



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

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

Position:	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:

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 serves a one-year term but will be assigned one of the three Executive Portfolios for a three year cycle through 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 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:

The President of a CSHP Branch assumes the responsibility for the successful achievement of the Branch goals. In achieving these goals, he/she is expected to identify and effectively utilize all the creative and administrative talent existing within the Branch. He/she must understand the nature of the group he/she is leading for the success and growth of the Branch depends on this leadership.

1. *Act as chief elected officer of the Branch.*

- Exercise personal leadership in motivation of Council & membership.
- In conjunction with the Executive and Council, establish & monitor goals and objectives outlined in the OB Strategic Plan.
- Act as spokesperson and advocate for the Branch to members, media, the public, legislative bodies and other organizations.
- Identify, connect and engage with strategic partners.
- Oversee successful succession planning for OB Council

2. *Preside at all Council & Executive meetings.*

- Establish agenda and chair all OB Executive and Council meetings.
- Review and revise all OB Executive and Council minutes.
- Provide portfolio update reports for each in-person Council Meeting.

3. *Arrange and Co-Chair Joint Officers' meetings with other health related associations and government.*

- Co-Chair Joint Officers' meetings with other health-related associations and government.
- Designate representation of the Branch at other meetings as required.

4. *Maintain communication with the membership.*

- President's address in HPO.
- President's viewpoint articles for "Pharmacy Connections" (OCP publication).
- Executive update to Council (quarterly via e-mail) or as directed by Communications Chair

5. *Advocacy and other communication.*

- Via e-mail, with the membership as a whole or selected group within the membership (e.g. Pharmacy Directors) as required.
- Prepare correspondence representing the official position of the Branch on major issues acting as the Branch's spokesperson.
- Conduct any other correspondence as may be required.
- Establish lines of communication with the National Office of CSHP, in conjunction with the Branch Delegate.

6. *Co-Chair AGM.*

- The Executive Committee members shall report on the business transacted since the last AGM at each AGM.
- Act as Co-Chair with the President-Elect.



- With support from OB Admin, responsible for purchase of decorative gavel (embossed with name and term) for the incoming 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)

