



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

**NATIONAL DELEGATE
TERMS OF REFERENCE**

Revised: April 2021

TERM:

Position:	National Delegate
Term:	3 years
Portfolio:	CSHP National
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

COMPOSITION:

The elected officers of the Branch (President, Past-President, President-Elect, Treasurer and National Delegate) constitute the OB Executive. The Executive Committee is a subgroup of the Council who oversees the activities of CSHP Ontario Branch. The Executive may, subject to the control of Council, manage, operate and govern the Branch. The Executive has the authority to incur obligations and disburse monies subject to Council's approval.

The Delegate serves as the elected member of the CSHP-OB Council and Executive for a 3-year term. This is an ELECTED position ratified at the Annual General Meeting in November. The National Delegate acts as one voting member of the OB Branch Council as well as on the National Board.

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:

The National Delegate attends four National Board meetings scheduled every year (usually two in person (April in Ottawa and October in rotating provinces) and two virtual (January and July)) . In person meetings are usually scheduled for 3 days in duration while virtual meetings are usually about 2 hours in length; both formats require some preparation time prior to the meetings. As a member of the OB Branch Council, the National Delegate would also be expected to attend the monthly Branch Executive Meetings (virtual) and full Council Meetings in the Spring and Fall (usually in person in Toronto). All new delegates are given an orientation on how the National Board works and operates and there are scheduled Board development sessions planned at National Board meetings.

1. *Serve as a member of the Board as well as Council and Executive.*

- Attend all meetings and provide up to date activity reports.
- Serve as members on Board/Council committees and/or task forces as requested
- Attend Joint Officer Meetings when invited by the President with other health related associations and government.

2. *Serve as the liaison between CSHP OB and CSHP National.*

- Inform the Branch of the activities of CSHP National on an ongoing basis.
- Attend the CSHP National Annual General Meeting ,CSHP National Mid-Term Board Meeting, and two scheduled virtual meetings in between and report on Branch activities and present recommendations.
- Attend both the Branch Annual General Meeting and full Council Meetings and present feedback on National activities, strategic planning, and Board recommendations.
- Attend and participate in all Branch Executive meetings (teleconference and face-to-face) as scheduled.

3. *Annual Reports*

- Provincial Council:
 - a. Annual General Meeting (November)
 - b. Mid-Term Council Meeting (Spring)
- National:
 - a. Mid-Term Board Meeting (Spring)
 - b. Annual General Meeting (Fall)
- HPO Submission
 - a. Submit report on CSHP National Spring meetings
 - b. Submit report on CSHP National Fall AGM

4. *Other Responsibilities of the Delegate:*





- Ensure that all CSHP guidelines/statements under review are addressed by the Branch.
- Ensure that all relevant National issues are put on Branch agenda.
- Provide a brief presentation, “CSHP - A National Perspective” as part of the New Council Orientation at the Ontario Branch AGM (usually November).
- Membership recruitment and promotion of CSHP.
- Recommendations to National and Branch Nominations Committee re candidates for election, and recommendation of members for committees, task forces, etc.
- Notify CSHP office of election results and new Executive members in a timely fashion (usually pre-Ontario Branch AGM).
- Current National Delegate to liaise with and orient new incoming National Delegate prior to and during the CSHP National AGM,

FINANCIAL RESPONSIBILITY

1. Communicate any relevant financial matters to either CSHP-OB or CSHP National as appropriate.

TRANSITION

The National Delegate is asked to identify potential replacements for the position for Council review and recruit appropriate individual pending OB Council approval.

