



USP Convention Member Organization and Delegate Responsibilities

Understand USP's purpose and value to the public health.

Your foremost responsibility as a USP member is to fully understand USP's mission, vision, and Strategic Plan, and to become familiar with the programs and activities that support our mission. USP will provide opportunities for you to learn about its work through member memoranda, newsletters, and reports. It is incumbent upon you to stay updated through these communications

Make a connection with your organization's work.

Related to developing an understanding of USP, you should seek to identify areas and programs where your organization and USP share a common purpose or interests, such as quality product standards (medicines, dietary supplements, and foods), practice standards, patient safety, and global public health initiatives. Then, as these programs develop, keep USP informed of ways in which our organizations might collaborate or complement each other's work.

Inform the constituency you represent.

You are also expected to endeavor to educate your organizational leadership and constituents about USP, and to keep colleagues updated on the various and relevant programs and services USP provides and the work it is doing.

Provide your viewpoint.

When USP requests feedback on its initiatives, standards, and/or processes, members should make every effort to provide their organizational viewpoint and respond in a timely fashion.

Serve when asked.

Occasionally, members may be asked to serve on a USP Convention committee. Although it can sometimes be difficult to predict the time commitment needed for each such request, USP will attempt to estimate it. To the extent possible, delegates or other representatives from the member organization should agree to participate when asked.

Be prepared to execute your governance responsibility.

As the five-year meeting of the USP Convention approaches, delegates receive important communications intended to prepare them to execute their critical governance responsibilities. Among these are proposed amendments to the USP Constitution and Bylaws; a call for resolutions and subsequent resolutions proposals; and nominee information for election of the Council of Experts, Convention Officers, and Trustees. You should review/understand the material and be prepared to vote at the meeting. Additionally, delegates should select alternates to act on behalf of the organization if the delegate is absent.

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