



# ***Nevada Society of Health–System Pharmacists Policies & Procedures***

*Initiated October 2013*

# ***Policies and Procedures***

President

President Elect

Immediate Past President

Secretary

Treasurer

Directors at Large

Technician Representative

Student Representatives

Standing Committees

- Awards and Nominations Committee
- Membership Committee
- Legislative Committee
- Education Committee
- Finance Subcommittee
  - Investment Policy

ASHP House of Delegates

Checking/Savings Account Policy

Audit Policy

Reimbursement Policy

**Term of Office**

This is the second year of a three year term, President-Elect transition to President transition to Immediate Past President.

**Duties of the President**

1. Serve as chairperson of the Board of Directors
2. Shall execute the mission, bylaws, and policy and procedure of NVSHP
3. Shall be the ASHP liaison for affiliate communication, unless delegated to another individual
4. Shall make every effort to attend all Board meetings including face to face meetings
5. Shall carry forward the strategic plan and lead in the development of a new strategic plan to advance the mission of the organization
6. Develop goals and objectives of the Society for the year after reviewing the Society's Strategic Plan with approval by the Board of Directors
7. Shall lead all board meetings including the strategic planning meeting for the year of service
8. Shall be the face and spokesperson of NVSHP unless otherwise delegated
9. Shall ensure NVSHP has a registered lobbyist in the state of Nevada
10. Shall serve on the Finance sub-committee
11. Shall inform the Awards and Nominations Committee of recipient of the President's Award by no later than August 10<sup>th</sup>
12. Shall be available to support other committees as needed
13. Shall be available for project leads as necessary
14. Shall work with the Board of Directors to ensure successful succession planning
15. Send a copy of any official written correspondence to the Secretary
16. Prepare agenda for board meetings for direct distribution to board members, committee chairperson and others as needed

Initiated: 2013  
Modified: Jan 2014

## ***President-Elect***

## ***Elected Office***

### ***Term of Office***

This is the first year of a three year term, President-Elect transition to President transition to Immediate Past President.

### ***Duties of the President-Elect***

1. Shall be a member of the Board of Directors
2. Shall make every effort to attend all Board meetings including face to face meetings
3. Shall act as the Chairperson of the Board of Directors in the absence of the President
4. Shall become familiar with the mission, bylaws, policy and procedure of NVSHP
5. Shall carry forward the strategic plan and prepare to develop goals and objectives to facilitate this during their presidential year
6. Will be afforded the opportunity to attend the annual ASHP Leadership Conference (see ASHP website for specific dates)
7. Shall be a member of the Finance sub-committee
8. Shall be prepared to act on behalf of the President in their absence
9. Shall prepare to appoint committees and chairs no later than the first month of their presidential term
10. Shall be available to support committees as needed
11. Shall be available for project leads as deemed necessary by the president
12. Shall work with the Board of Directors to ensure successful succession planning
13. Send a copy of all official written correspondence to the Secretary
14. Shall be in charge of the President's email address, working with the President to handle all correspondence

Initiated: 2013  
Modified: Jan 2017

## ***Immediate Past President***

## ***Elected Office***

### ***Term of Office***

This is the third year of a three year term, President-Elect transition to President transition to Immediate Past President.

### ***Duties of the Immediate Past President***

1. Shall be a member of the Board of Directors
2. Shall chair the Awards and Nominations Committee
3. Shall make every effort to attend all Board meetings including face to face meetings
4. Shall be the Chairperson of the Board of Directors in the absence of the President and President-elect
5. Review all minutes of the previous 12 months when serving as President and provide an executive summary to the Board of Directors at the Strategic Planning Meeting
6. Shall be available to support committees as needed
7. Shall be available for project leads as deemed necessary by the President
8. Shall work with the Board of Directors to ensure successful succession planning
9. Continue to engage in supporting and counseling the NVSHP Board of Directors beyond their term even if not actively occupying another position in NVSHP
10. Send a copy of all official written correspondence to the Secretary

Initiated: 2013

### ***Term of Office***

This position is a two year term.

### ***Duties of the Secretary***

1. Shall be a member of the Board of Directors
2. Shall act to maintain and record all appropriate Board of Directors, business meetings and committee minutes in a neat and orderly fashion
3. Shall understand the mission, bylaws and policy and procedure of NVSHP
4. Shall maintain a file of all correspondence of the Society keeping the officers, Board of Directors and entire membership, if needed, current with the communications received affecting the Society
5. Shall maintain a current directory of the Board of Directors, committee chairmen and committee members and publish the lists on the website and as needed
6. Shall make every effort to attend all Board meetings including face to face meetings
7. Shall receive the agenda from the President or designated official for dissemination to the Board
8. Shall submit all correspondence required by ASHP
9. Assure that all revisions of policies and procedures are incorporated into the official Policy and Procedures Manual by September
10. Shall be responsible to maintain the Society's permanent files
11. Shall be responsible to send out communication to all members on behalf of the Board and/or any other standing committees
12. Distribute results of NVSHP elections to appropriate members of the community, membership and posting to NVSHP website
13. Inform, via e-mail, employers of the newly elected NVSHP officers and Board members with the Awards and Nominations Committee
14. Be responsible for maintaining and updating the NVSHP website as needed
15. Create e-mail blasts after each Board of Directors meeting updating members on current issues and send out after approval from the President or delegated Chairperson
16. Shall check the NVSHP e-mail and secretary e-mail on at least a weekly basis
17. Shall work with the treasurer to ensure all mail is collected from the Society's PO Box or forwarded to another address for easier access

Initiated: 2013  
Modified: Jan 2017

## ***Treasurer***

## ***Elected Office***

### ***Term of Office***

This position is a two year term.

### ***Duties of the Treasurer***

1. Shall be a member of the Board of Directors
2. Shall act to maintain and record all appropriate financial documents in a neat and orderly fashion
3. Shall understand the mission, bylaws and policy and procedure of NVSHP
4. Shall make every effort to attend all Board meetings including face to face meetings
5. Shall work with the secretary to ensure all mail is collected from the Society's PO Box or forwarded to another address for easier access
6. Shall be responsible for all membership transactions that occur via the website and via check
7. Shall check the treasurer e-mail on at least a weekly basis
8. Shall create an annual Operating Expense Budget for the strategic planning meeting
9. Shall prepare a monthly treasurer report for each Board meeting
10. Shall be a member of the Finance sub-committee
11. Be responsible for paying all expenses, fees, insurances, etc. within three weeks of invoice date
12. Be responsible for reimbursing Board and/or committee members for expenses within three weeks' notice of reimbursement form
13. Be responsible for filing NVSHP tax reports
14. Be responsible for scheduling an audit or review of procedures every two years
15. Be responsible for identifying errors and correcting any discrepancies between the bank statement and NVSHP ledger
16. Be responsible for updating all electronic access to bank account, website management, credit card processing, etc.
17. Be responsible for renewing business license in September
18. Be responsible for making sure PO Box is paid annually in January
19. Shall maintain a copy of all paid invoices, bank statements, canceled checks, copies of treasurer's monthly report and ledger sheets for at least seven years before being destroyed
20. Send a copy of all official written correspondence to the Secretary

Initiated: 2013  
Modified: Jan 2017

## ***Directors at Large***

## ***Elected Office***

### ***Term of Office***

Each director at large liaison position is a two year term.

### ***Duties of a Director at Large***

1. Shall be a member of the Board of Directors
2. Shall serve as a liaison to the Board for a committee appointed by the President, will have one liaison per committee each year
3. Shall make every effort to attend all Board meetings including face to face meetings as well as assigned committee meetings
4. Shall become familiar with the mission, bylaws, and policy and procedure of NVSHP
5. Shall carry forward the strategic plan according to outlined goals and objectives
6. Shall contribute to the development and modernization of policy and procedure
7. Shall be available for project leads as deemed necessary by the President
8. Shall work with the Board of Directors to ensure successful succession planning
9. May act as committee chair and work with committee chairs to ensure agenda and minutes are completed
10. Send a copy of all written correspondence to the Secretary

Initiated: 2013



## ***Technician Representative***

## ***Appointed Office***

### ***Term of Office***

The Board of Directors shall appoint a technician representative for a two year term.

### ***Duties of a Technician Representative***

1. Shall be a member of the Board of Directors
2. Shall serve as a liaison to the Board for Pharmacy technicians
3. Shall make every effort to attend all Board meetings including face to face meetings as well as assigned committee meetings
4. Shall become familiar with the mission, bylaws, and policy and procedure of NVSHP
5. Shall carry forward the strategic plan according to outlined goals and objectives
6. Shall contribute to the development and modernization of policy and procedure
7. Shall assist the education, membership and awards and nominations committee as needed in their respective areas
8. May schedule annually the NVSHP Pharmacy Technician Workshop in Las Vegas and Reno
9. Shall complete the Pharmacy Technician Certification Board annual on-line state evaluation
10. Shall keep the Board current on all proposed legislative activities involving Nevada Pharmacy Technicians standards and regulations
11. Send a copy of all written correspondence to the Secretary

Initiated: 2013  
Modified: Jan 2014

## ***Student Pharmacist Representative***

## ***Appointed Office***

### ***Term of Office***

The Board of Directors shall appoint representatives for a one year term depending on school year standings.

### ***Duties of a Student Pharmacist Representative***

1. Shall be a member of the Board of Directors
2. Shall serve as a liaison between NVSHP and the ASHP student chapter (ASHP-SSHP)
3. Shall make every effort to attend all Board meetings including face to face meetings as well as assigned committee meetings
4. Shall become familiar with the mission, bylaws, and policy and procedures of NVSHP
5. Shall carry forward the strategic plan according to outlined goals and objectives
6. Shall facilitate communications and activities between NVSHP and the respective ASHP student chapter (ASHP-SSHP)
7. Shall work with the Board of Directors to ensure successful succession planning
8. Shall help to facilitate the development of NVSHP newsletter for dissemination to the membership
9. Shall promote NVSHP activities by means including, but not limited to, the use of social media
10. Shall officially transfer all duties and responsibilities upon completion of service to the incoming student representative
11. Send a copy of all written correspondence to the Secretary

Initiated: 2013  
Modified: Jan 2017

## ***Student NVSHP Membership Fees***

## ***Policy***

Student membership dues as determined by the Board payable in advance, for student NVSHP membership; Roseman University students who are also a member of Student Alliance will have their NVSHP membership waived.

1. All members will be required to pay annual dues as set forth by the Student Alliance Student Chapter. NVSHP dues will be required of students at the time of submission of the membership enrollment form to the Treasurer for all others.

Initiated: 2013

### ***Purpose***

To select the recipients for the Society's **awards** based upon criteria developed by the committee and Board approval.

To select a slate of candidates for voting by the membership in the annual election and conduct the election according to the bylaws of NVSHP for **nominations**

### ***Members***

Immediate Past-President will appoint and chair the committee, which will consist of at least four members including past Presidents and the previous years' recipients, if possible.

### ***Awards Duties***

1. Select recipients
2. Notify employers and/or spouses of recipients at least 30 days in advance to award recipient
3. Be certain award is available for presentation at the Annual Meeting or alternative meeting, if appropriate
4. If money is involved, please notify Treasurer at least 30 days in advance
5. Arrange for recipients to be present at the Annual Meeting or alternative meeting, if appropriate
6. Preside over distribution of awards
7. Maintain a file of criteria as well as past recipients

### ***Awards Reports***

Immediate Past-President reports directly to the Board of Directors and should provide a status update by the July meeting.

### ***Awards Timetable***

1. Annual nominations will be invited by the Chairperson of the committee through e-mail to all members by July 15<sup>th</sup> of each year. All nominations should include background information
2. The committee will convene no later than July of each year
3. Final selections shall be made by August 10<sup>th</sup> to allow for preparation of the award
4. Upon selection, the recipient will be notified to prepare to attend the NVSHP Annual Meeting, except for those awards that are to be kept confidential until awarded, then every effort will be made to ensure the recipient will be present

### ***List of Awards***

1. Outgoing Board Members Recognition (including President): Given to all outgoing Board Members (except President)
2. President's Award: Given by the President to the individual whom he/she feels has contributed to the success of his/her term of office
3. NVSHP Pharmacist of the Year: Recognizes and individual pharmacist for his/her leadership, vision , and continuous contribution to the practice of pharmacy (see description that follows)

#### 4. NVSHP Student Scholarship(s) Award

All above awards are presented at the Annual Meeting with the exception of the Student Scholarship, which may be presented at various meetings at a later date.

#### ***NVSHP Pharmacist of the Year Award***

1. Annual award to recognize a pharmacist who has performed in an outstanding manner
2. Any pharmacist who practices in the State of Nevada is eligible
3. Nominations submitted will be judged upon but not limited to:
  - a. Specific outstanding achievements in the performance of regular duties including development of new systems, techniques, inventions, suggestions for improvement of patient care and outstanding job accomplishments
  - b. Self-improvement efforts through enrollment in formal or informal educational programs, participation in technical and professional societies by presentation of papers, attending symposia, seminars, etc.
  - c. Participation in community programs which add to or improve welfare or morale
  - d. Awards and honors received for outstanding job accomplishments or contributions to the general welfare of the community
  - e. Creativeness, adaptability to surroundings and ability to get along with others
  - f. Participation in advisory councils, committees, boards, etc.
  - g. Service to NVSHP and pharmacy as a profession
  - h. Membership in NVSHP

#### ***NVSHP Student Scholarship Award***

1. Established to promote interest and scholarship in pharmacy practice among students enrolled at a college of pharmacy in Nevada, attending rotation sites in the state of Nevada or from the state of Nevada and attend a school outside the state
2. The student scholarship award will be awarded during the student workshop and/or annual meeting as decided by the Awards and Nominations committee. It may be given to one student or a group of students as determined by the Awards and Nominations committee and/or the Board of Directors.

#### ***Nominations Duties***

1. The committee shall solicit nominations from the *active* membership candidates for each of the following offices:
  - a. President-Elect
  - b. Secretary (Nominated on even-numbered years)
  - c. Treasurer (Nominated on odd-numbered years)
  - d. Board of Directors (as needed)
2. By the September Board meeting, the committee should have determined suitable candidates for office, contacted them and received acceptances of their willingness to run
3. The names of the candidates along with a brief biography and a ballot shall be emailed to every dues-paid active member of the Society in August

4. The dated ballots should be returned to the Immediate Past President (Committee Chair) within 30 days and kept on file for one year
5. The Immediate Past President shall be responsible for counting the ballots
6. On or about October 1<sup>st</sup>, a request from ASHP's Chapter Services division of the Membership and Organization Liaison Office should be made for active ASHP members in Nevada for House of Delegates position.

### ***Nominations Reports***

1. The committee shall report the slate of candidates to the Board of Directors by the August Board meeting
2. The results of the election shall be reported to the President as soon as they are official
3. The committee chairperson will mail letters to all the candidates at the President's direction
4. The committee, in collaboration with the Secretary, will forward the election outcome to ASHP, NVSHP and the Nevada Board of Pharmacy by December 1<sup>st</sup>

### ***Nominations Timetable***

E-mail call for candidates – June

Slate to Board – August

Ballots out by end of August

Ballots counted within 30 days

Notification to candidates and NVSHP membership by October 1<sup>st</sup>

Initiated: 2013  
Modified: Aug 2017

## ***Membership Committee***

## ***Standing Committee***

### ***Purpose***

To encourage membership and participation of qualified and interested practitioners in NVSHP.

Be responsible for planning all membership events.

### ***Members***

The chairperson is an appointed position by the current president. The appointment will be for one calendar year January 1 through December 31.

A Director at Large is the liaison between the Board of Directors and the education committee. The Director at Large will assist in executing the plan of the education committee.

The Board of Directors will assist the chairperson in identifying all other committee members.

Membership is voluntary in nature however all active members of the committee must be members of NVSHP to participate.

### ***Duties of Chairperson***

1. Shall represent NVSHP and the profession in the highest manner at all times when carrying out the responsibilities of the committee
2. Shall set date/time and reserve conference line via the Secretary for meetings at a time which is convenient for as many committee members as possible
3. Create and distribute agenda to all committee members
4. Take, or appoint member to take, minutes
5. Send copy of all official written correspondence to the Secretary
6. Appoint members to duties as appropriate for social events
7. Ensure NVSHP is properly represented by use of banners, polos, etc.
8. Shall send all a packet of relevant information (flyers, events, projected costs, contracts, etc.) to the Secretary/Director at Large to be submitted to the Board for approval

### ***Reports***

The Chairperson of the committee will be responsible to send the Membership Director at Large committee reports for each Board Meeting.

### ***Budget***

Any activity or funding requiring expenditure of less than \$500 shall be sent to the Treasurer, greater than \$500 will require submission to the Board of Directors.

Initiated: 2013  
Modified: Jan 2014

### ***Purpose***

To keep the membership informed of health care legislation, proposals and enactments having relevance to pharmacy practice as well as develop recommendations and encourage legislative opinion that is in the best interests of the membership and profession of pharmacy, acting in coordination with other pharmacy and health care organizations when appropriate.

### ***Members***

The chairperson is an appointed position by the current president. The appointment will be for one calendar year January 1 through December 31.

A Director at Large is the liaison between the Board of Directors and the advocacy committee. The Director at Large will assist in executing the plan of the education committee.

The Board of Directors will assist the chairperson in identifying all other committee members.

Membership is voluntary in nature however all active members of the committee must be members of NVSHP to participate.

### ***Duties of Chairperson***

1. Shall represent NVSHP and the profession in the highest manner at all times when carrying out the responsibilities of the committee
2. Shall set date/time and reserve conference line via the Secretary for meetings at a time which is convenient for as many committee members as possible
3. Create and distribute agenda to all committee members
4. Take, or appoint a member to take, minutes
5. Send copy of all official written correspondence to the Secretary
6. Shall work with the committee to develop recommendations, proposals and policies for review by the Board of Directors

### ***Reports***

The Chairperson of the committee will be responsible to send the Legislative Director at Large committee reports for each Board Meeting. Communication should be designed to maximize statewide input on legislative matters as well as facilitate the flow of information to and from the membership.

### ***Budget***

Any opportunity requiring expenditure of less than \$500 shall be sent to the Treasure; greater than \$500 will require submission to the Board of Directors.



## ***Education Committee***

## ***Standing Committee***

### ***Purpose***

To plan, coordinate, and organize the NVSHP Annual Meeting. This will occur in conjunction with an accredited ACPE provider and the NVSHP Board of Directors.

Pursue additional educational opportunities within the state of Nevada in order to enhance member benefits and encourage the advancement of the profession.

### ***Members***

The chairperson is an appointed position by the current president. The appointment will be for one calendar year January 1 through December 31.

A Director at Large is the liaison between the Board of Directors and the education committee. The Director at Large will assist in executing the plan of the education committee.

The Board of Directors will assist the chairperson in identifying all other committee members.

Membership is voluntary in nature however all active members of the committee must be members of NVSHP to participate.

### ***Duties of Chairperson***

1. Shall represent NVSHP and the profession in the highest manner at all times when carrying out the responsibilities of the committee
2. Shall work with the technician representative to create educational opportunities for pharmacy technicians in the state
3. Shall set date/time and reserve conference line via the Secretary for meetings at a time which is convenient for as many committee members as possible
4. Create and distribute agenda to all committee members
5. Take, or appoint member to take, minutes
6. Send copy of all official written correspondence to the Secretary
7. Coordinate or delegate all necessary items for the Annual Meeting as well as any continuing educational opportunities planned throughout the year
8. Appoint members to duties as appropriate for educational events
9. Shall create a roster of all committee members and submit to the Awards and Nominations Committee by June of service year
10. Shall send all a packet of relevant information (flyers, events, projected costs, contracts, etc.) to the Secretary/Director at Large to be submitted to the Board for approval

### ***Reports***

The Chairperson of the committee will be responsible to send the Director at Large committee reports for each Board Meeting. Communication should be designed to maximize statewide input on legislative matters as well as facilitate the flow of information to and from the membership.

## **Budget**

Any educational opportunity requiring expenditure of less than \$500 shall be sent to the Treasure, greater than \$500 will require submission to the Board of Directors.

Initiated: 2013  
Modified: Jan 2014

### ***Purpose***

To establish guidelines for appropriate acceptable investment philosophy and discipline, consistent with the financial objectives and cash needs of the organization. The policy statement seeks to define cash and investment management procedures along with the long-term financial goals of NVSHP.

This policy should assess the current financial conditions along with the U.S. and global economic conditions, set goals and develop a strategy under consultation with a designated financial planner to meet the goals. The strategy should be implemented, regularly reviewed, and adjusted as circumstances dictate.

### ***Members***

- President
- President-Elect
- Treasurer
- Additional members per Board of Directors in the interest of the society (Appointees may include a current or past member of the Board of Directors)

NVSHP shall identify key stakeholders who possess a shared and vested interest in the success of the society. Members of the Finance sub-committee should accept the duties of being a fiduciary in writing (Fiduciary letter). This group will be responsible for overseeing funds that have been designated for investment by the Board of Directors including selection of an investment advisory firm or professional money manager, monitoring of the funds in accordance with the policy statement and reporting results. Refer to the Investment Policy for details.

Implementation of the investment policy and day-to-day administration of the funds will be the duties of the treasurer. Only the Board of Directors may approve any amendments or changes to the policy statement.

### ***Objectives***

To identify and dedicate funds to meet the cash obligations and investment strategies of NVSHP: At minimum the primary objective of any dedicated funds will be to keep pace with current U.S. inflation as measured by the consumer price index. Up to three pools of funds can be dedicated at any time depending on the financial circumstances and strategies at NVSHP. Each of the below defined funds will be created in succession with one not preceding the other in order under any circumstances. At minimum and depending on the energy of the Board of Directors, the operations fund must exist in order to meet current cash obligations. Current cash obligations are defined as financial commitments or obligations of NVSHP that will come due in <365 days.

## **Evaluation**

Annual evaluation of the investment performance of the fund will be conducted by the sub-committee in conjunction with the investment manager. Written reports will be prepared to reflect the performance of the fund during the last quarter, fiscal year and since inception. Investments will be monitored to ensure that investment policy guidelines are being met. Investment performance should be calculated on a time-weighted basis. In addition to absolute results, fund performance should always be compared to appropriate benchmarks including the S&P 500, 10, and 30 year treasury securities and examined in terms of risk characteristics of the portfolio.

The amount of cash or cash equivalents held in the operating fund will be assessed on an as needed basis (monthly if needed) by the financial sub-committee to meet current cash obligations this assessment will be based on historical cash flow trends coupled with upcoming cash requirements for the next 90-365 days. To enhance the short term cash management of the society, NVSHP shall maintain a line of credit in the form of a credit card issued by NSB in order to cover any operational expenses that may exceed the amount in the operating fund. Any balance placed on the NVSHP credit card must be paid in full at each billing date so as to not acquire any interest charges. The treasurer is responsible for any and all such payments through either electronic transfer or check. Any monthly balance on the credit card will be paid in full by the treasurer from NVSHP funds in the following manner.

1. Funds from the Operating Fund
2. Funds from the sale of assets from the Short Term Fund
3. Funds from the sale of assets from the Long Term Fund

Any sale of assets must occur at the direction of the President or Treasurer with approval of the finance sub-committee who is in communication with the Board of Directors.

## **Recommended Asset Allocation Mix**

Each year at the NVSHP strategic planning meeting and more frequently as needed, the NVSHP board of directors shall decide on a fund allocation mix that is aligned with the societies long term financial goals while maintaining appropriate liquidity to meet any current obligations. A recommendation of fund mix is described below in the Investment Policy. Only the Finance sub-committee in conjunction with a financial planner can recommend a change in the asset allocation mixes outside of those in the current policy statement. Any recommended changes must be approved by vote from the entire board of directors.

If for any reason there are unforeseen and negative changes in U.S or global economic outlook over the long term that create a high level of uncertainty, any and all amounts in the three funds can be moved to cash immediately at the advice of the finance sub-committee in conjunction with a financial planner if it is deemed this is the best strategy for asset preservation.

Initiated: 2013  
Modified: Aug 2017

## ***Investment Policy***

The Board of Directors shall determine the appropriate funding levels for the respective funds, based on the recommendations of the Finance sub-committee and shall review funding levels, at minimum, annually to ensure that investments are appropriate to the needs and goals of the organization.

The finance sub-committee will be responsible for the selection of the investment advisor or money manager. Money managers shall bear no relation to any board member and must be kept at arms distance relationship at all times. The SEC registered investment advisory firm or professional money manager will choose specific investment vehicles based on established financial goals of NVSHP.

Current cash obligations are defined as financial commitments or obligations of NVSHP that will come due in <365 days.

- 1. Operations Fund** – The primary objective of this fund is liquidity. Its purpose is to meet the current cash obligations of NVSHP as well as to provide sufficient cash flow. The value of this fund shall be composed of at least three months but not to exceed one year's expected operating cash based on historical trends provided by NVSHP's current financial institution and the proposed budget for the upcoming year. There should be minimal risk of principle by investments in this category. This fund is primarily the checking account of NVSHP but may include other highly liquid assets from either money or capital markets as recommended by the investment advisor. Currently, this fund should maintain \$25,000.00
- 2. Short Term Fund** – The short term funds objective is to have a conservative allocation, preserving and possibly growing funds for cash needs with a one to five-year time horizon. This fund should be subject to a fairly limited amount of risk and the investment vehicles should maintain a level of liquidity so that the funds may be used to cover operating expenses if a budget deficit is acquired, or for the development of new products/services for capital or technology investments. Given the deficit projected every year, it would be prudent to keep most money in this fund.
- 3. Long Term Fund** - To establish capital growth over the long run this fund should have a more aggressive allocation, with a time of horizon of greater than five years. The objective is growth of the association's assets. A prudent amount of capital risk and volatility is acceptable to achieve long-term growth.

A Prudent Person approach should be utilized. That is to say that discretion in how to invest the Long Term Fund account should be invested only in properly diversified, high quality debt and equity services that a reasonable prudent person seeking growth of capital might buy for his or her own investment. As operating fees are the largest drag on return over the long run, it is the objective of the finance sub-committee to evaluate fees, commissions, and costs annually and structure the investments with the financial advisor to minimize those. Selection of the appropriate investment vehicles should be reviewed at least annually. At this time NVSHP shall not engage in any hedging activities.

## **Recommended Asset Allocation Mix**

Only the Finance sub-committee in conjunction with a financial planner can recommend a change in the asset allocation mixes outside of those in the current policy statement. Any recommended changes must be approved by vote from the entire board of directors.

1. Operating Fund: Operating fund will hold 90-365 days of cash or cash equivalents at any given time. Operating fund shall be used in conjunction with the aforementioned NVSHP credit card. For example, it is reasonable to hold 90 days' cash or cash equivalents in the first 1-2 quarters of the year when transaction activity is lower. When transaction activity is higher during the second half of the year due to obligations generated from the annual meeting, cash in the operating fund can be increased up to 365 day's needs.
2. Short Term fund: Short term fund will hold 25-80% of all remaining assets not commanded by the operating fund (preferably 1-3 years predicted operating expenses).
3. Long Term Fund: will hold all remaining assets no commanded by the short term or operating fund.

If for any reason there are unforeseen and negative changes in U.S or global economic outlook over the long term that create a high level of uncertainty, any and all amounts in the three funds can be moved to cash immediately at the advice of the finance sub-committee in conjunction with a financial planner if it is deemed this is the best strategy for asset preservation.

Initiated: 2013  
Modified: Aug 2017

# ***ASHP House of Delegates***

## ***Background***

As an affiliated state chapter of ASHP, NVSHP is authorized to elect Nevada's representatives to the ASHP House of Delegates (HOD) which convenes each year during the ASHP Annual Meeting.

Nevada allows for two primary delegates and two alternate delegates. One primary delegate is elected each year and alternate delegates are elected every year.

## ***Term***

Each delegate will serve a two year term. One new delegate will be elected each year. This arrangement provides for continuity and facilitates feedback and information exchange with the Board of Directors and the ASHP membership throughout the state.

## ***Time/Travel Requirements***

Several hours are required to read/review material sent by ASHP.

*Must* attend a one-and-a-half day Regional Delegates Conference (RDC) during the first week of May.

Prepare and present a report to the Board of Directors at the May meeting covering discussions at the RDC and a summary of business to be conducted at the HOD.

*Must* attend the ASHP Annual Meeting, usually during the first week of June. Minimum 3-day stay is required as HOD meets on Monday and Wednesday of that week. An Open Hearing on the opening Sunday of the Annual Meeting is an invaluable preparatory session for delegates and should be attended if possible.

## ***Procedure***

On or about October 1<sup>st</sup>, a set of mailing labels should be requested from ASHP's Chapter Services division of the Membership and Organization Liaison Office.

By November 1<sup>st</sup>, "self-nomination" forms should be mailed to all active ASHP members residing in Nevada. Include a cover letter explaining the process and requirements. Each nominee should include a brief biographical statement.

Nominations will be reviewed and evaluated by the Awards and Nominations Committee.

Prepare and mail a ballot of nominees to all active ASHP members using Qualtrics. Software as provided by ASHP.

The Awards and Nominations Committee will tally the votes and send to Secretary for publishing on the website after the first of the year.

If a delegate becomes unable to serve at the RDC meeting, an alternate delegate will replace him/her according to procedures outlined by ASHP. The delegate is responsible for getting into contact with the alternate before the meeting that he/she is unable to attend. NVSHP will provide all Nevada delegates with contact information to ensure communication is possible.

An e-mail will be sent to members prior to the RDC meeting about the issues NVSHP will be discussing and requesting any additional items membership would like us to bring forth.

### ***Travel Expenses and Reimbursement***

NVSHP will reimburse expenses of the credentialed delegates IF THEY ARE ACTIVE MEMBERS OF NVSHP per the approved annual budget allocated by ASHP.

Initiated: 2013  
Modified: Jan 2017



### ***Purpose***

To establish guidelines for maintain NVSHP funds in a checking/savings account as approved by the Board of Directors.

### ***General Guidelines***

Bank accounts are selected by the NVSHP Board with the input from the Treasurer and approved by the Board of Directors.

Treasurer, President, President-Elect and the Secretary will have check-writing authorization. Only one signature is required for check authorization for amounts under \$2,000. Two signatures of those with check-writing authorization are required for amounts greater than or equal to \$2,000. All checks are negotiable for 60 days.

Checking account balances should be minimized and savings account balances maximized to take optimum advantage of income generating potential of NVSHP's cash.

The checking and savings accounts selected should facilitate timely transfers of funds, i.e., use of mail-deposits, withdrawals, (possibly both in same bank), etc.

Payment of all bills takes place by the Treasurer for NVSHP. The bill is reviewed for accuracy and a check or payment is generated. A copy of the bill and check are maintained electronically.

Payments (reimbursements) to the Affiliate officers and members also require a written voucher or invoice detailing all expenses, with supporting documentation when available and appropriate.

The Treasurer reconciles the checking and savings accounts monthly. This includes correlation of the bank statement with the ledger on a monthly basis.

Paid invoices, bank statements and canceled checks, copies of the Treasurer's Monthly Reports and ledger sheets are kept as part of the Affiliate Archives for at least seven years before being destroyed.

Initiated: 2013

## ***Audit***

## ***Policy***

### ***Purpose***

To establish guidelines for audit or review of procedures of NVSHP's financial activity, which is to occur every two years, 6 months prior to the end of the term.

### ***Procedures***

The audit or review of procedures is conducted by a certified public accounting firm that has experience in auditing non-profit organizations. An audit by NVSHP members may be conducted at any time but the finance sub-committee and an ad-hoc affiliate member appointed by the President. The appointed member is to serve as the Chair.

When there is a change in the office of Treasurer, the Treasurer-elect is request to be in attendance whenever there is a meeting of the Audit Committee in order to facilitate clarifications and/or questions.

The audit or review of procedures of the previous year's activity is conducted every two years, 6 months before end of the term when convenient for the CPA firm and the results presented to the Board of Directors at its Strategic Planning meeting.

The treasure schedules the every two year audit or review.

The report of the Audit Committee or the professional auditor is presented to the Board of Directors specifying in detail any observed discrepancies and outlining any recommendations.

Initiated: 2013

## ***Purpose***

To establish guidelines for appropriate reimbursements for reasonable expenses incurred in the performance of NVSHP Board of Directors, committee members or members for voluntary duties.

## ***Reimbursable Expenses***

Reimbursable expenses are expenses incurred in the performance of the official business of NVSHP (e.g. attendance at Board meetings, refreshments for educational sessions, etc.)

## ***General Guidelines***

The treasurer, in preparing the annual budget, attempts to anticipate all expenses of NVSHP including those expenses already addressed by this policy. Input to the budget received from Board members and Committee Chairs, who are then responsible for maintaining expenses within budgeted allowances.

It is the member's responsibility to seek reimbursement of expenses when so desired. Failure to initiate the reimbursement process in a timely manner may result in delay or denial of reimbursement.

Members are urged to submit reimbursement requests as expenses are incurred, rather than saving expense reports for a single submission. It has been customary for members not to request reimbursement for local travel expenses. This gesture is greatly appreciated by NVSHP and its officers.

## ***Authorization for Expense Reimbursement***

Any NVSHP member and/or Board member must fill out an expense form or check request form to be reimbursed. The treasurer will use the above guidelines to determine if the expense will be reimbursed. In the event of a disagreement between the Treasurer and a member, the Board may be called upon to make the final determination.

## ***Expense Categories and Level of Reimbursement***

1. Travel
  - a. Airline ticket
  - b. Overnight accommodations
2. Refreshments for social/education events
3. Supplies for social/educational events

Board members are reimbursed for travel to Board Meetings up to \$250. Carpooling is strongly encouraged.

## ***Stepwise Procedure***

Expense is incurred; member completes Expense form or Check Request form, attaching all receipts for all expenses; member submits forms to NVSHP Treasurer; Treasurer reviews form and determines whether expense is reimbursable; checks for arithmetical errors; mails reimbursement check to member within three weeks of receiving form

Initiated: 2013