

*CSHP Board and Branch Reference Manual*

CATEGORY: 2.2 External Relations	PAGES: 2
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TITLE: Recruitment and Selection Process for CSHP External Representatives	REVISED: November 2015 (Procedures)

POLICY

CSHP members who serve as representatives of the Society on a committee, task force, or working group of an external organization shall be recruited and selected in a consistent and standardized manner, according to suggested qualities and criteria.

This policy applies to CSHP National, its branches and CSHP employees.

DEFINITIONS

External Representative: A CSHP member who represents CSHP on behalf of the Board of the Society to an organization outside of CSHP.

PROCEDURES**Representatives Appointed by the Board**

1. Following receipt of a request to provide a CSHP representative to an external organization, the Executive Director or designate will obtain information about the representative selection criteria, the group's terms of reference and meeting schedule, and participation-related financial obligations.
2. Executive Officers will determine if representation to the external organization meets CSHP's strategic objectives and is in its best interests.
3. Recruitment Process:
 - 3.1. When sufficient time is available, a general call for expressions of interest will be made to the CSHP membership.
 - 3.2. When insufficient time is available for a general call to the membership for expressions of interest, or a general call is determined by Executive Officers to not be in the best interests of CSHP, Executive Officers will recommend individual members with knowledge and expertise in the relevant area to be approached to determine their interest in the position.
 - 3.3. Candidates will be asked to submit a CV and/or letter of intent expressing their interest in the position and a completed Conflict of Interest Disclosure Form.
4. Selection Process
 - 4.1. Executive Officers will review the submissions and select the best candidate based on the general candidate qualities and criteria provided in this policy and by the selection criteria provided by the external organization.
 - 4.2. The Executive Director or designate will notify all applicants of the result of the selection process.



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- 4.3. Notwithstanding paragraphs 4.1 and 4.2, the Board of the Canadian Council for Accreditation of Pharmacy Programs will select the CSHP representative to its Board from a field of preferably 3 nominees provided by CSHP prior to the expiration of the current CSHP representative's term.
5. Board members will be asked to confirm the appointment of the selected representative at the next Mid-term or New Board Meeting, whichever comes first.

Candidate Qualities and Criteria Applicable to all Representative Positions

- Current CSHP membership (minimum 2 years preferred).
- Working in the area of interest of the representative position.
- Extensive knowledge in the subject area of the representative position.
- General skill or expertise in the profession that would be beneficial to the external organization.
- Respected member of the pharmacy community.
- Past active involvement in CSHP at the national or branch levels.
- Preference will be given to candidates not currently involved on other CSHP National or branch committees or taskforces (to avoid over-commitment of volunteers) unless such involvement is seen as beneficial to the representative position.

Representative Reporting

- CSHP representatives are expected to file a report to the CSHP Board twice yearly, or according to current procedures, and to notify their CSHP Executive Liaison of any interim needs or requests.