

November 2009

NEW DELEGATES OF RECORD

This is the first quarterly bulletin to delegates of record for the 2010 AACP House of Delegates. The House of Delegates will meet during the 2010 AACP Annual Meeting and Seminars, July 10 - 14, in Seattle, Wash. In October, a notification was sent to the deans of member institutions informing them that delegates to the 2010 House of Delegates should ideally be determined by Nov. 20, 2009. This bulletin is being sent to the [current delegates of record](#) based on information received to date from member schools. For those schools not responding to the October notification, the AACP Bylaws stipulate that delegates of record from the previous year's HOD final session continue to serve until successors are appointed or elected. If there is a question about your status as a delegate, please contact [Mark Anderson](#) at AACP. **An important reminder — all delegates must be paid, active members of the Association. Be sure to renew your membership as soon as possible; renewal notices were mailed in the last several weeks. [Staff Contact: [Angie Edwards](#)]**

In addition to the Bulletin, delegates and alternate delegates will also periodically receive a Speaker's Communiqué from AACP Speaker John A. Pieper. One was just sent to the 2009 delegates and alternates to "close the loop" on the work from Boston. A [copy of this communication](#) has been posted for access by the 2010 delegates and alternates as well.

THE ROLE OF THE DELEGATE

Delegates are vital to the effective functioning of AACP. The AACP Board of Directors has adopted the following statement on the role of the Delegate:

"Besides the important role of officially representing either the faculty or the administration of the school during the annual meeting of the House of Delegates, it is the goal of the Board of Directors and the staff to use each delegate as a communication link between the school and the Association throughout the year. This communication is two-way by nature: delegates will receive bulletins, Association reports and advance mailings from the Association; delegates are expected to share this information with their institutional colleagues, respond to information requests and forward to the Association those pharmaceutical education issues of importance for study and appropriate action."

Consequently, you will find significant information both in this and subsequent bulletins, and in any included attachments, which we urge you to review and share with colleagues at your institution. You are also encouraged to contact the staff at any time with questions or issues of importance to you and your colleagues.

ALTERNATE DELEGATES AND CHANGES IN DELEGATE STATUS

The AACP Bylaws provide a specific procedure to ensure representation in the AACP House of Delegates in the event that the delegates of record cannot participate in the meeting of the House. Each institutional member is entitled to one alternate administrative delegate and one alternate faculty delegate who are authorized to fill in for the delegate(s) of record when necessary. Alternate delegates are selected in the same manner as delegates. It is important that delegates share information and communicate with alternate delegates so that they can move into the delegate role smoothly if necessary. This approach will almost always make the appointment of a "last minute" delegate unnecessary.

There are, of course, rare occasions when neither delegates of record nor alternate delegates of record are able to attend the AACP House of Delegates meeting. The HOD standing rules of procedure provide that **changes can be made in the delegates and/or alternates up to one week preceding the first House session.** For the 2010 House of Delegates, the date all delegate changes must be received by AACP is Friday, July 2, 2010.

HOD Bulletin

November 2009

Notices of delegate changes must be received at AACP by letter, fax or electronic mail from the office of the chief academic officer of the institutional member. Oral telephone notifications cannot be accepted.

2010 HOUSE OF DELEGATES SCHEDULE

The 2010 AACP Annual Meeting and Seminars will be held in Seattle, Wash., July 10 - 14. To facilitate your schedule planning, please be aware of the following activities and times (dates and times subject to change):

Saturday, July 10 – 4:30 p.m.	Delegate Briefing
Sunday, July 11 – 7:00 a.m.	Delegate Sign-In
Sunday, July 11 – 10:00 a.m.	First Session of the House of Delegates
Monday, July 12 – 8:30 a.m.	Special Session: Reports of Standing Committees
Tuesday, July 13 – Noon	Open Hearing: Bylaws and Policy Development Committee
Wednesday, July 14 – 7:30 a.m.	Delegate Sign-In
Wednesday, July 14 – 8:30 a.m.	Final Session of the House of Delegates

Delegates should make return travel arrangements to accommodate this schedule, anticipating that the final session of the House of Delegates will conclude no later than 10:30 a.m.

Finally, the [House of Delegates Rules of Procedure](#) is posted to the AACP Web site for your reference. Please review the Appendix (pages 6-10) for further details on the role and responsibilities of delegates.

ACTIONS OF THE 2009 HOUSE OF DELEGATES

The Final Session of the 2009 House of Delegates occurred on July 22 in Boston, Mass. A complete copy of the [Minutes of the House](#) is posted to the AACP Web site. Actions included:

- Approval of new institutional membership status for College of Notre Dame, Husson University, Regis University and University of New England
- Passage of policy statements
- Archiving policies deemed no longer contemporary for AACP and the Academy
- Amendment of several historical policies

THE 2009-10 ASSOCIATION YEAR — A DELEGATE’S CHECK LIST

Delegates are encouraged to be particularly aware of key events in the Association year that are of interest to all members. Questions about these activities should be directed to the staff member listed.

- **Association Awards** — Announcements made beginning in October called for nominations for AACP’s Robert K. Chalmers Distinguished Pharmacy Educator Award, Volwiler Research Achievement Award and Paul R. Dawson Biotechnology Award. Criteria and procedures for nominations appeared in the *Special Edition of Academic Pharmacy Now* and are also available online under “Career Development.” Delegates are encouraged to promote the Association’s awards programs and assist in identifying and fostering potential nominees at their respective institutions. Submit the dossier via the [online](#) system **no later than Tuesday, Dec. 8, 2009**. [Staff Contact: [Melinda D. Colón](#)]
- **Membership Drive** — Individual membership in AACP is renewed annually and runs from Jan. 1 through Dec. 31. Delegates play a vital role in encouraging AACP membership among faculty, adjunct faculty and graduate students. In addition to subscriptions to the *American Journal of Pharmaceutical Education* and *Academic Pharmacy Now*, and reduced registration fees at AACP meetings, AACP regular members receive the electronic *AACP Roster*, the directory of teaching personnel in colleges and schools of pharmacy, and the electronic *Profile of Pharmacy Faculty*. Membership in AACP also makes one eligible to be considered for AACP’s awards, professional development and grants programs.

The AACP Board of Directors has continued two targeted membership initiatives again this year: a special graduate student membership fee of \$15 and complimentary membership for full-time faculty members during the

HOD Bulletin

November 2009

first year of their first full-time academic appointment in a college or school of pharmacy. An e-mail will be sent to more than 300 first-time faculty informing them of their 2010 AACP complimentary membership. To assure that all eligible faculty benefit from this complimentary membership, we ask that you remind your dean to submit a completed membership application, together with a note verifying eligibility, for all first-time faculty who join the college or school after September 1.

The dues structure for Jan. 1-Dec.31, 2010 are as follows: — \$100/individual; \$150/joint; \$1,600/lifetime.
[Staff Contact: [Angie Edwards](#)]

- **Meetings — Annual and Interim** —The AACP Annual and Interim Meetings are among the major events of the Association year and offer unparalleled professional development opportunities for faculty and administrators. Delegates are encouraged to promote participation in these meetings and to refer colleagues to the Association's publications and Web site for meeting programs and registration details.

The **2010 AACP Interim Meeting** will be held Feb. 7 – 10 at the Crystal Gateway Marriott in Arlington, Va. This year's Interim Meeting, *Patient-centered, Team-based Care: Setting the Standard*, recognizes that even with the uncertainty of what healthcare reform legislation might look like, our faculty and graduates must be equipped to contribute patient care services as part of functional care teams. Hear from new government leaders who will determine the future directions for both public and private sector health programs, including Mary Wakefield, HRSA Administrator, Margaret Hamburg, FDA Commissioner, and Regina Benjamin (invited), US Surgeon General. More information about the Interim Meeting is available on the [AACP Web site](#).

The **2010 AACP Annual Meeting and Seminars**, *Expanding Our Horizons*, will be held July 10 - 14 at the [Sheraton Seattle Hotel and Towers](#). Complete information about the meeting will appear on the [AACP Web site](#) as it becomes available. See notes below regarding calls for abstracts and special sessions. Changes and updates to the program will be made as necessary, so check the site frequently for the most up-to-date information.

A FINAL WORD ABOUT AACP OPPORTUNITIES FOR MEMBERS

Numerous opportunities exist within AACP for faculty and students to enhance and enrich their research, teaching and service activities. This is one of the primary values of Association membership. As a delegate, you are encouraged to be aware of these programs and refer colleagues to the appropriate Association staff listed in the *Roster* for information and assistance. Among the many opportunities for AACP members are:

Call for Special Sessions — All AACP members are invited to submit proposals for 90-minute special sessions for the 2010 AACP Annual Meeting and Seminars. Special sessions are distinct from programs planned by Association units (councils, academic sections, special interest groups). Special session presenters may request their sessions be considered for Continuing Pharmaceutical Education credits. **Proposals must be submitted online by Dec. 14, 2009.**

Committee Volunteers — AACP President-elect Rodney A. Carter will soon issue a call for volunteers for committee service and suggestions for presidential priority issues as he begins to make plans for the 2010-2011 Association year. Please encourage members to take advantage of this opportunity to serve on a committee and have input into the Association's decision making. The ability to volunteer for service and suggest agenda items will be available online and will be announced in December in the *AACP E-lert*.

Call for Research/Education Poster Abstracts — The Educational/Council of Sections (COS) invites all AACP members to submit abstracts of research/education posters for the 2010 AACP Annual Meeting and Seminars. Poster sessions are scheduled for Sunday, July 11 and Monday, July 12. Information can be found in the Nov. 20 edition of the [AACP E-lert](#) and on the [AACP Web site](#). **Deadline for submission is Tuesday, Feb. 16, 2010.**

HOD Bulletin
November 2009

Faculty Leadership Development Program — The Academic Leadership Fellows Program is a yearlong program designed to develop the nation's most promising pharmacy faculty for roles as future leaders in academic pharmacy and higher education. Participants include faculty and administrators from pharmacy colleges and schools. The four-session program includes self-assessment, peer assessment, in-depth leadership development, team building, exploration of legislative and public policy issues critical to pharmaceutical and higher education, administrative competencies development and application of leadership experiences.

The *AACP E-Alert* and Web site contain the calls, criteria and deadline dates for this and other programs throughout the year. Remember, as a delegate, you provide an important communication link between AACP and your institution. Please encourage your colleagues and students to take advantage of the opportunities offered through AACP. Encourage them to read the [AACP E-Alert](#), either in print or on the AACP Web site, and check the Web site on a regular basis for up-to-date information on the Association and its activities and programs.

cc: AACP Board of Directors
2009-10 AACP Bylaws & Policy Development Committee
L.B. Brown, Parliamentarian