



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

**ONTARIO HOSPITAL PHARMACY MANAGEMENT SEMINAR COMMITTEE CHAIR (OHPMS)  
TERMS OF REFERENCE**

**Revised: January 2018**

**TERM:**

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

**COMPOSITION:**

This position is appointed by Council or may be nominated by the OHPMS Committee for approval by Council. Terms will be a three year cycle - year one as junior co-chair, year two as senior co-chair & year three as past chair. The Chair shall maintain an OHPMS 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.

The OHPMS Committee shall:

- Plan Annual OHPMS event
  - Develop a program which is educational as it pertains to institutional pharmacy management, fosters networking, and enhances other educational opportunities for pharmacy leaders.
  - Maintain an ongoing sponsors tracking list and meet or exceed sponsorship targets
  - Maintain event budget
  - Maximize attendance through promotion
  - Organize logistics and catering

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:**

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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 Procedure Manual for general operating procedures.
  - Review annually the committee's goals and objectives and discuss/re-evaluate them with the Executive Liaison.
  - Provide regular updates to the Vision Portfolio Executive member.
2. The Chair or their designate maintains appropriate liaisons to ensure timely delivery of relevant educational topics.
3. Chair committee meetings to ensure productive planning process.
4. Oversee promotion of OHPMS via email campaigns and website content.
5. Coordinate Seminar program, sponsorship, catering, and volunteer requirements with Committee.
6. Communicate with members, and internal and external stakeholders to identify valued programming.
7. Support Communication Committee by providing timely content for inclusion in HPO.
8. Promote and support CSHP Ontario Branch to members and colleagues.

#### **Meeting Frequency:**

Meetings are held on a monthly basis from September - June.





### **FINANCIAL RESPONSIBILITY**

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Ensure sponsorship targets are met. Monitor and maintain the OHPMS budget (based on OB Operating Budget) and make decisions accordingly.

### **TRANSITION FOR NEW CHAIRS**

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The outgoing Chair will recruit a replacement Chair for review by the Committee and assist in transition of duties. At end-of term the OHPMS 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 new Chair in the year following term of office.

