

**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”