



GUIDELINES FOR THE ROLE OF THE NSCP LIAISON (*Zone 5 Councilor*) WITHIN CSHP NS BRANCH

CSHP representative (*Zone 5 Councilor*) to NSCP is a position governed by the Pharmacy Act of Nova Scotia and associated regulations.

The following describes desired role of NSCP *Zone 5 Councilor* (pharmacists in hospital practice) to CSHP Branch Council:

1. At the time of an election call by NSCP, NS Branch Council will encourage its members to fulfill this role.
2. Serve as a member of the Branch Council; and attend Branch Council and General Meetings.
3. Report to the Branch Council and at General Meetings on the activities of NSCP and prepare and submit an Annual Report no later than one (1) week prior to the date of the AGM.
4. Liaise with branch secretary to pass along relevant NSCP info to NS Branch membership via electronic communication.
5. Keep the Branch fully informed as to the mission, action plan, strategic goals and objectives of NSCP.
6. Brief the incoming NSCP representative concerning these duties and responsibilities, passing on written (or electronic) materials as necessary.