



## **PRESIDENT**

The term of President is one year. The following are the duties and responsibilities of the President.

The President shall:

1. Receive from the out-going President all files pertaining to the office of the President.
2. Enforce the Branch Operating Guidelines.
3. Call all meetings of the Nova Scotia Branch and Branch Council in consultation with the members of the Branch Council, Education Committee and in accordance with the Branch Operating Guidelines.
4. Prepare an agenda for all Branch Council and General Membership Meetings to be passed on to the Secretary ideally no later than seven (7) days prior to the date of such meetings.
5. Preside at meetings of the Branch Council and of the General Membership.
6. Ascertain that the duties of the Branch Council positions, Committee Chairpersons, and Chapter Chairpersons, if applicable, as well as the objectives of the Branch Council are carried out in accordance with their respective terms of reference.
7. Ensure that there is a Chairperson for each standing and special Committee of the Branch at the first Branch Council Meeting, following the AGM, in consultation with the members of the Branch Council.
8. Appoint Branch Council Committee liaisons for each standing and special Committee of the Branch at the first Branch Council Meeting, following the AGM.
9. Ensure that each Committee Chairperson receives a copy of and understands the terms of reference for the Committee before the first General Meeting following the AGM.
10. Maintain a strong liaison with chapters of the Branch if applicable, and other professional organizations such as the Nova Scotia College of Pharmacists, the Pharmacy Association of Nova Scotia, and the New Brunswick and PEI Branches of the Canadian Society of Hospital Pharmacists.
11. Prepare and submit an annual President's Report no later than one (1) week prior to the date of the AGM.
12. Review Conflict of Interest forms annually after the Branch AGM and inform the Executive Assistant to the CSHP Executive Director of the presence or absence of any conflicts.
13. Represent the Nova Scotia Branch on all occasions when asked to do so by other organizations.
14. Forward a copy of all significant correspondence to the Secretary.

**PRESIDENT cont'd.**

15. With the approval of the Branch Council, set the goals and objectives of the Branch, at the first Branch Council meeting of the year. These goals and objectives will take into consideration the national strategic plan.
13. Ensure that yearly objectives are established for each Committee of the Branch, as applicable.
14. Encourage participation of all Branch members in Branch committee activities as well as General Meetings.
15. Attend the Annual General Meeting of CSHP National. The Branch is responsible for the President's expenses to attend the Annual Meeting, with the exception of registration which is covered by National.
16. Organize a strategic planning session involving all incoming, current and outgoing Chapter Chairpersons if applicable, Committee Chairpersons, and Branch Council if deemed appropriate by Branch Council, for the year following the National Strategic Planning Session that occurs every 3 years.
17. Attend one Chapter Meeting during the year, if applicable.
18. Prepare and send thank you letters to all outgoing Executive members, committee chairs, coordinators and appointed representatives. Copy the letter of appreciation to their manager, program director, or hospital CEO outlining the benefits of staff participation in CSHP. This should be done immediately after the AGM in which you assume the office of President.
19. Provide materials to the Website Coordinator for posting to the Branch Website (e.g., recognizing member achievements).
20. Submit all files pertaining to the office of the President to the incoming President and review and discuss all pertinent data with the incoming President upon termination of the duties of office.
21. Review current terms of reference governing the position and suggest revisions to the Secretary. This should occur with each changeover of the position.