



## Membership Committee

### **PURPOSE:**

1. To plan a membership strategy for the Branch including proposals for:
  - a) attracting new CSHP members
  - b) retaining existing members.
2. To increase awareness of CSHP benefits, activities and events among CSHP members.
3. To promote benefits of CSHP membership to hospital pharmacists, and technicians in NS.
4. To promote the benefits of CSHP membership and the practice of hospital pharmacy to pharmacy students.

**AUTHORITY:** Branch Council

### **COMPOSITION:**

#### Senior Chair:

- The Senior Membership Committee Chair is appointed and re-appointed by Branch Council following the AGM.

*Terms of Office:* 3 years maximum

#### Junior Chair

- The Junior Membership Committee Chair is appointed and re-appointed by the Senior Committee Chair before the AGM. A Junior Chair is in place at all times, with the expectation that the Junior Chair will assume the role of Senior Chair when the current Chair steps down.

*Terms of Office:* 3 years maximum.

#### Committee Members:

- Committee members are appointed by the Committee Chairs.
- Should include representation from all geographic areas, whenever possible.
- Should include at least two members from small hospitals, one member from a paediatric specialty site (IWK), a minimum of one hospital pharmacist who has been a member for less than 5 years and the senior and junior DSPS Hospital Representatives, Dalhousie University.
- For succession planning, should include at least one new member or one member with no previous CSHP Committee or task force experience each year.

*Terms of Office:* 7 years maximum.

The Chair and Committee members including DSPS representatives must all be CSHP members.



**BUDGET:**

Routine income and expenses incurred in the normal operation of the Committee are included in the annual CSHP NS Branch budget.

**SCHEDULING:**

Meetings will be called by the Chair as needed to organize membership initiatives according to an established timeline. The work of the Committee will be conducted via email, teleconferences and face-to-face meetings. Meeting frequency be determined by the Chair but will occur a minimum of 2 times per year. See **Appendix** for Target Dates.

**The Committee shall (Membership Activities):**

1. Conduct activities according to the established policies and procedures, including CSHP Conflict of Interest Policy, Branding Policy, and Privacy Policy.
2. Carry out National membership initiatives as required.
3. Promote CSHP benefits, activities and events to members.
4. Highlight membership benefit information in official CSHP information and publications (e.g., website).
5. Update student, technician, and pharmacist membership benefit flyer annually for membership drives.
6. Extend a welcome to all members of the Branch. Supply them with information on current activities and objectives of the Branch and CSHP.
7. Conduct a membership drive for NS non-CSHP member hospital pharmacists in March of each year. Verify with Pharmacy Association of NS that “CSHP Membership subsidy agreement” is still in effect and communicate this to potential members.
8. Collaborate with Branch Council and Advocacy Representative to promote Pharmacy Awareness Month to members.
9. Organize at least one inclusive social event for members each year.
10. Develop and maintain criteria and application procedure for the “Pharmacist Clinical Experience Program”. Administer this benefit each year.
11. Send e-mail to membership in August reminding them that membership renewal is necessary to continue to receive correspondence from the Branch.

12. Complete a Conflict of Interest Disclosure form annually and forward a copy to the Committee Chair.

**The Committee shall (Student Activities):**

1. Coordinate and execute CSHP/CAPSI Second Year Student Symposium.
2. Liaise with the CSHP student representatives to promote hospital pharmacy and CSHP within the College of Pharmacy, Dalhousie University.
3. Complete a Conflict of Interest Disclosure form annually and forward a copy to the Committee Chair.

**The Committee Chairs shall:**

1. Complete a Conflict of Interest Disclosure Form annually and forward copy to the Secretary of the Branch.
2. Ensure all Committee members complete a Conflict of Interest Disclosure Form annually and retain this documentation for Committee records.
3. Ensure all Committee members are aware of the terms of reference and objectives for the year.
4. Provide any Committee member with Branch or National policies/procedures on request.
5. Maintain electronic documentation of Committee membership and associated relevant dates (e.g., Committee member join date, number of years as Chairperson, etc.) Ensure adherence to Committee membership terms of office whenever possible. All documentation should be passed on to the incoming Chairperson for continuity.
6. Hold a minimum of 2 meetings annually.
7. Correspond on matters related to the Membership Committee.
8. Report or provide to Executive on request a) Branch membership statistic report, highlighting any membership concerns; b) membership initiatives and activities; c) meeting minutes; d) verbal or written progress reports.
9. Attend general meetings and AGM, whenever possible.
10. Submit information to the Branch website co-ordinator to post in the Membership section of the Branch website. Review the Membership section annually and submit suggestions for improvement to the website co-ordinator as deemed necessary.

11. Submit all files/electronic files, binders pertaining to the Committee to the incoming Chair and review and discuss all pertinent data.
12. Work with Committee members to appoint a Junior Committee Chair that will facilitate succession planning.
13. The Senior Chair will be expected to remain as a Committee member for a minimum of one year following their term in an advisory capacity.
14. Whenever possible, the Senior Chair will notify Committee members and the executive liaison of intention to resign as Chair no less than 6 months prior to resignation date. The acting Junior Chair will be expected to assume the role of Senior Chair at this time. If this is not possible, the Senior Chair should attempt to identify a successor from within the existing Committee.
15. Ensure review of the current Committee terms of reference and submit proposed revisions to the Past President no later than October 15<sup>th</sup> of each year.
16. Ensure adherence to approved Membership Committee budget and submit a budget to the Branch Treasurer 6 weeks prior to the AGM or upon the Treasurer's request.
17. Prepare and submit a written annual report for the AGM to the Secretary no less than 1 (one) week prior to the date of the AGM.
18. Participate as a member of CSHP National Membership Committee and provide information on National membership initiatives to Branch members.
19. Maintain current and historic lists of Branch members (provided by National office). Ensure compliance with all CSHP National Policies concerning confidentiality of member information.
20. Maintain and promote the Branches' social media presence (e.g. Twitter, Facebook) throughout the year and during Pharmacy Awareness Month. All Branch events that are emailed to members by the Branch Secretary are posted, as appropriate.



**Appendix: TARGET DATES**

- September**      Review Committee Terms of Reference with Committee members  
Complete Conflict of Interest forms  
Review volunteer lists and provide compiled list to Branch Council  
Welcome email to members  
Meet with CSHP student representatives and ensure DSPS Hospital  
Representatives submit updated DSPS document including new  
representatives' names and e-mail addresses as well as planned activities.
- Oct/ November**      CSHP/CAPSI Second Year Student Symposium  
Submit proposed revisions of the Committee terms of reference to the Past  
President  
Send "Pharmacist Clinical Experience Program" criteria and application to  
membership (with monthly email reminders)  
Revise Pharmacy Student Membership Benefit Flyer and FAQ and send to  
Council liaison for Membership Committee for feedback
- December**      Email the CSHP Pharmacy Student Membership Benefit Flyer and FAQ to  
Dalhousie Pharmacy Students
- January**      Email NS Branch members reminding them of Pharmacy Awareness Month in  
March and encourage participation. Provide information regarding National  
resources (as soon as available).
- March**      Submit budget to Treasurer  
Membership drive to all NS non-CSHP member hospital pharmacists
- April**      Submit Annual Report to Secretary  
Deadline for "Pharmacist Clinical Experience Program"  
Revise Pharmacist and Pharmacy Technician Membership Benefit Flyer and  
FAQ and send to Council liaison for Membership Committee for feedback
- May**      Send a congratulatory letter to graduating residents who are CSHP members  
and remind them of their discounted membership for the following year.  
AGM - Membership draw  
Email current CSHP members, Dalhousie College of Pharmacy faculty, and  
NSHA/IWK pharmacy managers (to forward to their hospital pharmacists and  
pharmacy technicians) the Pharmacist and Pharmacy Technician Membership  
Benefit Flyer and FAQ
- August**      Send e-mail to members reminding them that membership must be renewed in  
order to continue to receive correspondence from the Branch.