



**Canadian Society of Hospital Pharmacists  
Ontario Branch  
Council Terms of Reference**

**AWARDS COMMITTEE CO-CHAIRS****TERMS OF REFERENCE****Revised: February 2019****Revised: November 2020****TERM:**

Position:	Awards Committee Co-Chairs
Term:	3 years
Status:	Non-Voting
Committee:	Maintained by Chairs
Responsible to:	Vision Portfolio
Support:	Vision Portfolio Exec, OB Admin

**COMPOSITION:**

This position is appointed by Council or may be nominated by the Awards Committee for approval by Council. The Chairs shall maintain an Awards Committee consisting of a minimum of 5 members. Committee members are appointed by the Committee Co-chairs. The Committee Co-chairs and members must be active CSHP members.

Committee members are actively practicing pharmacists in hospital practice or will have had experience in hospital practice. They may be currently employed in other practice settings such as industry, government, administration or education. New CSHP members are acceptable as long as there are other members with more experience to act as mentors. One student representative will be appointed to the committee from each school of pharmacy.

The Awards Committee shall:

- Promote the interest and submissions for the awards offered by the OB Branch to its members.
- Participate in the judging of the award submissions.
- Participate in judging of BC Branch Literary Awards.
- Identify new awards and sponsors to reflect the accomplishments of OB members.

Executive Portfolios include the following:

1. Internal Portfolio
  - a. Chapter Chairs
  - b. Communications Committee
  - c. Primary Care Committee
2. External Portfolio





- a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, OCP, etc) \* See below for full name of these acronyms
  - b. Council Liaisons
3. Vision Portfolio
- a. Education Committee
  - b. Ontario Hospital Pharmacy Management Seminar (OHPMS)
  - c. Strategic Planning
  - d. Nominating Committee (past president in Chair position)
  - e. Membership Committee
  - f. Awards Committee

#### **DUTIES OF THE CHAIRS:**

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1. Serve as a member of the Council
  - Attend all meetings and provide up to date portfolio reports. Co-Chairs are asked to attend on a rotational basis.
  - Provide committee update reports for each in-person Council Meeting.
  - Review CSHP Ontario Branch (OB) Procedure Manual for general operating procedures.
  - Review annually the committee's goals and objectives and discuss/re-evaluate them with the Executive Liaison.
2. Oversee promotion of OB Awards Program via email campaigns and website content.
3. Coordinate judging of award submissions
4. Communicate with internal and external stakeholders regarding awards, including financial aspects
5. Assume responsibility for recruitment of ad-hoc judges (CSHP members) for awards that will be offered throughout the year. It is recommended that judges represent all Health Authorities if possible.
6. Oversee the planning and implementation of the Annual Awards Banquet.
7. Support Communication Committee by:
  - Providing winner names and photos for winter edition (January) of HPO.
  - Providing content to promote award submissions
8. Promote and support CSHP Ontario Branch to members and colleagues.

#### **Meeting Frequency:**

- Meetings will be held at the discretion of the Awards Committee Co-chairs and may include just the chairs or full committee.
- Meetings can be face-to-face, via teleconference or email.
- Suggested meetings include:
  - One meeting at the beginning of the year to review awards and update "Call for Awards" document.
  - Another meeting while the Call for Awards is out to review number of submissions received and if changes are required.
  - Another meeting once the call for awards deadline has passed to review submissions and decide on judging of awards.





### **FINANCIAL RESPONSIBILITY**

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Ensure all awards are sponsored and approach OB Executive for options if any are not sponsored. Monitor and maintain Awards Banquet budget (based on Operating Budget) and make decisions accordingly.

### **GUIDELINES FOR AWARDS**

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One framed certificate will be issued per award. Up to three individual names can be made on one certificate. This will be at the discretion of the award applicant(s) and reviewed by the Awards Committee CO-chairs. All listed award recipients MUST be CSHP members.

There will be one complimentary awards night registration per award. It is up to award submitters to determine who will attend the ceremony to receive the award. Additional attendees will be responsible for registration costs.

### **TRANSITION FOR NEW CHAIRS**

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The outgoing Chair will recruit a replacement Chair and assist in transition of duties. At end-of term the Awards Chair ensures there is completion of duties and smooth carry over for the incoming Chair and will continue to act in an advisory capacity to the Award Chair in the year following term of office.

\* Ontario Pharmacists Association (OPA); Ontario Hospital Association (OHA); Ontario College of Pharmacists (OCP)

