



GUIDELINES FOR THE ROLE OF THE *CSHP REPRESENTATIVE TO PANS BOARD* WITHIN CSHP NS BRANCH

The following describes desired role of the CSHP Representative to the PANS Board:

1. At the time of an election call by PANS, NS Branch Council will encourage its members to fulfill this role. Note: Nominee must be a PANS member as well.
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 PANS 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 PANS information to NS Branch membership via electronic communication.
5. Keep the Branch fully informed as to the mission, action plan, strategic goals and objectives of PANS.
6. Brief the incoming PANS representative concerning these duties and responsibilities, passing on written (or electronic) materials as necessary.
7. Refer to the By-Laws of the Pharmacy Association of Nova Scotia (see section titled: “Board of Directors, Committees and Officers”) for term of office, elections, and duties for the PANS representative.