



## Foundation Board Member Responsibilities

### All Trustees

- Contribute to the development and implementation of the CSHP Foundation strategic plan.
- Oversee and monitor the Foundation's annual budget.
- Help to ensure the Foundation's programs are adequately funded through fund-raising strategies targeted at individual CSHP members, CSHP branches, the pharmaceutical industry and other hospital pharmacy-related healthcare companies.
- Oversee the research and education grant and scholarship programs.
- Oversee and support the CSHP Foundation Education Grant and Research Committees.
- Review, discuss and vote on the grant and scholarship award recommendations of the Research Committee and the Education Grant Committee.
- Ensure compliance by grant recipients with the terms of their grant agreements.
- Promote the work of the Foundation to CSHP members and the pharmaceutical industry.
- Provide direction on the ongoing development and use of the Foundation's website to advertise and promote the work of the CSHP Foundation.
- Attend approximately six electronic meetings per year. In-person meetings may be called from time to time.
- Time commitment: Trustees, 2-3 hours per month; Chairs, 4-5 hours per week.

In addition to the above, the following responsibilities apply to a particular category of Trustee.

### Pharmacist and Pharmacy Technician Trustees

- Provide professional expertise and guidance, with a focus on research and education grant and scholarship programs for pharmacists and pharmacy technicians in hospitals or other collaborative practice settings.
- Encourage relationships with pharmaceutical industry partners to support fundraising initiatives of the CSHP Foundation.
- Consider leading the Board as Chair for two years during the six-year term.
- Act as a Foundation liaison with members of the trustee's provincial branch and, whenever possible, with CSHP members at large.

### Industry Trustees

- Provide expertise and guidance to the Board on building and maintaining mutually beneficial relationships with the pharmaceutical companies.

### Public Member Trustees

- Provide expertise and guidance to the Board on promoting the Foundation's activity to CSHP members and the pharmaceutical industry.