



*CSHP Board and Branch Reference Manual*

<b>CATEGORY: 2.3 Branches</b>	<b>PAGES: 2</b>
<b>NUMBER: 2.3.6</b>	<b>EFFECTIVE: February 25, 2007</b>
<b>TITLE: CSHP Executive Branch Visits</b>	<b>REVISED: April 2018 (Policy) April 2017 (Policy and Procedures)</b>

## **POLICY**

CSHP Executive members should visit CSHP branches to foster unity and communication, converse with members on strategic objectives, promote the value of CSHP membership to members and non-members, and participate in local branch events.

The frequency of Executive visits to branches will be determined by factors such as financial considerations; Branch special events; Branch anniversaries at 10, 25, 50, 75, etc. years; current national or Branch issues, and proximity to other events.

### **Background/Rationale**

Through the branch visit, the Executive member can provide assistance to the branches in promoting a clear understanding by its members and non-members of the National organization and strategic plan and how the branches are linked into it. Both the branches and CSHP national must contribute to the planning to ensure the visit is productive and successful, bringing value to the branches and ultimately to CSHP.

*This policy applies to CSHP and all its branches.*

## **PROCEDURES**

### **CSHP National Responsibilities**

1. Extend an offer to branch(es) to send an Executive member for a visit when appropriate, or consider branch requests for an Executive visit.
2. Include in the budget sufficient funds to pay for the cost of travel to the branch and accommodation during the visit for one Executive member per scheduled visit.
3. Assign an Executive member to the visit.
4. Liaise with the Branch Delegate (or designate) to develop and confirm a schedule of activities for the Executive during the visit.
5. Prepare and provide a presentation or other materials as required for communication with the members and non-members.



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## **Branch Responsibilities**

1. Respond in a timely manner to an offer from CSHP national to schedule a branch visit. If the Branch is requesting an Executive visit, the request must be made sufficiently in advance to facilitate planning and budgeting for the visit.
2. Determine a preferred date and location for the visit and communicate to the CSHP Executive Assistant to confirm the availability of an Executive member.
3. The Branch Delegate (or designate) should be the primary contact for the visiting Executive member.
4. Develop the visit itinerary in consultation with the visiting Executive member and the Executive Assistant.
  - Include attendance at a branch event if possible (for example, an AGM or education event).
  - Consider including hospitals in remote communities through video-conference links where facilities are available, or through teleconferencing.
  - Provide an opportunity for the Executive member to meet with the branch executive and council members to discuss National and branch issues
  - Optional: Plan a meeting with pharmacy staff (members and non-members) in one or more local hospitals. Include an opportunity for the Executive member to meet with the senior executive responsible for the pharmacy department in each hospital.
5. Arrange the logistics of the visit, including local transportation and meeting facilities.
6. Inform members in advance of the Executive member visit and schedule, and encourage participation. Promote the hospital site visits at the hospitals to encourage attendance.
7. Inform the Executive member of any issues or topics of branch interest that should be addressed during the visit.
8. Provide the Executive member with a complimentary registration to the branch AGM or other branch event if included in the visit.
9. If attending a CSHP event during the visit, incorporate the Executive member into the event program. Participation could include:
  - a) Delivering a talk on CSHP national activities and strategic direction.
  - b) Participating in a panel discussion.
  - c) Presenting an award.
10. Contact the Executive Director to request an Executive visit if there is a need or desire to have a visit for a special branch event/anniversary.