



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

MEMBERSHIP COMMITTEE

TERMS OF REFERENCE

Revised: January 2018

Included:

APPENDIX A: BRANCH RECRUITMENT TEMPLATE

APPENDIX B: BRANCH RECRUITMENT LETTER TEMPLATE_NEW MEMBERS_JULY 2016

APPENDIX C: LETS STAY CONNECTED-POSTCARD-F-2016

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APPENDIX E: THERES ALWAYS MORE TO LEARN-POSTCARD-F-2016

TERM:

Position:	Membership Chair
Term:	3 year – option to renew for one additional term
Portfolio:	Internal
Status:	Non-Voting
Committee:	Minimum of two members, 1 rep each from U of T, UW, OPRA, nominated by their respective organizations
Responsible to:	Council
Support:	Internal, Exec, OB Admin

COMPOSITION:

The Membership Chair and committee members will be an active CSHP members in good-standing.

The committee should be composed of members who reflect different hospital practice settings and include student/resident representation. Members are actively practicing pharmacists in hospital practice or will have had experience in hospital practice.

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

DUTIES OF THE CHAIR:

It is the responsibility of the Membership Chair to oversee all ON Branch-related member maintenance and recruiting activities. The Membership Chair strives to ensure that CSHP members are engaged, proactive and represent a high percentage of practicing hospital pharmacists in Ontario.

The Membership Committee is responsible for

- Planning the membership recruitment program for the branch, including proposals for:
 - attracting new CSHP members
 - retaining existing CSHP members
- To increase awareness of CSHP benefits, activities and events among CSHP members.
- To promote the benefits of CSHP membership to hospital pharmacists throughout ON.

1. *Serve as a member of the Council.*

- Attend all meetings and provide up to date portfolio reports that include:
 - Branch membership statistic report, highlighting any membership concerns and including the names of new members.
 - Report of membership initiatives and activities.
 - Information about CSHP National's membership drives.
- Serve as member on Branch committees and/or task forces as requested
- Work with OB Executive to provide a summary of meeting highlights from the Mid-Term Council and Joint Council Meetings in the HPO and on website

2. *Liase with Chapter Chair to promote CSHP benefits, activities and events to all hospital pharmacists.*

- Provide CSHP membership print materials for distribution at chapter events.
- Ensure CSHP membership applications are available at all Chapter and Branch events.
- Conduct a lapsed membership drive based on the lapsed membership list from CSHP National Office
- Participate in Chapter Chair meetings to ensure good communication and linkages.
- Maintain welcome package for chapter chairs

3. *Liase with Communication Chair to promote CSHP benefits, activities and events to all hospital pharmacists.*

- Publicize new members in the HPO.
- Highlight member benefits in HPO.





4. Liaise with Student OB Council Reps

- Develop and maintain a list of potential local attendees for student events
- Develop and maintain a timeline of student events
- Ensure OB Council member attendance at white coat ceremonies
- Participate in branch activities that create opportunities for membership recruitment, eg CSHP/CAPSI 2nd Year Student Symposium and hospital site visits.
- Promote Ontario Branch to University of Toronto, Faculty of Pharmacy students and to the University of Waterloo School of Pharmacy and solicit student membership

FINANCIAL RESPONSIBILITY

Membership is the primary revenue source for the Ontario Branch. The Membership Chair is responsible for ensuring that revenue targets are achieved and/or identify actions to address any shortfalls.

TRANSITION

1. When transitioning out of the role, Chairs are asked to recruit a replacement Chair.
2. Provide incoming Chair with Terms of Reference to outline the position and responsibilities.
3. Support new co-chair during transition and inform on current OB initiatives.





APPENDIX A: BRANCH RECRUITMENT TEMPLATE

[Date]

Dear colleague,

As a pharmacist, you bring valuable skills to your healthcare team and provide essential services to patients and their families. You can take your professional development to the next level by joining the Canadian Society of Hospital Pharmacists (CSHP), the national association of pharmacists dedicated to advancing pharmacy practice in hospitals and other collaborative healthcare settings across Canada.

As a member of CSHP, you will contribute to a dynamic organization of more than 3,000 pharmacy colleagues. You will have access to resources and opportunities that will enhance your career and help to impact the direction of healthcare in Canada.

Take advantage of these exclusive member benefits:

- participate in CSHP's new program, [Excellence in Hospital Pharmacy](#)
- connect with other pharmacists in your clinical areas of interest via the Pharmacy Specialty Networks (PSNs)
- meet your continuing education goals with a variety of CSHP programs, such as educational events, conferences, and webinars
- take advantage of competitively-priced professional malpractice/liability insurance and exclusive discounts on CSHP and ASHP/Pharmaceutical Press products and publications
- learn about Canadian hospital pharmacy research with your complimentary subscription to the *Canadian Journal of Hospital Pharmacy* (CJHP)
- gain professional recognition through our awards, grants, and scholarship programs
- stay current with pharmacy hot topics via CSHP's electronic publications (the eBulletin and eNewsBrief)
- make a difference through volunteer work with CSHP

Please take a moment to complete the enclosed membership application. Become a member of CSHP today – we will strive to exceed your expectations!

Sincerely,
[Branch representative]
[Branch name]





APPENDIX B: BRANCH RECRUITMENT LETTER TEMPLATE_NEW MEMBERS_JULY 2016

[Date]

Dear Colleague,

On behalf of the Board of the Canadian Society of Hospital Pharmacists (CSHP), we welcome you to the organization! You are joining the professional association for pharmacists who practice in hospitals and other collaborative healthcare settings in Canada.

CSHP is a national association with branches across Canada. By signing up with CSHP, you are automatically also a part of the [name of branch]. Check out what is happening in your branch at [branch website]. We invite you to participate in programs at both the national and branch levels.

We invite you to get involved early on and to take advantage of all your privileges, including [the list below may be customized with branch-specific benefits or initiatives]:

- participate in CSHP's new program, [Excellence in Hospital Pharmacy](#)
- Educational events and programs to learn more about the different facets of hospital pharmacy practice
- Networking opportunities with leaders in hospital pharmacy
- Regular updates about CSHP via the eBulletin, emailed to you twice a month
- Access to the [Pharmacy Specialty Networks](#) (networking opportunities with pharmacists and students sharing similar areas of interest) and subscriptions to the *Canadian Journal of Hospital Pharmacy* and CSHP e-Newsbrief
- Dedicated information for students interested in hospital pharmacy and summer hospital job opportunities at our [Students' Corner](#) webpage
- And more!

Please take a moment to complete the enclosed membership application. Become a member of CSHP today – we will strive to exceed your expectations!

Sincerely,



Canadian Society of
Hospital Pharmacists



Société canadienne des
pharmaciens d'hôpitaux



APPENDIX C: LETS STAY CONNECTED-POSTCARD-F-2016

Let's stay connected.

Renew your membership today!

Restons en contact.

Renouvelez votre adhésion dès aujourd'hui!

advocacy
networking
best practices
education
research
recognition



valorisation
réseautage
meilleures pratiques
formation
recherche
reconnaissance

www.cshp.ca



Canadian Society of Hospital Pharmacists
Société canadienne des pharmaciens d'hôpitaux



Ontario Branch/Section de l'Ontario



APPENDIX D: ON BRANCH RENEWAL LETTER TEMPLATE JULY 2016

Dear colleague,

Let's stay connected!

According to our records, you have not yet renewed your Canadian Society of Hospital Pharmacists (CSHP) membership which expired on June 30, 2016. If you have sent in your renewal recently, I would like to thank you and congratulate you for the investment you have made in our profession.

As a hospital pharmacist, you bring valuable skills to your healthcare team and provide essential services to patients and their families. CSHP is your national association, dedicated to advancing hospital pharmacy practice in Canada. By staying connected with CSHP and your hospital colleagues, you can take your professional development to the next level.

As a member of CSHP, you will continue to contribute to a dynamic organization with over 3,000 pharmacy colleagues. You will continue to have access to resources and opportunities that will enhance your career and help to impact the direction of healthcare in Canada.

As a reminder, you can take advantage of these exclusive member benefits:

- participate in CSHP's new program, [Excellence in Hospital Pharmacy](#)
- connect with other pharmacists in your clinical areas of interest via the Pharmacy Specialty Networks (PSNs)
- meet your continuing education goals with a variety of CSHP programs, such as educational events, conferences, and webinars
- take advantage of competitively-priced professional malpractice/liability insurance and exclusive discounts on CSHP and ASHP/Pharmaceutical Press products and publications
- learn about Canadian hospital pharmacy research with your complimentary subscription to the *Canadian Journal of Hospital Pharmacy* (CJHP)
- stay current with pharmacy hot topics via CSHP's electronic publications (the eBulletin and eNewsBrief)

Please take a moment to renew online at my.cshp.ca.

Continue your membership in CSHP today and stay connected. Together we can advance hospital pharmacy in Canada.

Sincerely,





APPENDIX E: THERES ALWAYS MORE TO LEARN-POSTCARD-F-2016

**THERE'S ALWAYS
MORE TO LEARN!**

Renew your membership today

From networking to education, our programs support you in your learning and career development.

**IL Y A TOUJOURS
PLUS À APPRENDRE!**

Renouvelez votre adhésion dès aujourd'hui

Du réseautage à la formation, nos programmes vous donnent une base solide pour continuer votre apprentissage et favoriser votre développement de carrière.

 Canadian Society of Hospital Pharmacists
Société canadienne des pharmaciens d'hôpitaux

