



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

**STUDENT LIAISONS – UNIVERSITY OF TORONTO**

**TERMS OF REFERENCE**

**Revised: February 2018**

**TERM:**

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Position:	Student Liaison
Term:	2 years
Status:	Non-Voting
Committee:	At discretion of student representative
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

**COMPOSITION:**

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The UofT Undergraduate Pharmacy Society (UPS) facilitates Liaison-elect elections in March for a 2-year term. Liaison-elect will be trained by current Liaison during the month of April, afterwards the Liaison-elect will move into the Liaison position.

The Student Liaison shall:

- Liaise with Council to maximize CSHP membership on campus by:
  - Promoting CSHP membership to students
  - Providing the pharmacy student body perspective at Council Meetings.
  - Ensure relevant information from the branch is distributed to pharmacy students at the school.
  - Act as a resource to Council on ways of promoting hospital pharmacy to pharmacy students.
  - Advertising CSHP events and providing information to students at CSHP events
  - Planning and implementing CSHP membership drives
  - Planning and implementing CSHP events and promotions
  - Work with National to host an Annual Symposium

Ontario Branch 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 STUDENT LIAISONS:**

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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 Internal Portfolio Executive member.
2. Identify actions to promote CSHP membership on campus.
3. Support Communication Committee by providing timely content for inclusion in HPO as requested or required.
4. Promote and support CSHP Ontario Branch to fellow students and colleagues.

#### **FINANCIAL RESPONSIBILITY**

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Student Liaisons are issued an annual budget for annual membership activities. Additional funds can be made available on request for special projects that would enhance the visibility and membership of CSHP Ontario Branch. Requests should generally be submitted to Council prior to the April Council Meetings to be included in the following year's operating budget.

#### **TRANSITION FOR NEW STUDENT LIAISONS**

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The outgoing Student Liaison is responsible for informing the Ontario Branch President of the incoming member's name and email address. This change occurs annually in March.





## YEARLY EVENTS CALENDAR

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1. CSHP Presents: Frosh Trivia Lunch: Late August/Early Septemeber
2. CSHP Upper Year Student Symposium: November
3. CSHP First Year Mixer: Friday before AGM
4. CSHP Council Application: Deadline end of November, results come out late December
5. CSHP Resident Speed-Meeting Session: March

