



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

**PAST PRESIDENT****TERMS OF REFERENCE****Revised: September 2017****Revised: November 2020****TERM:**


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Position:	Past President
Term:	1 year
Portfolio:	3 years (Incoming President, President, Past President)
Status:	Voting
Committee:	Executive
Responsible to:	Council
Support:	CSHP National, Exec, OB Admin

**COMPOSITION:**


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The elected officers of the Branch (President, Past President, President-Elect, Treasurer and National Delegates) constitute the 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 Past President serves a one-year term after serving as the incoming President-Elect and President. The Past President will have maintained one of three Executive Portfolios for the three year cycle through Incoming President, followed by President, and finally as Past President. This position is ratified as part of the OB Council at the Annual General Meeting in November each year. The Past President acts as a voting member of the OB Branch Executive.

Executive Portfolios include the following:

1. Internal Portfolio
  - a. Chapter Chairs
  - b. Journal Club
  - c. Communications Committee
  - d. Sponsorship Committee (co-shared with Vision Portfolio)
2. External Portfolio
  - a. Development and maintenance of external relationships with organizations with similar mandates (OPA, OHA, CAPSI, OCP, etc) *\*See below for full names of these acronyms*
3. Vision Portfolio
  - a. Education Committee (specifically the Annual Conference)





- b. Strategic Planning (facilitating the completion of the data for presentation by the current President at all Council Meetings and at monthly Executive Meetings)
- c. Nominating Committee (Past President in Chair position)
- d. Membership Committee
- e. Awards Committee
- f. Sponsorship Committee (co-shared with Internal Portfolio)

## **DUTIES:**

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The Past President of a CSHP Branch assumes the responsibility of continuing to guide and support the Executive towards successful achievement of the Branch goals and ensuring the successful succession of Council.

The Past President carries out the following activities over the last year of a three year total presidential term:

- Assist the President and President-Elect in all Branch functions
- Orient the incoming President to the Terms of Reference and the Policies and Procedures of the Branch
- Update the Branch Manual on a yearly basis
- Continue and complete the projects initiated as President

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

- Attend all meetings and act as a resource person for Council and Executive through use of past experience and knowledge of the Branch.
- Act as Parliamentarian at all meetings.
- In the absence of the President and the President-Elect, perform the duties of the President.
- Provide portfolio update reports for each in-person Council Meeting.
- Prepare an Annual Report for the Joint Council Meeting.
- Attend Joint Officer Meetings when invited by the President with other health related associations and government.

### 2. *Serve as Chair of the Nominations Committee.*

- Ensure nominations are called for Executive positions, and elections held according to section 9 of Part I of this Manual.
- Ensure the Branch nominates appropriate individuals for CSHP National Awards Program and other appropriate Pharmacy Association Awards (e.g. OPA, CPhA).
- Ensure there are nominations of appropriate individuals for the Ontario Branch Awards Program.

## **FINANCIAL RESPONSIBILITY**

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1. Actively participate and be aware of Branch financial matters.
2. Ensure transparent financial management

## **TRANSITION**

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The Past President position is replaced by the outgoing President for the next term.

\* Ontario Pharmacists Association (OPA); Ontario Hospital Association (OHA); Canadian Association of Pharmacy Students & Interns (CAPSI); Ontario College of Pharmacists (OCP); Canadian Pharmacists Association (CPhA)

