



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

**PRESIDENT-ELECT
TERMS OF REFERENCE**

Revised: August 2017

Revised: November 2020

TERM:

Position:	President Elect
Term:	1 year
Portfolio:	3 years (President-Elect, President, Past President)
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 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 President-Elect serves a one-year term but will be assigned one of three Executive Portfolios for a three year cycle through becoming the incoming President-Elect followed by President, and finally as Past President. This is an ELECTED position ratified at the Annual General Meeting in November each year. The President-Elect 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:

In the absence or disability of the President or in case of refusal by the President to act as the President, the President-Elect shall assume all duties of the President. The first year is a mentoring year where there is an opportunity to sit on Council and learn more about the issues and initiatives that CSHP-OB Branch are involved with, in preparation for the President position the second year.

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

- Attend all meetings and provide up to date portfolio reports.
- Provide portfolio update reports for each in-person Council Meeting.
- Serve as members on Branch committees and/or task forces as requested
- Act as a liaison between the Branch and the Chapter Chairs (Internal Portfolio) as assigned by the President and attend at least one of their meetings.
- Attend Joint Officer Meetings when invited by the President with other health related associations and government.

2. *Advocacy and other communication.*

- Assist in the preparation of Position Papers as assigned by the President (External Portfolio).
- Develop resolutions for presentation to the OHA and the Branch membership (External Portfolio).
- Call for resolutions in HPO Newsletter (summer edition).
- Develop resolutions for the Branch and present to September Council meeting for ratification.

3. *Annual General Meeting.*

- Prepare an Annual Report for the Annual General Meeting (as Incoming President).
- Act as Co-Chair with the President

FINANCIAL RESPONSIBILITY

1. Oversee Treasurer activities
2. Address any fiscal issues identified by or in conjunction with the Treasurer
3. Ensure transparent financial management

TRANSITION

The Executive Committee shall identify and recruit an Incoming President-Elect from the OB membership each year. Subject to Article 6.11, at the end of the President-Elect's term of office, this Officer becomes President. At the end of the President's term of office, this Officer becomes the Past President.

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