



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

**FACULTY LIAISON –LESLIE DAN FACULTY OF PHARMACY, UNIVERSITY OF TORONTO
TERMS OF REFERENCE**

Revised: February 2018

TERM:

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| Position: | Faculty Liaison, Leslie Dan Faculty of Pharmacy, University of Toronto |
| Term: | 1 year - option to renew for additional terms |
| Status: | Non-Voting |
| Committee: | None |
| Responsible to: | Internal Portfolio |
| Support: | Internal Portfolio Exec, OB Admin |

COMPOSITION:

The Faculty Liaison position is an active member of the Canadian Society of Hospital Pharmacists who is nominated to represent Ontario Branch-CSHP on the Faculty Council at the Leslie Dan Faculty of Pharmacy (as per the terms of reference for the LDFP faculty council).

The Faculty Liaison will act as an Ontario Branch-CSHP (CSHP-OB) representative at the Leslie Dan Faculty of Pharmacy, University of Toronto (LDFP) in order to enhance communication between CSHP-OB and the LDFP.

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, CAPSI, OCP, etc)
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:

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 LDFP is abreast of current Chapter, Branch and National contacts of CSHP.
3. Ensures the LDFP 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 LDFP.
5. Ensures CSHP members or Branch Council is engaged when the LDFP is involving or inviting pharmacy stakeholders in its initiatives.
6. Promote and support CSHP Ontario Branch.

FINANCIAL RESPONSIBILITY

None.

TRANSITION FOR NEW FACULTY LIAISONS

The Faculty Liaison - Leslie Dan Faculty Of Pharmacy, University Of Toronto is responsible for providing the incoming Liaison with Terms of Reference, inform on current OB initiatives, and provide support during transition. The outgoing Council member is responsible for informing the Ontario Branch Administrator of the incoming member's name and how they may be contacted.

