

**MISSOURI SOCIETY OF HEALTH-SYSTEM PHARMACISTS
OPERATIONAL POLICIES AND PROCEDURES**

SUBJECT	SECRETARY	Elected Office
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POLICY: The function of the Secretary is to coordinate MSHP with staff to act as the principal officer of MSHP for corporate matters and maintain all necessary correspondence, minutes and records.

PROCEDURE:

The Secretary shall:

1. Be a member of the Board of Directors. Ensure that documents related to being a registered Legal Agent are completed and filed in accordance with the administrative services agreement. The registered Legal Agent should be a Missouri resident.
2. Record and maintain all appropriate MSHP Board and committee minutes; work closely with administrative services to ensure all responsibilities are met as a paid service to MSHP through the service agreement.
3. Maintain and index all resolutions, policies and directives adopted by the MSHP Board in the minutes to facilitate appropriate implementation.
4. Understand MSHP policies and procedures and be proficient in parliamentary procedure.
5. Serve as Chair of the Communications Committee and be responsible for maintaining all official correspondence of MSHP, keeping the MSHP Board members, officers and the entire membership, if needed, informed about communications received and disseminated affecting MSHP and the practice of institutional pharmacy.
6. Inform the MSHP Board and ASHP of any changes to the corporate charter, Constitution, or Bylaws in accordance with the administrative services agreement.
7. Report any changes in officers to ASHP and submit a list of newly-elected officers and Board members to ASHP; submit a copy of official minutes to ASHP in accordance with the administrative services agreement.
8. Assist the President in preparing the agenda for each MSHP Board meeting and ensure that meeting notices are distributed to the appropriate persons in accordance with the administrative services agreement.
9. Ensure that a current directory of the MSHP Board, officers, committee chairs and affiliated society presidents is maintained and distributed as required in accordance with the administrative services agreement.
10. Prior to assuming office, meet with the outgoing Secretary to become familiar with details of the office and review the files.
11. Other tasks as assigned by the President and Board of Directors.