

Hematopoietic Cell Transplantation Pharmacy Special Interest Group

Charter

A. Purpose

The Hematopoietic Cell Transplantation (HCT) Pharmacy Special Interest Group (SIG) provides leadership for pharmacists within the American Society for Blood and Marrow Transplantation (ASBMT) and facilitates pharmacist representation on ASBMT committees, as appropriate.

B. Membership

Membership in the Pharmacy SIG is open to any ASBMT member. It is expected that those most likely to join will be pharmacists who are Affiliate Members of the Society who work or have worked within a bone marrow/stem cell transplant program of a hospital, medical center or health care system.

C. Steering Committee

The Pharmacy SIG will have a Steering Committee in accordance with ASBMT Bylaws that represents the interests of HCT pharmacists.

1. Membership

- a) *Number of Members.* Membership will consist of no fewer than three, nor no more than seven individuals.
- b) *Term of Members.* Two-year term.
- c) *Overlap of Terms.* Terms of members will overlap. Members will rotate off in a manner that achieves continuity.
- d) *Term Start/Stop.* Terms will begin and end at the Tandem BMT annual meetings.
- e) *Composition:* Steering Committee members must be pharmacist members of the ASBMT Pharmacy SIG. Diverse representation is preferred (geographic, areas of expertise, size of program, and type of program). No more than two members from the same institution can serve on the Steering Committee at a given time.

2. Leadership

- a) The leadership of the Steering Committee will be a Chair, Chair-Elect and Immediate-Past Chair.
- b) Term of Chair: One year.
- c) Term of Chair-Elect: One year.
- d) Term of Immediate-Past Chair: One year.

3. Member Responsibilities

- a) Participate on Steering Committee conference calls.

- b) Serve as Steering Committee liaison to SIG working committees and ASBMT committees and routinely report back to SIG on work of those committees.
- c) Complete committee assignments.
- d) Actively engage Pharmacy SIG members in communications of SIG activities and engage with SIG members regarding updates on Steering Committee and Subcommittee activities.

4. Member Selection Process

- a) *Candidates.* Any pharmacist who is a member of the ASBMT Pharmacy SIG is eligible to serve on the Steering Committee. Pharmacists in the BMT community will be notified of upcoming vacancies.
 - i. Interested candidates must complete and submit an ASBMT Pharmacy SIG Committee Nomination Form and a recent copy of their CV by the end of September of each year in order to be considered.
- a) *Re-Appointments.* Current Steering Committee members interested in re-appointment must also notify the Committee by the end of September of each year. As noted, an existing member may serve a second consecutive term only in the event that no other qualified individuals are nominated.
- b) *Nominating Committee.* Appointments to the Steering Committee will be nominated by the current voting members of the Steering Committee. The Steering Committee will review the completed Committee Nomination Forms and CVs of interested candidates during October of each year and will vote to decide on nominees. Nominees for Steering Committee membership must provide full disclosure of potential conflicts of interest prior to appointment to the Committee.
- c) *Nominations.* The Steering Committee Chair will notify the Executive Director to the ASBMT President of the selected nominees to the ASBMT Pharmacy SIG Steering Committee by the end of November each year. Members of the Pharmacy SIG Steering Committee are officially appointed by the ASBMT Board of Directors.

D. Working Committees

Working committees will be determined by the Steering Committee to accomplish work of the SIG. These committees shall be evaluated by the Steering Committee annually. Members of the working committees must be members of the ASBMT Pharmacy SIG.

Each working committee will have its own separate Charter.

1. Membership

- a) *Number of Members.* Membership will consist of no fewer than three individuals. The total number of members of each working committee will depend on the workload required. The committee should have an odd number of voting members if possible.
- b) *Term of Members.* Two-year term. An existing member may serve a second consecutive term only in the event that no other qualified individuals apply.
- c) *Overlap of Terms.* Terms of members will overlap. Members will rotate off in a manner that achieves continuity.

- d) *Term Start/Stop.* Terms will begin and end during the first quarter annually.
- e) *Composition:* Working committee members must be members of the ASBMT Pharmacy SIG. Diverse representation is preferred (geographic, areas of expertise, size of program, and type of program). No more than two members from the same institution can serve on a given working committee at a given time. A working committee member may serve on no more than 2 working committees during any given year. Steering committee members may serve on working committees. Volunteers may also be appointed to help with the working committees. Volunteers will serve in a non-voting capacity and will assist with projects assigned by the working committee leadership.
 - i. Non-pharmacist members of the ASBMT Pharmacy SIG may serve on ASBMT Pharmacy SIG working committees in a non-voting capacity only. Voting working committee members must be pharmacist members of the ASBMT Pharmacy SIG.

2. Leadership

- a) The leadership of each working committee will be a Chair, Chair-Elect and Immediate-Past Chair.
- b) Term of Chair: One year.
- c) Term of Chair-Elect: One year.
- d) Term of Immediate-Past Chair: One year.

3. Member Responsibilities

- a) Participate on working committee conference calls.
- b) Working committee Chairs will routinely report back to Steering Committee on status of their committee's initiatives.
- c) Complete committee assignments.

4. Member Selection Process

- a) *Candidates.* Any member of the ASBMT Pharmacy SIG is eligible to serve on a working committee. Pharmacists in the BMT community as well as all current members of the ASBMT Pharmacy SIG will be notified of upcoming vacancies by the Steering Committee.
 - i. Interested candidates must complete and submit an ASBMT Pharmacy SIG Committee Nomination Form and a recent copy of their CV by a deadline (pre-determined by the Steering Committee) each year to be considered.
 - ii. Candidates for working committee membership must provide full disclosure of potential conflicts of interest prior to appointment to the committee(s).
- b) *Re-Appointments.* Current Working Committee members interested in re-appointment must also notify the Steering Committee by a deadline pre-determined by the Steering Committee each year. As noted, an existing member may serve a second consecutive term only in the event that no other qualified individuals are nominated.
- c) *Appointing Committee.* Appointments to the working committees will be determined by the current voting members of the Steering Committee. The Steering Committee will review the completed Committee Nomination Forms and CVs of interested candidates annually and will appoint candidates to one or more working committees.

E. Liaisons to ASBMT Committees

1. Steering Committee members may be liaisons to ASBMT committees. The Steering Committee may be requested by the ASBMT Executive Director to recommend a member to an ASBMT committee. The Steering Committee may recommend a non-Steering Committee member to participate on an ASBMT committee due to their expertise, interest or capacity. Non-Steering Committee SIG members in an ASBMT committee liaison role will be expected to report back to the Steering Committee about the activities of the ASBMT Committee.
2. Individuals nominated by the Steering Committee to serve on an ASBMT committee are appointed by the ASBMT Board of Directors.

F. Reports to the Board of Directors

The Chair of the Pharmacy SIG Steering Committee will submit a report of its activities to the annual meeting of the ASBMT Board of Directors and to additional meetings as needed or as requested by the Board.