executive Vice President on an annual basis. All recommendations as a result of the evaluation(s) shall be submitted to the Board for final action.

### **Committee Membership**

The Committee membership shall consist of the President (who serves as Chair), the President-elect, Immediate Past President and Treasurer.

### **Planning Calendar**

Evaluations are completed utilizing the appropriate evaluation form before the last meeting of the year with recommendations submitted to the Board for final action at the last meeting of the year.

## **FINANCE COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for developing the annual Society budget and financial policy and procedures, securing corporate support for the Annual Meeting and tending to other matters of finance

as assigned by the Board. All budget and financial policy recommendations shall be submitted to the Board for final action.

### **Committee Membership**

The Committee membership shall consist of the Treasurer (who serves as Chair), President, President-elect, Immediate Past President, Executive Vice President and MPA Staff Liaison.

### **Planning Calendar**

FEBRUARY-MAY      Review and finalize the financial statements for the previous Society fiscal year and review current fiscal year-to-date statement.

Determine corporate sponsor contribution levels and registration fees for the Annual Meeting.

Begin securing corporate financial support for the Annual Meeting.

MAY-SEPTEMBER    Prepare the budget for the upcoming year. Continue to secure corporate financial support and monitor the support response.

OCTOBER            Present the proposed budget for the upcoming fiscal year to the Board for final action.

Provide the approved MSHP budget for the upcoming fiscal year to the MPA Executive Board.

Secure final funding for the Annual Meeting.

### **MSHP Reimbursement Policy**

#### **Policy**

To establish consistent standards for appointed volunteers, officers and staff that travel while conducting MSHP business and describe the types of expenditures the Society will reimburse. The MSHP Reimbursement Policy is reviewed annually as part of the budget process.

#### **Eligibility**

Officers, Board members, the Executive Vice President and staff may be requested to travel on behalf of MSHP and are entitled to travel reimbursement. Travel responsibilities defined by position or job description as documented in this Chapter Manual are considered pre-approved by the Board of Directors. Any additional travel requests must be presented to the Board at least 30 days in advance of travel to obtain approval and be eligible for reimbursement. Eligible travel does not include attendance at traditional Board meetings, however a travel stipend may be provided as defined below.

#### **Travel Reimbursement**

Travel expenses should be the most reasonable means of transportation while traveling on behalf of MSHP using cost effective savings. If the traveler incorporates additional travel time to a reimbursable travel event, the traveler is responsible for any additional costs that may occur. Travelers are expected to

file reimbursement forms within 14 days of completing authorized travel. Travelers must submit an official reimbursement form (in the appendix) with the following documentation:

- **Event Registration:** If a Traveler must attend a mandatory business event that required a registration fee, the registration fee will be reimbursable. Required documentation includes a copy of the completed registration fee and proof of payment.
- **Airplane or Rail:** Coach Class or economy tickets should be purchased 30 days in advance of the trip. Any upgrades are the responsibility of the traveler and will not be reimbursed. Required documentation must include dates of travel, travel locations and itemized amount paid. Travelers may be reimbursed for use of a personal vehicle at the IRS mileage reimbursement rate in lieu of air or rail travel, however the mileage reimbursement cannot exceed travel expense if air had been used. Required documentation should include an electronic map document (i.e., Google maps, MapQuest, etc.) noting the number of miles starting address to business destination and return trip.
- **Baggage Fees:** Traveler may be reimbursed for no more than two bags. Required documentation must include an itemized receipt showing the amount paid.
- **Hotel Accommodations:** Hotels affiliated with the event should be utilized when possible. Required documentation must include traveler's name, dates of overnight stays, itemized charges including taxes and show a zero balance. Miscellaneous fees such as rental movies, internet fees, spa/fitness charges, laundry service, etc. will not be reimbursed.
- **Transportation:** Taxi, Uber, Lyft, Shuttle or similar services are reimbursable for travel to and from the airport and/or the meeting location. If complimentary services are available, the traveler is expected to utilize those services and will not be reimbursed. Rental cars are only permissible if multiple MSHP travelers will be accommodated by the rental car service. Required documentation must include dates of service matching other travel documentation, payment receipt with service provider identified on the receipt.
- **Parking:** Airport parking or hotel parking are reimbursable for the traveler only. Required documentation must include location of parking, dates of service matching travel, receipt with details of fees and payment receipt. Valet parking is not reimbursable if lower cost options are available.
- **Meals:** Travelers may be reimbursed up to \$15 for breakfast, \$20 for lunch and \$40 for dinner. If a free meal is included in a conference registration fee, built into the standard, hotel room rate or provided at no cost from another business source, no reimbursement will be provided for that meal. Alcohol is reimbursable as a meal expense when consumed with a meal. Required documentation must include original itemized receipt with restaurant location and date during time of travel.
- **Gratuities:** Tips are reimbursable up to 20 percent. Required documentation should note the amount tipped on the receipt related to the service.

### **Additional Authorized Travel**

#### Board Meetings

#### Hotel Accommodations:

Officers, Board members, the Executive Vice President and Recognized Component Organization representatives will be provided a standard room plus tax (one night only) associated with MSHP Board meetings prior to the MSHP Annual Meeting, the MPA Annual Convention & Exposition and when authorized by the MSHP Board. Hotel reservations will be made by MPA staff and charged to a master bill.

#### ASHP House of Delegates

Michigan ASHP House of Delegates members and alternate delegates are eligible for travel reimbursement for attending the ASHP Regional Delegate Conference in preparation for their attendance and participation at the ASHP House of Delegates meeting. Travel reimbursement is not provided for attending ASHP Summer Meeting and House of Delegates however, \$100 of support will be provided to each delegate from Michigan seated in the House.

#### ASHP Affiliate Meetings

The MSHP President, President-elect and/or Executive Vice President are eligible for travel reimbursement when attending the ASHP Presidential Officer Retreat and ASHP Affiliate Executive meetings or conferences. The President, President-elect and Executive Vice President should report their intention to attend any of these ASHP meetings to the MSHP Board of Directors during an official Board meeting when possible so that it may be documented in the Board minutes. Attendance at any meeting is limited to two attendees unless Board approval is obtained.

#### Other Meetings

Board approval is required for reimbursement for other meetings.

### **Standards for Speaker Reimbursement for MSHP Annual Meeting**

#### **MSHP Speaker Honorarium Policy**

The Speaker Honorarium Policy is reviewed annually as part of the budget process.

#### **Meeting Registration**

All speakers will receive complimentary registration for the entire event.

#### **Lodging**

Speakers who are scheduled for early morning presentations (9 a.m. or earlier, depending on the distance traveled) should be offered lodging at the meeting facility for the evening preceding the presentation. Speakers who have late afternoon or evening presentations (ending at 9 p.m. or later) may be offered lodging for the evening of the presentation.

#### **Meals**

Speakers may be offered reimbursement for meals the day of the presentation with limitations of \$10 for breakfast, \$15 for lunch and \$25 for dinner or \$50 per day when entitled to all three meals. Speakers should be offered an appropriate number of meals compatible with travel plans. Receipts are required for reimbursement.

## **Travel Incidentals**

MSHP will not pay for any incidentals such as phone calls, fax transmissions, movie rentals, laundry/dry cleaning, internet service, etc.

## **Transportation**

Appropriate transportation expenses will be reimbursed at the current IRS reimbursement rate per mile or airfare, baggage fees and airport parking. Airfare will be reimbursed at coach class fare. Appropriate shuttle service or taxi reimbursement to and from the airport will be made.

## **Honorariums**

Speaker(s) will be compensated for their presentation time at a rate of \$350 per hour. An honorarium of up to \$1,000 will be provided for one keynote presentation for the Annual Meeting. Authorization to exceed these guidelines may be sought through referral to the MSHP Board for consideration.

MSHP will not reimburse for production of slides, costs to produce seminar and/or handout materials or any other presentation-related expenses, unless otherwise arranged with MPA staff. MSHP will reproduce handouts (limited to 10 pages) when applicable, if received no later than 30 days prior to the date of presentation.

## **MEMBERSHIP COMMITTEE**

### **Statement of Purpose**

The MSHP Committee is responsible for coordinating membership promotion, recruitment, retention and engagement. The Committee's charges typically focus on developing and promoting new recruitment campaigns, maximizing the use of technology to support membership growth, developing and promoting new membership benefits and product offerings and overall supporting initiatives and tasks that cultivate association membership and member involvement. The committee is also responsible for the annual responsibilities listed below.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Assign and submit articles for the *MSHP Monitor* as outlined in the publication calendar.
3. Submit the annual committee report to the MSHP Board of Directors by August 1, 2024.
4. Plan the MSHP Student Pharmacist Luncheon and program at the MPA Annual Convention & Exposition.

### **2024 Annual Charges**

1. Determine feasibility of joint membership rates with regional affiliates, including proposals for possible structures of affiliation.
2. Identify reasons regional members are not also MSHP members and report findings to the MSHP Board.
3. Draft a communication to be sent from MSHP to lapsed members encouraging rejoining

4. Create an annual survey to identify member satisfaction and needs.

### **Planning Calendar**

Membership enrollment may occur at any time throughout the year, however annual memberships run from Jan. 1 to Dec. 31. Renewal notifications typically occur two to three months in advance. Automatic payment options are available for annual and monthly payments. If membership payment is not received within 30-days of the due date, membership services are terminated in approximately 15-30 days.

### **MSHP Student Luncheon**

JANUARY	Determine program format and discuss operational issues.
FEBURARY	Secure volunteers for the event, finalize operational activates and host event.
MARCH	Summarize student feedback and provide report to the MSHP Board
MAY	Evaluate event and determine budgetary requirements for next year.

## **NOMINATIONS COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for identifying candidates and recommending a well-balanced slate of candidates for Board for approval for the Michigan Society of Health-System Pharmacists Board of Directors, MSHP candidates for the MPA Executive Board and ASHP delegates from Michigan.

### **Membership**

The Committee to evaluate MSHP Board of Director candidates will consist of the current year's Immediate Past President (who serves as Chair), President, President-elect, one Past President from the preceding five-year period and the Executive Vice President.

The Committee to evaluate ASHP delegate candidates will consist of the newly installed presidential officers including the Immediate Past President, President, President-elect and the Executive Vice President as well as the last Immediate Past President completing his or her term of service who shall also serve as the chair.

### **Planning Calendar:**

### **ASHP House of Delegates**

MAY	Initial call for nominations.
NOVEMBER	Presentation of recommended slate of candidates to the Board for approval. Ballot prepared and provided to ASHP members in the state for vote.
DECEMBER	Election results announced and reported to ASHP.



-JANUARY

**MSHP Board of Directors**

JANUARY	Initial call for nominations.
JUNE	Presentation of recommended slate of candidates to the Board for approval.
JULY	Ballot prepared and provided to MSHP members for vote.
AUGUST	Election results announced.

**MPA Executive Board**

NOVEMBER	Initial call for nominations.
JUNE	Presentation of two recommended candidates to the MSHP Board for approval.
SEPTEMBER	Ballot prepared and provided to all MPA members for vote.
NOVEMBER	Election results announced by MPA.

**ORGANIZATIONAL AFFAIRS COMMITTEE**

**Statement of Purpose**

The Committee is responsible for reviewing the bylaws, engaging affiliations, and strengthening relationships of the Society with other organizations and making recommendations to the Board of Directors for changes considered appropriate.

**Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Assign and submit articles for the MSHP Monitor as outlined in the publication calendar.
3. Submit the annual committee report to the MSHP Board of Directors by August 1, 2024
4. Coordinate MPA House of Delegates activities, including the MSHP Delegate Caucus, prior to the House Session and ensure full representation of each component organization and MPA local chapters.
5. Review and update the listing of MSHP Primary Institution Contact Directory.
6. Coordinate a social event for members of MSHP and all affiliated component organizations.

**2024 Annual Charges**

1. Create a proposal, including an application and evaluation process, to award MSHP members funding to complete the ASHP pharmacogenomics certificate.
2. Optimize the political action response team for MSHP specific elements.
3. Identify and promote best practices for health-system pharmacy technician recruitment and retention.
4. Create an organizational information sharing system.

## **Planning Calendar:**

### **MPA House of Delegates**

- JANUARY Coordinate MPA House of Delegates activities prior to the House Session to ensure full representation by each component organization.
- FEBRUARY Chair/Co-chair or committee designee attends the MSHP Board of Directors meeting to review resolutions and obtain Board input to prepare for the Delegate Caucus Session.
- Host the MSHP Delegate Caucus session. Identify health-system pharmacists participating as representatives of MPA local chapters and invite those individuals to the MSHP Delegate Caucus session.

### **MSHP Primary Institution Contact Directory**

- JANUARY Annually review the MSHP Primary Institution Contact Directory to ensure that it is up to date. Develop strategies to obtain updated information.
- Solicit assistance from MSHP Committee members to update list during January Committee Day
- JANUARY Implement additional strategies to update the MSHP Primary Institution Contact Directory and ensure MPA staff incorporate into the membership database.
- MAY

## **PUBLICATIONS COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for disseminating information to the membership through the *MSHP Monitor* and *Michigan Pharmacist*.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Submit the annual committee report to the MSHP Board of Directors by August 1, 2024
3. Develop a yearly publication schedule for the MSHP Monitor including writing assignments, due dates, and publication dates.
4. Publish one article per *Monitor* issue by the MSHP Board as a standing section on the President's theme for the year.
5. Obtain at least two articles on the President's theme or advancements in health-system pharmacy for the MPA Journal (July edition, MSHP focus) by April.
6. Assist the MPA Managing Editor with proofreading the final *MSHP Monitor* drafts.

### **2024 Annual Charges**

1. Identify opportunities for pharmacists to present at non-pharmacy organization meetings.
2. Develop materials to actively promote pharmacist members as potential speakers at identified opportunities.

## Planning Calendar

### *The MSHP Monitor*

1. Editions: Published and distributed electronically on the 15<sup>th</sup> of each month.
2. Assist the MPA Managing Editor with proofreading the final drafts of the *MSHP Monitor*.
3. Publication and deadline schedule (see page 14)
4. Content:
  - a. MSHP Board of Directors – written by a Board member; generally, focuses on the Society theme of the president for the year. The 2024 theme is “Less not Loss.”
  - b. Committees – each MSHP Committee/Task Force is assigned to complete articles highlighting their activities throughout the year as well as other professional practice topics.
  - c. Student Focus – student pharmacist-authored articles that highlight student engagement in MSHP/MPA, college of pharmacy activities and other pharmacy-related activities.
  - d. Resident’s Corner – resident-authored articles that highlight clinical initiatives, updated guidelines, activities at their facility and other pharmacy-related activities.
  - e. Regional Society Update – an update on activities and innovative projects from one of MSHP’s four recognized regional societies.
5. Format and Distribution
  - a. *MSHP Monitor* will be published electronically on the 15<sup>th</sup> of every month.
  - b. *MSHP Monitor* will be distributed to MSHP members and Student MSHP/MPA members.
  - c. Reminders are sent to authors who are assigned to complete articles approximately two to three weeks prior to their deadline.
6. Submission and Guidelines
  - a. Article guidelines and a listing of topic ideas are available for authors online at <https://www.michiganpharmacists.org/news-publications/publications/>
  - b. Articles can be submitted online via e-mail to the MPA staff liaison to the Publications Committee (Email <mailto:Communication@MichiganPharmacists.org>)
  - c. MSHP Monitor online archives of the previous year’s authors and topics is available at <https://www.michiganpharmacists.org/news-publications/publications/all-publications-archive/>  
You must be logged in to your MPA account to access this information.

### *Michigan Pharmacist*

1. Edition: Annually, July edition (subject to change) devoted to health-system pharmacy.
2. Theme: Choose article topics and authors for edition; ask for MSHP Board input late winter.
3. Deadlines:
  - a. Contact potential authors: January
  - b. Confirm authors: February
  - c. Copy due according to publication schedule: May
4. Content
  - a. President's article, written by MSHP President, revolves around their main theme for the Society year.
  - b. Feature article(s), written by Professional Practice Award Winner, focuses on important issues in health-system pharmacy.

## **RESIDENCY COMMITTEE**

### **Statement of Purpose**

The Committee is responsible for promoting pharmacy resident and preceptor learning and participation in MSHP.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Submit the annual committee report to the MSHP Board of Directors by August 1, 2024.
3. Provide the Publications Committee with a list of authors for the *MSHP Monitor*-Resident's Corner for the year as outlined in the publication calendar.
4. Promote residency programs throughout Michigan.
5. Develop programming for the resident luncheon at the MSHP Annual Meeting.
6. Facilitate delivery of one ACPE accredited webinar.
7. Coordinate the MSHP poster competition.

### **2024 Annual Charges**

1. Develop a proposal for an MSHP mentorship program.
2. Develop a curriculum vitae review and mock interview program for the MSHP annual.
3. Recommend a strategy to increase engagement with pharmacy residents, preceptors, and programs.

## **TRANSITION OF CARE COMMITTEE**

### **Statement of Purpose**

The Task Force is responsible for sharing information about the value of the pharmacist in transitions of care.

### **Annual Responsibilities**

1. Review the appropriate section of the MSHP Chapter Manual and submit necessary updates.
2. Assign and submit articles for the MSHP Monitor as outlined in the publication calendar.
3. Submit the annual committee report to the MSHP Board of Directors by August 1, 2024.

### **2024 Annual Charges**

1. Disseminate materials promoting pharmacy team member involvement in transitions of care to promote advocacy.
2. Establish a process for external organizations to request pharmacist volunteers for health-related programs.
3. Identify opportunities within Health People 2030 for MSHP to support efforts to reduce health

disparities.

### **ASHP House of Delegates**

Delegates from Michigan to the American Society of Health-System Pharmacists (ASHP) House are determined through a nomination and election process. Delegates are elected to a two-year term. Terms are staggered such that two of the four positions are up for election each year.

The Executive Vice President coordinates announcement and receipt of nominations. Two candidates for each open position are sought. The slate of candidates is presented for discussion and approval to the Board of Directors to accommodate distribution of ballots in November/December to ASHP members in the State. The Executive Vice President will convey names and contact information for the elected delegates and alternate delegates to ASHP.

## **APPENDIX**

## MSHP Conflict of Interest Policy

Disclosure of potential conflicts of interest:

- Any duality of interest or even a possible conflict of interest on the part of any Board Member, staff liaison to the Board, Chair or Co-chair must be disclosed to other Board and Committee members and made a matter of record, through an annual procedure or when the interest could possibly become a matter of Board or Committee action.
- Any Board Member, staff liaison to the Board, Chair or Co-chair having a duality of interest or even a possible conflict of interest on any matter will not be allowed to vote or use his/her personal influence on the matter, and he/she will not be counted in determining the quorum for the meeting, even if permitted by law. The minutes or notes of the meeting will reflect that a disclosure was made, the abstention from voting, and the quorum situation.
- The foregoing requirements should not be construed as preventing the Board Member, staff liaison to the Board, Chair or Co-chair from briefly stating his/her position in the matter, nor from answering pertinent questions of other Board or Committee members.
- Conflict of Interest Statements are signed by the Board Members, staff liaison to the Board, Committee Chairs and Co-chairs each January, and as deemed necessary by the Board.
- The Board and staff liaisons are authorized and directed to see that this policy is followed.

### **Conflict of Interest Statement**

I have read and am familiar with the Society's policy concerning conflicts of interest.

- ┌ During this calendar year, neither I nor, to the best of my knowledge, any member of my family has had an interest in or taken any action which would contravene this policy.
- ┌ During this calendar year, neither I nor, to the best of my knowledge, any member of my family has had any interest in or taken any action which would contradict this policy, except such interest or action which is fully disclosed below:

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\_\_\_\_\_  
Board Member, staff liaison to the Board, Chair or Co-chair's signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

# MSHP Travel Reimbursement Form

**TO BE COMPLETED BY TRAVELER AND FORWARDED TO MPA STAFF LIAISON OR MSHP TREASURER WITHIN 14 DAYS OF COMPLETING TRAVEL**

Traveler Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Meeting Name: \_\_\_\_\_  
Meeting Dates: \_\_\_\_\_ Location: \_\_\_\_\_  
Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_

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Number of Travel Days:	_____
Meeting Registration:	\$ _____
Airfare:	\$ _____
Hotel (for _____ nights):	\$ _____
Meals	\$ _____
Ground Transportation	\$ _____
Parking:	\$ _____
Other:	\$ _____
<b>TOTAL:</b>	\$ _____

By signing this document, I confirm the expenses submitted by me meet travel reimbursement eligibility as described in the MSHP Chapter Manual. I have attached copies of my original receipts as required.

\_\_\_\_\_  
Traveler's signature

\_\_\_\_\_  
Date:

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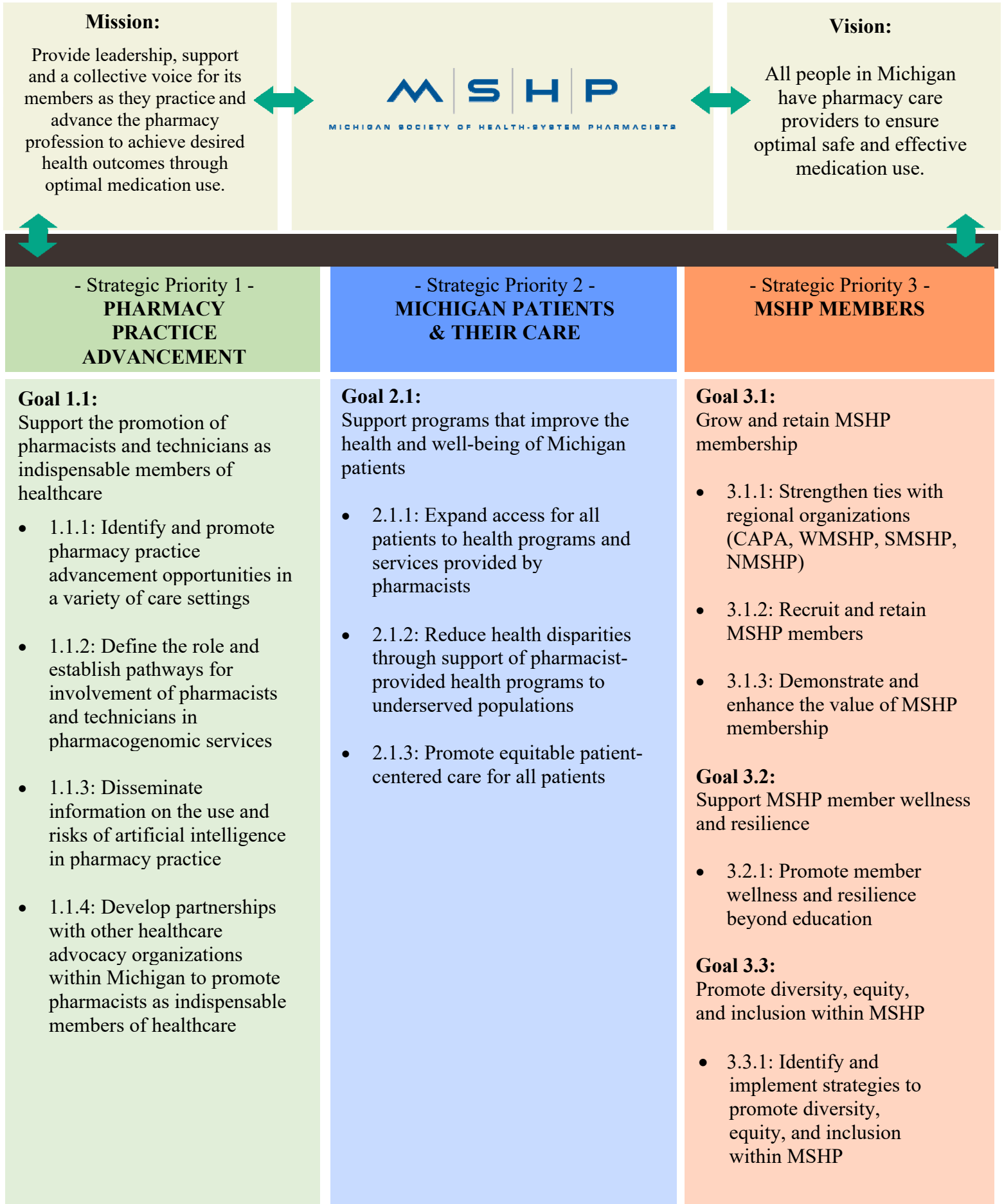
Reimbursement should be sent to the following:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

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### For Office Use

Authorized by: \_\_\_\_\_  
Check: \_\_\_\_\_ Date: \_\_\_\_\_





**Goal 1.2:**

Advocate for expansion of independent pharmacist pharmacotherapy management

- 1.2.1: Develop and execute action plans to impact legislative priorities that affect pharmacy practice
- 1.2.2: Increase public and health professional knowledge of pharmacy practice

**Goal 1.3:**

Technician advancement

- 1.3.1: Promote health-systems pharmacy technicians as a career



MICHIGAN PHARMACISTS ASSOCIATION

### **MPA Social Media Promotion Online Form**

Please fill out the online form to make requests for social media posts through MPA's Facebook, Twitter and LinkedIn accounts, as well as for the website events calendar. This form can be used to promote events or resources, recognize member accomplishments, or share other messaging and information. Submitting this form does not guarantee your content will be shared, but you will be contacted if MPA is unable to post your content. **Please allow two weeks for this form to be processed.**

#### **Please consider these guidelines for ensuring the success of your post:**

1. Make sure to include all relevant information (time, date, location, names, links, etc.).
2. Use a link to direct readers where they can learn more.
3. Use engaging language that will generate discussion.
4. Consider asking the audience to read and share.
5. Keep it short and sweet.
6. Proofread your content carefully.
7. Maintain a professional tone.
8. Photos and graphics make for more interesting posts.

The online can be found here: <https://www.michiganpharmacists.org/mpa-social-media-promotion-form/>