

## **Awards Committee**

### **PURPOSE:**

To develop, coordinate and grant the Branch Awards program, and nominate Branch members for any applicable National Awards.

**AUTHORITY:** Branch Council

### **COMPOSITION:**

#### Senior Chair:

- The Awards Committee Senior Chair is appointed and re-appointed by the Branch Council following the AGM.

*Terms of Office:* 3 years maximum.

#### Junior Chair

- The Awards Committee Junior Chair is appointed and re-appointed by the Senior Committee Chair before the AGM. A Junior Chair is in place at all times, with the expectation that the Junior Chair will assume the role of Senior Chair when the current Chair steps down.

*Terms of Office:* 3 years maximum.

#### Committee Members:

- Committee members are appointed by the Committee Chairs.
- Should include representation from all geographic areas, whenever possible.
- Should include at least one member from a small hospital, and one member from a paediatric specialty site (IWK).
- For succession planning, should include at least one new member or one member with no previous CSHP Committee or task force experience each year.
- Should include one student member.

*Terms of Office:* 7 years maximum.

The Chair and Committee members must all be CSHP members.

### **BUDGET:**

Routine income and expenses incurred in the normal operation of the Committee are included in the annual CSHP NS Branch budget. This includes funding for awards and the annual awards dinner/reception.



### **SCHEDULING:**

Meetings will be called by the Chair as needed according to an established timeline. The work of the Committee will be conducted by email, teleconference and face-to-face meetings. Meeting frequency will be determined by the Chair and will occur a minimum of 4 times per year. See **Appendix** for Target Dates.

### **The Committee shall:**

1. Conduct activities according to the established policies and procedures, including CSHP Conflict of Interest Policy, Branding Policy, Privacy Policy, and Branch Corporate Sponsorship Policy.
2. Complete a Conflict of Interest Disclosure form annually and forward a copy to the Committee Chair.
3. Develop and update criteria for Branch Awards.
4. Obtain approval of Council for all new awards and selection guidelines.
5. Select the adjudicators for the Hospital Pharmacy Residency Award in conjunction with the NB Branch.
6. Disseminate awards criteria and application forms to NS Branch CSHP members.
7. Select award recipients.
8. Make arrangements for the presentations of the Branch Awards at the annual Awards Dinner.
9. Organize the annual Awards Dinner and prepare the program for the Branch Awards Ceremony.

### **The Committee Chairs shall:**

1. Complete a Conflict of Interest Disclosure Form annually and forward a copy to the Branch Secretary.
2. Ensure all Committee members complete a Conflict of Interest Disclosure form annually and retain this documentation for Committee records.
3. Ensure all Committee members are aware of the terms of reference and objectives for the year.

4. Provide any Committee member with Branch or National policies/procedures on request.
5. Review CSHP National's volunteer list annually for members interested in joining the Committee and recruit additional members as required.
6. Maintain electronic documentation of Committee membership and associated relevant dates (e.g., Committee member join date, number of years as Chairperson, etc.). Ensure adherence to Committee membership terms of office whenever possible. All documentation should be passed on to the incoming Chairperson for continuity.
7. Hold a minimum of 4 meetings annually.
8. Correspond on matters related to the development, coordination and granting of Branch awards and nomination of Branch members for any applicable National awards.
9. Report or provide to Branch Council on request: a) Award Committee initiatives and activities; b) meeting minutes; c) verbal or written progress reports.
10. Attend general meetings and AGM, whenever possible.
11. Submit information to the Branch website co-ordinator to post in the Awards section of the Branch website. Review the Awards section annually and submit suggestions for improvement to the Branch website co-ordinator as deemed necessary.
12. Submit all files/electronic files, binders pertaining to the Committee to the incoming Chair and review all pertinent data.
13. Work with Committee members to appoint a Junior Committee Chair that will facilitate succession planning. The Junior Chair will aid the Senior Chair in education event planning and will be expected to eventually assume the duties of Senior Chair.
14. The Senior Chair will be expected to remain as a Committee member for a minimum of one year following their term in an advisory capacity.
15. Whenever possible, the Senior Chair will notify Committee members and the Council liaison of intention to resign as Chair no less than 3 months prior to resignation date. The acting Junior Chair will be expected to assume the role of Senior Chair at this time. If this is not possible, the Senior Chair should attempt to identify a successor from within the existing Committee.

16. Ensure review of the current Committee terms of reference and submit proposed revisions to the Past President no later than October 15<sup>th</sup> of each year.
17. Ensure adherence to approved Awards Committee budget and submit budget to the Branch Treasurer 6 weeks prior to the AGM or upon the Treasurer's request.
18. Prepare and submit a written annual report for the AGM to the Secretary no less than 1 (one) week prior to the date of the AGM.
19. Liaise with Treasurer to determine status of receipts and expenses in the name of the Awards Committee a minimum of twice yearly and follow up with sponsors or award recipients as required.
20. Liaise with Branch Council and the Education Committee to determine timing and location of CE events that are in conjunction with general meetings or annual awards dinner.
21. Liaise with Membership Committee to determine if there will be a membership draw and whether there are any twenty year members to be recognized at the annual awards dinner.



Appendix: **TARGET DATES**

- September** Review Committee Terms of Reference with Committee members  
Review volunteer lists  
Complete Conflict of Interest forms
- October** Coordinate Hospital Pharmacy Residency Award:  
a) obtain reports from adjudicators  
-select Residency Award Recipient  
b) inform residents of results and send them adjudicators comments  
c) send 'thank you' to adjudicators  
d) inform College of Pharmacy and Residency Directors  
e) inform Chairperson CSHP Awards Committee NB Branch (re recognition status)  
f) send title of recipient's project, name to appear on memento, and recipient's mailing address to CSHP National Office (Colleen Drake) by December 1  
g) notify Treasurer, NS Branch, of award recipient.
- Notify National of Fresenius Kabi Continuing Education Grant winners and conference they are attending by Nov. 1  
Contact Fresenius Kabi re: funding of the Past President's Award
- Send all other corporate sponsors of continuing education grants (e.g. TEVA, Sandoz) a letter and invoice  
Contact Treasurer with list of anticipated cheques and amounts  
Submit changes to terms of reference to Branch Past-President
- January/  
February** Review/revise existing criteria and application forms  
Create new awards as needed.  
Select venue for Awards Dinner
- March** Submit budget to Treasurer
- Contact involved pharmacy industry representatives re: date and location of Awards Dinner (Fresenius Kabi, Teva).
- If Hospital Pharmacy Residency Award winner is going to be present, invite local Pfizer representative.
- Prepare awards e-mail (awards letter and table) six weeks prior to Branch AGM/Awards Dinner.  
Forward current Branch Award criteria and application forms to Branch website coordinator for posting
- Email residents and Residency Coordinators re. Hospital Pharmacy Residency Award (deadline Aug 1)



- April**      Select adjudicators from NB and NS for Hospital Pharmacy Residency Award (2 per province) in consultation with NB Branch  
Submit annual report to Secretary
- Prepare for Awards Event  
Choose award recipients and notify if necessary  
Prepare program for awards  
Buy awards (submit original receipts using NS Branch Expense Claim Form to NS Branch Treasurer)  
Engrave plaques  
Arrange presenters/emcee/photographer  
Print parchments for Gail McGlynn-Tuttle Memorial Practitioner Award, Ann E. O'Toole Pharmacist Award, Dr. J.G. Duff Appreciation Award and Richard Merrett Special Appreciation Award  
Print letter for Teva Education Grant recipient
- Consider potential candidates for various National Awards (see CSHP National website for dates due at National Office):  
a) Isabel E. Stauffer Meritorious Service Award  
b) New Hospital Pharmacy Practitioner Award (due August 31 at National Office)  
c) Distinguished Service Award
- Send a copy of each resident's project to adjudicators
- Contact Branch President to arrange presentation of Sr. Frances de Paul Award at convocation brunch  
a) call Admissions Coordinator at College of Pharmacy to confirm recipient  
b) print parchment and letter for recipient  
c) obtain cheque from Treasurer
- April/May**      Hold annual Awards Dinner  
Acknowledge funding by corporate sponsors  
Send pictures from AGM/Awards Dinner to website coordinator, and provide list of award winners  
Send Treasurer and Award Committee members current year's awards table
- June**      Reconcile "expected funding" with actual funding with Treasurer and contact outstanding companies
- Hold Awards dinner discussion/wrap up