Dear Dana,

New and with an August 30, 2015 deadline, you or a member of your staff now have the ability to appoint delegates for the 2016 APhA House of Delegates via the online portal through www.pharmacist.com and within your state profile.

Your state pharmacy association plays an integral role in ensuring that the APhA House has broad representation of the profession. We invite you to appoint your year-long delegates (June 1, 2015 - May 31, 2016) using this new online system. Delegates will have opportunities to participate in a variety of policy-related activities leading up the House of Delegates and the APhA Annual Meeting and Exposition, March 4-7, 2016 in Baltimore, Maryland.

Action Steps:

1. Select APhA members in your state to serve as Delegates or Alternate Delegates to the APhA House.

2. Confirm that the appointed member(s) are willing to serve as a Delegate/Alternate Delegate and convey your expectation of their presence at both the Friday, March 4th and Monday, March 7th sessions of the House.

3. Submit the names of your Delegates and Alternate Delegates online through www.pharmacist.com using the (HOD State Administrator’s User Guide).

2016 House of Delegates - Delegate Allocation

Delegate and Alternate Delegate allotments are determined in accordance to the APhA Bylaws. We ask that you, please appoint your Delegates and Alternate Delegates by August 30, 2015.
Your delegate allocation for the 2016 House is:

* 3 Delegates
* 1 Alternate Delegate

Process for Replacing Year-Long Delegates

If a Delegate or Alternate Delegate is unable to attend the 2016 APhA Annual Meeting and Exposition, he or she may be replaced by an APhA member in your state with 30 days' notice prior to the meeting. Be sure to notify the staff of the House of Delegates by email at HOD@aphanet.org to replace a Delegate/Alternate Delegate as soon as possible.

Unfilled Delegate Seats

In accordance to the APhA Bylaws, delegations that have one or more seats unfilled during both House sessions for 3 consecutive years shall have those seats removed from their delegation's allocation. The delegation may petition the Secretary of the House for reappointment of those delegate seats. Tracking of unfilled seats began at the 2014 Annual Meeting of the APhA House of Delegates.

Status Report for Your Delegation: The OR delegation had 0 unfilled seats during both sessions of the 2015 House and 0 unfilled seats during both sessions of the 2014 House.

If you experience any issues accessing or using the online system or need assistance updating your Delegate/Alternate Delegate information, please contact Wendy Gaitwood at (202) 429-7572 or wgaitwood@aphanet.org. In addition, if you have any suggestions on how this process can be improved in the future, please let us know by sending an email to HOD@aphanet.org.

Remember, you can also generate student reports within the same State Administrator profile using the same login. Just click "My Groups" and select the name of your state association, then "View Reports". Use these step by step instructions! You can currently pull a list of active student members in states where we collect state dues and generate a transaction report to correspond with each reimbursement check.

Last year, APhA invested a great deal of time and effort to implement a new Association
Management System to simplify processes and make them accessible 24/7. And earlier this year, your APhA State Administrator Profile was enhanced to offer state executives this capability to "share the load" and grant access to others on your team.

We look forward to your state's full participation at this year's APhA House of Delegates as well as increasing utilization of APhA's new online functionality!

Sincerely,

[TomMenighan]

Thomas E. Menighan, BSPharm, MBA, ScD (Hon), FAPhA
Secretary, APhA House of Delegates
APhA Executive Vice President & Chief Executive Officer

Theresa Tolle, BSPharm, FAPhA
Speaker, APhA House of Delegates

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— Attachments: ——

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