

 **Technician Committee Meeting Guidelines**

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**USHP Technician Committee Overall Functions**:

* Technician Committee Responsibilities
	+ Responsible to promote and represent technicians and technician students at USHP and in the state of Utah
	+ Participate in other USHP Committees as technician representatives
	+ Attend Technician Committee and support Mid-year, Resident and Annual USHP meetings
	+ Continually strive to increase technician membership and involvement

**USHP Technician Committee Individual Functions:**

* USHP Technician Board Liaison
	+ Attend Technician Committee and USHP Board meetings
		- Appoint another technician committee member to attend USHP Board meetings if unable to attend
	+ Facilitate communication between Technician Committee and the USHP Board
	+ Resource for other Technician Committee members
	+ Assist in finding new technician members to serve on the committee
* Co-chair Year 2
	+ Lead Technician Committee meetings with prepared agenda
	+ Review minutes, then forward to other committee members
	+ Schedule meeting dates & locations with input from co-chair and USHP Board Liaison
	+ Work with local technician schools in Utah - help educate them about USHP
	+ Team with co-chair to update SOP yearly
	+ Assist in finding new technician members to serve on the committee
	+ Manage committee funds and budget throughout the year
* Co-chair Year 1
	+ Attend Technician Committee meetings
	+ Take minutes at the meeting and forward them to 2nd year co-chair to review
	+ Facilitate the Technician Committee meeting in the event the lead chair is not able to attend
	+ Notify committee members of meetings and send out reminders
	+ Assist in finding new technician members to serve on the committee
* Membership Committee Liaison(s)
	+ Attend Membership Committee meetings
	+ Report updates from the meeting to the co-chairs and/or Board liaison
	+ Continually strive to increase and maintain technician members.
* Communications Committee Liaison(s)
	+ Attend Communications Committee meetings
	+ Report updates from the meeting to the co-chairs and/or Board liaison
	+ Help manage technician contact database
	+ Help establish and maintain job email links for local pharmacies
* Advocacy Committee Liaison(s)
	+ Attend Advocacy Committee meetings
	+ Report updates from the meeting to the co-chairs and/or Board liaison
	+ Promote technician advanced roles/responsibilities in our state
	+ Help the Advocacy Committee on various projects (Legislative Day, etc.)
* Program Committee Liaison(s)
	+ Attend Program Committee meetings
	+ Report updates from the meeting to the co-chairs and/or Board liaison
	+ Provide guidance on technician topic for meetings
	+ Provide guidance to the speakers on “technician learning objectives”