

ASPL COMMITTEE & CHAIR DUTIES (updated January 2024)

I. Program and Education Committee

Education & Webinar/Roundtable Subcommittees:

Description: The Education Subcommittee plans the educational content of the ASPL conference in close coordination with the other sub-committees. The Committee reviews proposed submissions and selects final presentations. The Committee may also recommend topics and recruit faculty presenters. The Committee works with ASPL Staff to assure faculty presenters meet ASPL submission and CPE/CLE requirements. The Webinar/Roundtable Subcommittee plans the educational content of ASPL webinars and roundtables throughout the year.

Co-Chair Duties:

The Co-Chairs for this Committee work with Subcommittee members in early January to determine topics for consideration for the Call for Abstracts. Once proposals are received, the co-chairs along with Subcommittee members will review and score each proposal. Based upon scores and comments, co-chairs and staff will determine the selected sessions/speakers for the conference. Co-Chairs will lead any discussions deemed necessary for unfilled session slots. Co-Chairs will lead discussions amongst Subcommittee members for roundtable and webinar topics throughout the year.

II. Pharmacy Law Educators Committee

Description: This Subcommittee plans the educational content of the Pharmacy Law Educators portion of the ASPL conference as well as webinars and roundtables in close coordination with the other subcommittees and staff. It recommends topics and recruits faculty. The Committee works with Staff to assure faculty meets ASPL submission and CPE/CLE requirements.

Co-Chairs Duties:

The co-chairs for this Committee work with subcommittee members in Spring to determine topics for consideration for the ASPL conference, webinars and roundtables specific to educators.

III. Awards & Scholarship Committee:

Description: This Committee coordinates the review and selection of recipients of ASPL's various awards programs May through September each year depending upon nominations received.

Co-Chairs Duties:

The co-chairs for this Committee work with Subcommittee members to review nominations for the Fink Family scholarship, Fink Founders Award, Simonsmeier Writing Award and Ken Baker Memorial Scholarship. The co-chairs will work with Staff to determine meeting dates and lead the discussion during the meetings.

IV. Sponsorship Committee:

Description: This Committee works with the Board of Directors to maintain the fiscal strength and integrity of ASPL by managing and coordinating fundraising for ASPL including conference sponsorships and honoraria for designated awards presented by ASPL. This Committee works from March through November.

Co-Chairs Duties:

The co-chairs for this Committee work with subcommittee members and Staff to contact past and potential sponsors for the ASPL conference as well as seek additional funding sources for various ASPL awards. The co-chairs report to the ASPL Board of Directors each month with updated sponsor numbers.

V. Communication, Member Relations and Marketing Committee

Description: This Committee oversees ASPL's publications, website, membership marketing, member services and outreach to other organizations in coordination with Staff and the publications Editor.

Co-Chairs Duties:

The co-chairs for this Committee work with subcommittee members and Staff to contact new members of the organization, lead quarterly meetings and update the ASPL Board of Directors on various outcomes.

VI. Nominating Committee

Description: This committee is appointed by the President of at least three (3) active ASPL members and is generally chaired by the current Past President. They will review nominations of candidates and submit a slate of officers and directors to the Board for approval at the July Board meeting.

VII. Finance and Audit Committee

Description: This Committee oversees ASPL’s financial filing requirements and proposes financial policies as needed. The committee also oversees the Ken Baker Memorial Student Scholarship Endowment Fund.

Co-Chairs Duties:

The co-chairs for this Committee, which includes the ASPL Treasurer, work with subcommittee members and Staff to review the annual audit of the ASPL financials as well as the investment reports for the Ken Baker Memorial Scholarship. The Treasurer reports the Committee’s activities to the ASPL Board of Directors.

VIII. Diplomat & Credentialing Committee

Description: This Committee oversees ASPL’s Diplomat Program. This committee plans and implements the mid-career professional leadership training program, and awarding of the Diplomat of the American Society of Pharmacy Law (DASPL) post-nominal credential. The committee will determine the programming content, and recruit qualified faculty presenters. The committee will help identify mentorship matches for program candidates, and coordinate with the Education Committee for presentation of the final projects.

Co-Chairs Duties:

The co-chairs will work with committee members and Staff to create a call for applicants. The co-chairs will coordinate with committee members to review applicants and select candidates for the program. For each cohort, the co-chairs will provide a report to the Board of Directors regarding the program implementation and outcomes.

Name _____

Email _____

Which Committee are you interested to serve as a member in 2024? (list the Committee names below)

Which committee are you interested to co-chair in 2024? (list the Committee names below)

Please list any committees you have served on as a member or co-chair previously:

Is there any other way you would like to serve ASPL this coming year?