

## **Self-Care Therapeutics/ Nonprescription Medicine (SCT/NM) Special Interest Group of the American Association of Colleges of Pharmacy (AACP)**

As of 10/24/2011 Page 1 of 3

### 1.1 Mission

- To facilitate acquisition of self-care knowledge and teaching skills, to share teaching innovations and strategy, and to promote the scholarship of teaching.

### 1.2 Goals

- The primary goal of the SCT/NM SIG is to facilitate faculty exchange of ideas and innovations regarding teaching methodology, experiential education, research and scholarly activities in the self-care arena and to positively impact student learning

### 1.3 Objectives

The goal of the SIG is to assist members to more effectively:

1. Promote the safe, appropriate, effective and economical use of nonprescription drugs
2. Assist in producing optimal therapeutic outcomes by fostering precision in nonprescription drug therapy management, and
3. Foster evolution of highly cognitive, outcomes-oriented pharmaceutical care by maximizing the benefit of nonprescription drug therapy and disease management, while operating to identify, resolve and prevent drug-related problems and therapeutic misadventures.

### 1.4 Eligibility

- Any member of AACP may elect membership in this SIG by indicating where appropriate on the AACP membership application. Only members of the SIG will have voting rights and the right to serve as a SIG officer or SIG committee member.

### 1.5 Membership roster

- Database and listserv will be maintained by AACP

### 1.6 Governance

- Officers of the SIG compose the executive committee and governing body

### 1.7 Officers and terms

- Officers include the Chair, Chair-Elect, Secretary, and Immediate Past-Chair.
- The term of all offices is one year, with the exception of the secretary, whose term will be two years.
- Officers will not be allowed to serve two successive terms in the same capacity for the same office.

### 1.8 Officer duties

#### Chair

- Develop agenda and preside at all scheduled meetings of SIG.
- Oversee activities and provide charge(s) to committees.
- Appoint committee members each July. The chair may appoint a substitute member for an open position prior to term ending.
- Create ad hoc committees when appropriate, assign specific tasks to those committee, determine their makeup, and appoint committee members.
- Request, review and approve funds and expenditures allocated to SIG by AACP and other sponsors.
- Assume office of immediate Past-Chair upon completion of term.

#### Chair-Elect

- Assume all duties of Chair in the event the position opens during term.
- Serve as Chair of program committee and as liaison to self-care / nonprescription related organizations.
- Assume position of Chair when the present Chair's term of office expires.

## **Self-Care Therapeutics/ Nonprescription Medicine (SCT/NM) Special Interest Group of the American Association of Colleges of Pharmacy (AACP)**

As of 10/24/2011 Page 2 of 3

### Secretary

- Record, store and disseminate minutes of SIG business meeting to all officers.
- Establish that a quorum exists at the annual business meeting.
- Summarize SIG's annual business meeting minutes. Disseminate pertinent information to AACP webmaster and other self-care / nonprescription related organizations.
- Serve as Chair of resolutions committee and communicate all resolutions approved by SIG to AACP board, House of Delegates or Bylaws and Policy Development Committee.

### Immediate Past Chair

- Provide continuity and mentorship to leaders in SIG.
- Serve as chair of nominations committee.

### 1.9 Committees

The term for service shall be one year, unless otherwise noted below.

The following are standing committees:

#### Program Committee

- Composed of no fewer than seven committee members including the Chair-Elect who shall serve as Chair. Two additional members may be appointed by Chair.
- Three members will serve for two years and three members for one year for the inaugural year (2007-2008). Each subsequent year, three new committee members will be appointed for a two year term.
- The program committee will develop and implement SIG programming at AACP annual meeting.

#### Nominations Committee

- Composed of no fewer than seven committee members. One member (Chair) will be the Immediate Past Chair. The Chair-Elect is recommended for membership as well.
- Three members will serve for two years and three members for one year for the inaugural year (2007-2008). Each subsequent year, three new committee members will be appointed for a two year term.
- This committee will provide the annual slate of officers, with the exception of secretary (biannually). A biographical sketch will be collected and shared with SIG members prior to distribution of ballots in the Spring.

#### Ad Hoc Committees

- May be assembled upon the recommendation of the Chair for special purposes

#### 1.10 Communication

- Web page – The secretary and program committee chair shall assemble information for the AACP website SIG.
- Newsletter – The nominations committee will be responsible for creating and disseminating an annual newsletter distributed in conjunction with the slate of candidates and annual ballot for election of officers.
- List-serv – Developed by AACP and managed by Chair

#### 1.11 Officer Eligibility

- Any active SIG member is eligible

#### 1.12 Election of Officers

##### Nominations

- Prior to publication of Spring newsletter, the Chair of nominations committee will submit the slate of officers.
- No more than two candidates will be offered per position. A biographical sketch of each candidate will appear in Spring newsletter.

## **Self-Care Therapeutics/ Nonprescription Medicine (SCT/NM) Special Interest Group of the American Association of Colleges of Pharmacy (AACP)**

As of 10/24/2011 Page 3 of 3

### **Ballots**

- Conducted in the Spring and included with newsletter. Instructions will be provided with return mailing to the Secretary. On-line instructions may also be provided.
- The candidate receiving a simple majority of votes will be designated the winner. The slate of officers is then reported to the SIG Chair and AACP by secretary.
- The SIG Chair will then contact the elected officers. Incoming officers will be installed at the annual business meeting.
- If a candidate is unable to assume office or is unable to complete the term for which he/she was elected, the alternative candidate assumes office.

### **1.13 Annual Meeting**

- The SIG conducts official business at its Annual Meeting. Additional meetings may be held without official business matters. All additional meetings should be coordinated through the AACP Executive Vice President.

### **1.14 Quorum**

- Will consist of 10% of membership. It is the duty of secretary to determine if a quorum exists in order to hold business meeting.

### **1.15 Order of Business**

- Call to order
- Approval of minutes
- Secretary report
- Standing committee reports (including all Ad Hoc committees)
- Old business
- New business
- Remarks
- Officer installation
- Adjourn

### **1.16 Policies and Procedures**

The Chair shall evaluate, and approve all expenditures allocated to SIG by AACP or other sponsors

- Receipts and invoices should be furnished for reimbursement for SIG meeting.
- Reconciliation of budget and funds should be completed by Chair at close of each year.
- Resolutions by SIG must circulate among members and be approved by majority vote at business meeting before submission to Bylaws and Policy Development Committee, Board of Directors, or the House of Delegates.
- The SIG bylaws and standing rules may be amended by a proposal in writing at the beginning of annual business meeting under new business. The amendment will be accepted if approved by 2/3 of present voting membership.