



news

about
our
section

International
Pharmaceutical
Federation

FIP/Hospital Pharmacy Section

newsletter 41

Special edition

Call for nominations

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Call for Nominations for FIP Hospital Pharmacy Section Executive Committee

Several members of the FIP Hospital Pharmacy Section (HPS) Executive Committee will complete their terms of office this year, and the Council is now beginning a nomination process to fill those vacancies.

At this time, we are seeking nominations for the following offices with terms from 2014 to 2018:

- **President** (*Jacqueline Surugue is finishing her term in this office*)
- **Vice President, Africa** (*Rebecca Nordor is finishing her second term in this office.*)
- **Vice President, Americas** (*Marianne Ivey is finishing her second term in this office.*)

The sections of the HPS Statutes related to filling vacancies, instructions on nominating candidates and additional information about the duties of each office are provided below for your reference.

Self-nomination is encouraged.

All nominations will be reviewed by the 2014 HPS Nominations Committee. The members of the Nominations Committee include Lee Vermeulen (Chair), Rebekah Moles, Stephen Curtis and Toby Clark (Curtis and Clark are not currently ExCo members and are not seeking election at this time).

All nominations should be sent by 1st May, 2014 by e-mail to Lee Vermeulen at LC.Vermeulen@hosp.wisc.edu.

In addition, we have 4 officers completing their first (of two possible) terms. It has been confirmed that all four of these officers are willing and able to serve second terms in their respective posts, so we are not calling for nominations to these posts:

1. Jim Stevenson, Treasurer
2. Latif Sheikh, VP for EMRO
3. Yasuo Takeda, VP for Japan
4. Rob Moss, VP for Europe

Abstract from Statutes of the FIP Hospital Pharmacy Section

Article 6	Organs of the Section
Section 1	The Organs of the Section are: an Executive committee and the Section Assembly. The Section may create Permanent or Temporary Committees or Working Groups.
Article 7	Executive committee
Section 1	The Executive committee shall consist of the President, Secretary, Treasurer, Assistant Secretary, Immediate Past President, and no more than eight Vice-Presidents each representing a specified geographical region or country. The members of the Executive committee shall have appropriate expertise and experience in hospital pharmacy.

Section 2	The terms of office of the Executive committee shall be 4 years with the possibility of re-election for one second 4 year term. The President and the Immediate Past President shall normally only serve one 4 year term. The maximum term of office in any one post shall be 8 years.
	The Immediate Past President shall assume office upon the appointment of his successor and for the duration of the term of office of his successor.
Section 3	The functions of the Executive committee are to serve as the governing body of the Section, to represent the Section according to the Statutes, to organise the Section Assembly and to submit recommendations for ratification to the Assembly, to initiate activities for and manage the affairs of the Section.
Article 9	Section Assembly
Section 1	The Section Assembly is composed of all individual members of the Section present.
Section 2	The Section Assembly shall be held during the annual FIP Congress.
Section 3	The principal purpose of the Section Assembly is to ratify the Executive committee's recommendations and the general policy of the Section.
Section 4	Decisions taken by the Section Assembly shall be by simple majority of members present at the meeting. In the event of a tied vote, the President of the Section (as Chairman of the meeting) shall have a casting vote.

Description of the Section Executive Committee

As noted in the HPS Statutes, the HPS Executive Committee includes the Section President, Secretary, Treasurer, Immediate Past-President, Assistant Secretary and Vice-Presidents (substantially linked with WHO Regions). The Vice Presidents at this time represent the following 7 regions: Africa, Americas, Eastern Mediterranean, Europe, Japan, South East Asia and Western Pacific. A list of the current officers is included at the end of each eNewsletter.

Procedure for Filling Vacancies on the Section Executive Committee

The nomination/election process for filling vacant positions on the Hospital Pharmacy Section Executive Committee are as follows:

1. Nominations for vacant positions on the Executive Committee will be announced in a Section e-newsletter, giving a minimum of three weeks for receipt of submissions for consideration.
2. All nominations for vacant positions on the Executive Committee should include:
 - a. **A brief resume of the candidate, not exceeding 2 pages, including contact details;**
 - b. **A letter of support stating the reasons why the candidate seeks the office and the benefit he/she would bring to the HPS Executive Committee.**
3. A nominations committee, consisting of a chair (who will be a current officer of HPS Executive Committee not standing for re-election), another current officer, and at least one member of the Section who is not a current officer and who is not seeking election, shall review the candidates for each office and select a recommended candidate for each vacancy, for presentation to the HPS Executive Committee.
4. The Executive Committee will choose the successful candidate for subsequent ratification at the next meeting of the Section Annual Assembly.

Position Descriptions for Hospital Pharmacy Section Offices

Position descriptions for each elected office in the Hospital Pharmacy Section have been developed. Position descriptions for the two offices being filled this year are provided below. Copies of the other position descriptions can be obtained by contacting the Section Secretary.

FIP Hospital Pharmacy Section - Position Description

Duties of the President

3rd January, 2014

The Section President shall have appropriate expertise and experience in hospital pharmacy, and shall serve only one (1) four-year term of office. At the completion of that term, the President shall assume the post of Immediate Past President, and will continue to serve as a member of the Executive Committee for the next four years in that capacity.

The duties of the President include, but may not be limited to:

- Provide executive leadership to the Section in all matters.
- Chair Executive Council meetings, and the Section Annual Assembly.
- Oversee and implement the Section Statutes.
- Lead the development of the Section strategic plan and support its implementation.

- Ensure the continuity of leadership as Section officers complete their terms of office, as specified in the Section Statutes.
- Attend and represent the section at all meetings and in all activities of the FIP Council and the Board of Pharmacy Practice (BPP).
- With the Section Secretary, serve as a primary point of contact between the Section and the FIP Secretariat.
- Participate in the judging of the best poster award at the FIP Congress.

FIP Hospital Pharmacy Section - Position Description

Duties of the Vice President

3rd January, 2014

Per the Section Statutes, the Section will have no more than eight (8) Vice Presidents, representing various global regions. Each Vice President shall have appropriate expertise and experience in hospital pharmacy, and shall serve a maximum of two (2) four-year terms of office.

The duties of the Vice President include, but may not be limited to:

- Support the implementation of the Section Statutes.
- Contribute to and promote the Section strategic plan.
- Serve as a member of the Section Executive Committee; attend all meetings and teleconferences of the Executive Committee.
- Represent, solicit members and actively promote the Section in the respective regions of the world.
- Serve as a Chair and Executive Committee liaison to one or more standing Section Committees.
- Chair oral platform sessions at Congress meetings (including communicating with potential and selected speakers and ensuring the submission of abstracts, as required).
- Participate in the judging of the best poster award at the FIP Congress.
- Participate in various marketing efforts such as meeting booths at the Congress.
- Identify and communicate with country coordinators, as needed, to assist in each of the countries in the respective WHO region.
- Solicit financial support for Section programmes from various potential contacts in collaboration with the Treasurer.
- Communicate with and promote the Section with hospital pharmacy journals in the respective regions of the world.
- Contribute to the Section newsletter by providing at least one regional update per year, as requested by the Assistant Secretary.
- Contribute the Section email communications and the Section web site.

Recognition of Hospital Pharmacy Section Sponsors

The Hospital Pharmacy Section is very grateful to these sponsors for their support of Section activities.

MCKESSON

Empowering Healthcare



Organizational Sponsors of the Hospital Pharmacy Section

In addition to corporate sponsors, many national and regional pharmacy organizations have provided financial and in-kind support of the activities of the FIP Hospital Pharmacy Section. We gratefully recognize these contributors:

- The French Ordre des Pharmaciens
- The Japanese Society of Hospital Pharmacists

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