

## Proposed Terms of Reference for the CSHP Executive Committee

### **Purpose**

The Executive Committee, with delegated authority from the Board of Directors, facilitates and coordinates the direction and management of the property, business, and affairs of the Canadian Society of Hospital Pharmacists. Its purpose is to enable strategic progress, collaboration and decision making between Board meetings or in urgent and crisis circumstances. It provides timely advice to the CEO and acts as a communication link from the Board to the CEO.

### **Reporting Relationship**

The Executive Committee reports to the Board of Directors.

### **Responsibilities**

To fulfill its facilitation, collaboration and critical decision-making roles, the Executive Committee has responsibility for:

- Acting on behalf of the Board of Directors, within the limits and powers articulated in the By-Laws and as directed by the Board
- Prioritizing issues related to the direction and management of the Society for the Board to address
- Maintaining close and active communication with the CEO
- Assisting and advising the CEO in addressing workplace issues of the Society that are serious or urgent in nature or at the request of the CEO
- Chairing statutory committees as defined in the By-laws and acting as a liaison between committees and the Board, as assigned by the Board from time to time
- Taking the lead on Board education and professional development

**Composition, Length of Terms, Frequency of Meetings**— as described in the By-laws