



### CSHP-BC Council Position Descriptions

#### **President Elect**

The Presidency is an elected three year term, rotating through the President-Elect, President and Past-President positions with the CSHP-BC Branch. The President-Elect position is the first of three years rotating through the various presidential positions. The first year is a mentoring year where there is an opportunity to sit on Council and learn more about the issues and initiatives that CSHP-BC Branch are involved with in preparation for the President position the second year. Each of the three presidential positions also has his/her own portfolio (internal, external, and vision) which carries throughout the three year term.

To find out more about the President Elect position, please visit: [http://www.cshp-bc.com/council/president\\_elect.html](http://www.cshp-bc.com/council/president_elect.html)

#### **President**

The President of CSHP-BC Branch establishes realistic goals and objectives for the Branch each year and assumes the responsibility for the successful achievement of these goals. Working with the creative and administrative talent within the Branch, the President will advocate on behalf of hospital pharmacists, serve its members through improved membership services and ensure organizational sustainability and effectiveness.

To find out more about the President position, please visit: <http://www.cshp-bc.com/council/president.html>

#### **Past President**

The Past President carries out the following activities over the last year of a three year total presidential term:

- Assist the President and President-Elect in all Branch functions
- Orient the incoming President to the Terms of Reference and the Policies and Procedures of the Branch
- Update the Branch Manual on a yearly basis
- Continue and complete the projects initiated as President

To find out more about the Past President position, please visit: [http://www.cshp-bc.com/council/president\\_past.html](http://www.cshp-bc.com/council/president_past.html)

#### **Programs Chairperson**

The Programs Chairperson is an elected position with the CSHP-BC Branch for a one year term and will act in an advisory capacity to the incoming Chairperson the following year. The Programs Committee, under the leadership of the Programs Chairperson, organizes four continuing education events for BC hospital pharmacists every year – Spring Therapeutics Update, Residency Research Day, Clinical Symposium and the Annual General Meeting. Activities of the Chairperson include: recruit Programs Committee members, organize Committee meetings, attend BC Branch Council meetings and serve as the BC Branch Coordinator to the Banff Seminar.

To find out more about the Programs Committee, please visit: [http://www.cshp-bc.com/council/programs\\_committee.html](http://www.cshp-bc.com/council/programs_committee.html) or contact the Programs Chairperson directly at: [cshpbcprograms@gmail.com](mailto:cshpbcprograms@gmail.com).



### **Secretary**

The Secretary is an elected position with the CSHP-BC Branch for a two year term. The Secretary is responsible for recording the minutes of branch meetings and distributing approved minutes to appropriate individuals. She/he also organizes incoming mails, records motions that have been passed by council throughout the year, and serves as a custodian for the branch's documents.

To find out more about the Secretary position, please visit: <http://www.cshp-bc.com/council/secretary.html>

### **Communications Officer**

The Communications Officer is an appointed position with the CSHP-BC Branch for a two year term. It is the responsibility of the Communications Officer to coordinate all BC Branch-related communications with the membership. The Communications Officer ensures that appropriate information is disseminated in a timely, convenient, concise, appropriate, uniform and coordinated fashion so that it's of maximal use to our members. The Communications Officer manages the E-nouncement Service, maintains and manages the CSHP-BC Branch Website with the assistance of a dedicated webmaster and coordinates the production and distribution of the Branch Newsletter quarterly. In addition, the Communications Officer maintains the BC Branch Gmail account by directing all incoming and outgoing email communications to the appropriate council member.

To find out more about the Communications Officer position, please visit: [http://www.cshp-bc.com/council/communications\\_officer.html](http://www.cshp-bc.com/council/communications_officer.html) or contact the Communication Officer directly at: [cshpbc@gmail.com](mailto:cshpbc@gmail.com).

### **CSHP 2015 Branch Champion**

CSHP 2015 Branch Champions are responsible for promoting the awareness and uptake of CSHP 2015 goals and initiatives in their province. Branch Champions from across Canada meet by teleconference monthly to brainstorm ideas and compare progress. The methods employed by each Branch Champion are largely at the discretion of the individual Champion and their Branch Councils. In BC, these strategies have included presentations at CSHP conferences, site visits, a Success Story Competition, and a Student Video Contest.

### **National Advocacy Appointee**

The National Advocacy Appointee (NAA) serves a two year term with the CSHP-BC Branch. The NAA represents the BC Branch at bimonthly teleconference meetings of the CSHP National Advocacy Committee (NAC), consisting of representatives from all CSHP Branches across Canada. The NAC discusses issues of national relevance to hospital pharmacy practice across Canada, and makes recommendations as to how to further the scope and impact of hospital pharmacy practice. The NAA works closely with the CSHP-BC Branch President to ensure that national and local advocacy issues are well coordinated and supported.



### **Awards Chairperson**

The Awards Chairperson is an appointed position with the CSHP-BC Branch for a two year term. It is the responsibility of the Awards Chairperson to ensure that all awards are well-promoted and communication regarding any awards-related activity runs smoothly. Activities of the Awards Chairperson include: recruit an arsenal of reliable and enthusiastic members into Awards Committee who will serve to facilitate judging of most CSHP-BC awards, recruit ad-hoc judges for particular awards such as the Pharmacy Practice Residency Award, resolve any award-related issues (including financial) that arises, and act as the liaison between the Awards Committee and the BC Branch Council. Towards the end of the year, the Awards Chairperson will provide an annual written report to the BC Branch members that will include a summary of all awards winners over the year and present the awards at the Annual General Meeting.

To find out more about the Awards Committee, please visit: [http://www.cshp-bc.com/council/awards\\_committee.html](http://www.cshp-bc.com/council/awards_committee.html) or contact the Awards Chairperson directly at: [bccshpaward@gmail.com](mailto:bccshpaward@gmail.com).

### **Treasurer**

The Treasurer is an elected position with the CSHP-BC Branch for a two year term. It is the responsibility of the Treasurer to manage CSHP-BC Branch's finances. The Treasurer collaborates with the BC Branch Council to determine the yearly budget and provides a report of the Branch's finances at each Council meeting and at the Annual General Meeting.

To find out more about the Treasurer position, please visit: <http://www.cshp-bc.com/council/treasurer.html>

### **National Delegate**

The National Delegate is an elected position with CSHP-BC Branch for a three year term which offers the opportunity to work with other talented pharmacists from across the country. The National Delegate attends two National Council meetings scheduled every year. One meeting (Mid-Term Council Meeting) is held in Ottawa in March. The second meeting is held in conjunction with the Summer Education Sessions held the second week of August. Each meeting is scheduled for 2.5 – 3 days in duration and requires some preparation time prior to the meeting. As a member of the BC Branch Council, the National Delegate would also be expected to attend the monthly Branch Council meetings. All new delegates are given an orientation to how the National Council works and operates and there are scheduled council development sessions planned at National Council meetings.

To find out more about the National Delegate position, please visit: [http://www.cshp-bc.com/council/branch\\_delegate.html](http://www.cshp-bc.com/council/branch_delegate.html)

### **Membership Chairperson**

The Membership Chairperson is an appointed position with CSHP-BC Branch for a two year term. It is the responsibility of the Membership Chairperson to plan membership recruitment initiatives to attract new members and retain existing members. The Membership Chairperson provides the Council with monthly reports on branch membership status, proposes ideas to promote CSHP benefits and events, and collaborates with CSHP National and the Student Membership Coordinator on membership activities.

To find out more about the Membership Chairperson position, please visit: [http://www.cshp-bc.com/council/membership\\_coordinator.html](http://www.cshp-bc.com/council/membership_coordinator.html)



### **Student Membership Coordinator**

The Student Membership Coordinator is an appointed position with CSHP-BC Branch for a total of 22-month term as a junior and senior representative. The Student Membership Coordinator serves as a liaison between the BC Branch Council and the pharmacy student body to bring forth any issues and promote awareness of either group on campus and in the community. This includes coordinating various seminars on selected topics in hospital pharmacy including the annual Membership Information Drive, the CSHP-CAPSI Clinical Symposium, Pharmacy Information Evening (Pharmacist Awareness Week) and Residency Information Session. In addition to promoting student membership, the Student Membership Coordinator ensures that members receive as much exposure as possible to hospital pharmacy upon graduation via the Mentorship Program, where students are matched with a hospital pharmacist volunteer based on preferences and availabilities. Other general duties include attending monthly Branch Council meetings at the College, as well as weekly CAPSI and PhUS meetings on campus.

To find out more about the Student Membership Coordinator position, please visit: [http://www.cshp-bc.com/council/student\\_membership\\_coordinator.html](http://www.cshp-bc.com/council/student_membership_coordinator.html)

### **Fundraising Chairperson**

The Fundraising Chairperson is an appointed position with CSHP-BC Branch for a two year term. The goal of the Fundraising Chairperson is to maximize the financial support available for the educational programs and various initiatives endorsed by the BC Branch Council. This involves development and review of current fundraising strategies, as well as envisioning of fundraising ideas. Meeting with the BC Branch Council as well as various Committee Chairs is essential to the coordination and attainment of objectives. Networking is also a cornerstone for this position as creating relationship with sponsors and supporters is essential in providing a continuum of professional collaborations.

To find out more about the Fundraising Chairperson position, please visit: [http://www.cshp-bc.com/council/fundraising\\_chairperson.html](http://www.cshp-bc.com/council/fundraising_chairperson.html)

### **CAPSI UBC Senior Representative**

The CAPSI Representative position is a two year term which commences as the CAPSI Junior Representative in the first year and proceeds to Senior Representative in the second year after a vote of confidence during the annual CAPSI election. The role of the CAPSI Senior Representative is to oversee all CAPSI-related activities at his/her school or faculty of pharmacy. Furthermore, the Senior Representative acts as a liaison between the CAPSI Local Council, the CAPSI National Executive and the CAPSI General Council, in order to provide leadership and direction to the Association. The Senior Representative also officially represents the Association to other organizations, both within their respective schools/faculties and externally.

### **CSHP College Representative**

The College Representative is an elected position for a two year term representing urban hospitals. The role of the College Representative is to attend both the Branch Council meetings and College Board meetings and to ensure that both the CSHP-BC Branch and the College of Pharmacists of BC are aware of each other's activities and to act as a liaison between the two organizations.

### **Chief Resident**

The Chief Resident is an elected position for a one year term. The two Chief Residents liaise with all other residents from across BC to update them on CSHP events and news and to schedule gatherings for the residents on an as needed basis.