



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

**STUDENT LIAISON – SCHOOL OF PHARMACEUTICAL SCIENCES, UNIVERSITY OF OTTAWA  
TERMS OF REFERENCE**

**Revised: February 2024**

**TERM:**

Position:	Student Liaison, School of Pharmaceutical Sciences , University of Ottawa
Term:	2 years
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 active members of the Canadian Society of Hospital Pharmacists who are selected by pharmacy students via their associations at each school in Ontario to sit on Branch Council as a liaison between the pharmacy students and the branch.

**DUTIES OF THE FACULTY LIAISONS:**

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.
2. Liaise with Branch 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





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 CHSP Ontario Branch.

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

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

