



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

**STUDENT LIAISON – UNIVERSITY OF WATERLOO**

**TERMS OF REFERENCE**

**Revised: February 2018**

**TERM:**

Position:	Student Liaison University of Waterloo
Term:	UW Society of Pharmacy Students (SOPhS) facilitates Liaison-elect elections in October, and the position is 2 years total (1 year as liaison-elect, then the next year as Senior-liaison)
Status:	Non-Voting
Committee:	At discretion of student representative
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

**COMPOSITION:**

The Student Liaison positions are selected by the undergraduate pharmacy students (via their associations) at both schools of Pharmacy in Ontario to sit on Branch Council as a liaison between the pharmacy students and the branch.

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 October.

