

November 2011

## WELCOME NEW DELEGATES!

### NEW DELEGATES OF RECORD

This is the first quarterly bulletin to delegates of record for the 2012 AACP House of Delegates. The House of Delegates will meet during the [2012 AACP Annual Meeting and Seminars](#), July 14 - 18, in Kissimmee, Florida. This bulletin is sent to the [current delegates of record](#) based on information received to date from member schools. Please take a moment to verify the correct delegates are listed for your institution. 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 [Angie Edwards](#) 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.**

In addition to the Bulletin, delegates and alternate delegates will also periodically receive a Speaker's Communiqué from AACP Speaker Cynthia Boyle. Copies of the [Bulletin](#), [Speaker's Communiqué](#) and other materials related to the House of Delegates, including the [Delegates of Record](#) for your institution, are available through the AACP [website](#).

### 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 2012 House of Delegates, the date all delegate changes must be received by AACP is Friday, July 6, 2012. Notices of delegate changes must be received at AACP by electronic mail from the office of the chief academic officer of the institutional member. **Changes will not be allowed on-site.**

### 2012 HOUSE OF DELEGATES SCHEDULE

The 2012 AACP Annual Meeting and Seminars will be held July 14 - 18 in Kissimmee, Florida. To facilitate your schedule planning, please be aware of the following activities and times (dates and times subject to change):

Saturday, July 14 – 4:30 p.m.  
Sunday, July 15 – 7:00 a.m.

Delegate Briefing  
Delegate Sign-In

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Sunday, July 15 – 10:00 a.m.	First Session of the House of Delegates
Monday, July 16 – 8:30 a.m.	Special Session: Reports of Standing Committees
Tuesday, July 17– Noon	Open Hearing: Bylaws and Policy Development Committee
Wednesday, July 18 – 7:30 a.m.	Delegate Sign-In
Wednesday, July 18 – 10:00 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 noon. The [House of Delegates Rules of Procedure](#) are posted to the AACP Website for your reference. The Final Session of the 2011 House of Delegates [Minutes](#) are posted online for your review. Actions included:

- Approval of new institutional memberships
- Passage of policy statements
- Approval of House Rules amendments

**DELEGATE DETAIL**

AACP offers numerous opportunities for faculty and students to enhance and enrich their research, teaching and service activities. Delegates are an important link to highlight key events in the Association’s yearly cycle. For example, you may want to encourage a colleague to run for office or to assure students and faculty are aware of deadlines for abstract submissions or awards nominations. You will serve as a resource to refer colleagues to the appropriate Association staff for information and assistance.

In the Delegate Detail section of each HOD Bulletin, we will spotlight timely AACP information and tools to help you meet your responsibilities as a Delegate.

**DELEGATE DETAIL**

**Update your AACP Member Profile for timely AACP information and resources.**

- Delegates should express to colleagues the importance of maintaining an up-to-date [AACP Member Profile](#) and selecting to receive messages from their respective council, section and/or special interest group listservs.
  - Example: You can request to receive the Council of Deans or Council of Faculty listserv used to deliver AACP Policy and Advocacy Updates, inquiries from Federal agencies, and information requests from the Association staff and the Association’s global network of partners. Sections and SIGs work on discipline or topic areas and solicit input throughout the year for programming, work groups, and committees through their listservs.

**Become an Active AACP member.**

- Update your member profile including contact information and interests,
- Read the AACP E-lert regularly
- Make the AACP website a bookmarked favorite for ease of access to up-to-date information on the Association activities and programs

cc: AACP Board of Directors  
2011-12 AACP Bylaws & Policy Development Committee  
L.B. Brown, Parliamentarian