



MICHIGAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

MSHP EXECUTIVE VICE PRESIDENT APPLICATION FORM

Michigan Society of Health-System Pharmacists (MSHP) is accepting applications from qualified individuals who would like to be considered for the position of the MSHP Executive Vice President (EVP).

Requirements for the EVP:

- MPA/MSHP and ASHP member
- Licensed Michigan pharmacist in good standing
- Health-system background and knowledge of health-system practice

Preferred Qualifications for the EVP:

- Recognized leader with proven influence in health-system pharmacy practice
- Demonstrated excellence in organizational or health-system leadership
- Experience in strategic planning and implementation
- Financial management and budgeting experience
- Proficiency in communication
- Historical knowledge and experience with MPA/MSHP
- Capacity and potential for mentorship and development of future leaders
- 15 years or more of health-system pharmacy experience with progressive growth in leadership

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. The primary responsibilities of the EVP are listed below.

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.



MICHIGAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

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, supports the MSHP constitution and Bylaws and is a voting member of the MSHP Board of Directors.
- Attends MSHP Board meetings 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.
- 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.
- Champions health-system legislation and regulatory issues by staying abreast of relevant proceedings at the State level and ensuring adequate representation of the Society under the direction of the MSHP Board of Directors.

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.

Name:

Position/Title:

Place of Employment:

Business Phone:

Mobile Phone:

Preferred Email:



MICHIGAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Describe why you are interested in the MSHP Executive Vice President position.

Describe the skills and/or experience you have that would relate to the responsibilities of this position.

Provide contact information for two professional references.

Name:

Email Address:

Cell Phone:

Name:

Email Address:

Cell Phone:

*Please return this application form and your resume/CV to:
Stacy Brousseau, MSHP President by email at brousses@bronsonhq.org*