



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

**FACULTY LIAISON – UNIVERSITY OF WATERLOO**

**TERMS OF REFERENCE**

**Revised: February 2018**

**TERM:**

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Position:	Faculty Liaison University of Waterloo
Term:	1 year - option to renew for additional terms
Status:	Non-Voting
Committee:	None
Responsible to:	External Portfolio
Support:	External Portfolio Exec, OB Admin

**COMPOSITION:**

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The Faculty Liaison - University of Waterloo position is an active member of the Canadian Society of Pharmacists who is appointed by the Hallman Director of the School of Pharmacy, University of Waterloo.

The Faculty Liaison - University of Waterloo will provide Ontario Branch-CSHP with a mechanism to help ensure Branch Council or Branch members are engaged or informed, as would be relevant, with respect to the programs, structure or opportunities with the School of Pharmacy, University of Waterloo.

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 FACULTY LIAISONS:**

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1. Serve as a member of the Council.
  - Attend all meetings and provide up to date portfolio reports.
  - Provide committee update reports for each in-person Council Meeting.
  - Review CSHP Ontario Branch Procedure Manual for general operating procedures.
2. Ensures the School of Pharmacy, University of Waterloo is abreast of current Chapter, Branch and National contacts of CSHP.
3. Ensures the School of Pharmacy, University of Waterloo is informed of relevant information from CSHP Chapters, the Branch or National.
4. Ensures CSHP Chapters, the Branch or National Councils or members are informed of relevant information from the School of Pharmacy, University of Waterloo.
5. Ensures CSHP members or Branch Council is engaged when the School of Pharmacy, University of Waterloo is involving or inviting pharmacy stakeholders in its initiatives.
6. Promote and support CSHP Ontario Branch to fellow students and colleagues.

#### **FINANCIAL RESPONSIBILITY**

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None.

#### **TRANSITION FOR NEW FACULTY LIAISONS**

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The Hallman Director of the School of Pharmacy, University of Waterloo will appoint a new CSHP member to the Director's Advisory Council. The outgoing Faculty Liaison is responsible for providing the incoming Liaison with Terms of Reference, inform on current OB initiatives, and provide support during transition.

