

## Ontario Branch Council Terms of Reference

### TERMS OF REFERENCE

#### NATIONAL DELEGATE

Revised: March 2025

---

<b>Position:</b>	National Delegate
<b>Term:</b>	3 years A Delegate can serve for a maximum of six (6) consecutive years
<b>Portfolio:</b>	CSHP National
<b>Status:</b>	Voting
<b>Committee:</b>	Executive
<b>Responsible to:</b>	Council
<b>Support:</b>	CSHP National, Exec, OB Admin

### COMPOSITION:

---

The National Delegate is an elected officer of the Branch, along with the President, Past-President, President-Elect, and Treasurer. This Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

The National Delegate serves as an elected member of the CSHP-OB Council and Executive for a 3-year term. This is an ELECTED position ratified at the Annual General Meeting in November. The National Delegate acts as one voting member of the OB Branch Council as well as on the National Board. The Board manages or supervises the management of the activities and affairs of CSHP, and is composed of Branch Delegates from each Branch.

### DUTIES:

#### Responsibilities to the CSHP National Board:

- Support the implementation of the CSHP Mission, Vision, Values and Strategic Plan
- Attend National Board Meetings as scheduled
  - o Two meetings usually held in person, Spring (Ottawa) and Fall (rotating province); these meetings last 2.5 days; travel expenses are covered by CSHP National + CSHP OB
  - o Two meetings held virtually in January and June; these meetings are 2 – 3 hour duration

- Submit a National Delegate report from the OB for the Spring and Fall meetings, bringing forward any recommendations from the Branch for the Board to consider.
- Review National Board meeting Agenda materials 1 week prior to the meeting; consult OB Executive on any matters pertaining to the OB where feedback is needed prior to participating in the Board discussion
- Participate as a Board Delegate on at least one CSHP National Committee or Task Force
- Ensure that all CSHP guidelines/statements under review are addressed by the Branch
- Act as a liaison between CSHP National staff and CSHP OB for any initiatives or contracts e.g. identify subject matter experts within the Branch, act as point of contact at the Branch for any discussions on whether to join group buying contracts offered by National (i.e. RxFiles, Zoom).

#### **Responsibilities to the CSHP OB Council**

- Attend monthly CSHP OB Executive Committee meetings; support the CSHP OB Executive portfolios, act as a liaison to CSHP National for information and support; bring relevant information from the CSHP National Board back to the CSHP OB Executive Committee for discussion, feedback or action
- Attend CSHP OB Council meetings four times yearly
  - o Two full-day meetings in Spring and Fall
  - o Two 2-hour meetings in Summer and Winter
- Submit a National Delegate report from the National for the Spring and Fall Council meetings; Ensure that all relevant National issues are put on Branch agenda
- Attend CSHP OB AGM and provide an update from National for OB members
- Write an Update from National report for the Hospital Pharmacy in Ontario newsletter twice yearly, after the in-person Board meetings

#### **Coordinate nominations from the Branch for National awards (e.g. Distinguished Service Award, etc.)**

- Support Membership recruitment and initiatives at the Branch level; attend events representing CSHP OB when required

#### **FINANCIAL RESPONSIBILITY**

---

1. Communicate any relevant financial matters to either CSHP-OB or CSHP National as appropriate.
2. Provide the CSHP OB Treasurer with updates on upcoming National Delegate travel for the year during the annual budget planning for the Branch.
3. Act as liaison to CSHP National for the Branch to identify opportunities to benefit from corporate services or other group contracts coordinated by National.

## TRANSITION

---

The National Delegate is asked to identify potential replacements for the position for Council review and recruit appropriate individual pending OB Council approval.

New delegates attend an online Board orientation session prior to the Fall meeting.

The current and incoming National Delegate attend CSHP National Fall Board meetings, for onboarding and orientation to the Board role.

New delegates are assigned a “Board Buddy”, an experienced Board Delegate from another province, who can be a resource for questions going forward.

## APPENDIX

CSHP Ontario Branch Executive Portfolios include the following:

### 1. Internal Portfolio

- a. Chapter Chairs
- b. Communications Committee
- c. Primary Care Chair

### 2. External Portfolio

- a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, OCP, etc)
- b. Council Liaisons

### 3. Vision Portfolio

- a. Education Committee
- b. Strategic Planning
- c. Nominating Committee (past president in Chair position)
- d. Membership Committee
- e. Awards Committee