



Alberta Branch

Canadian Society of Hospital Pharmacists

EDUCATIONAL SERVICES COMMITTEE

Terms of Reference

Draft Reviewed / Revised: August 2007

Chairperson:

Type of Committee: Operational

Executive Liaison(s): Presidential Officer - Vision Portfolio

Reporting Relationships: Chairperson is a member of Council and reports to Council

Purpose

1. To plan and implement the educational program for CSHP Alberta Branch's Annual General Meeting (AGM).
2. To plan and implement local education events throughout the year for Alberta Branch members.

Membership

- ◆ The Educational Services Committee vice-Chairperson is an elected position.
- ◆ The Committee Chairperson is a member of Alberta Branch Council.
- ◆ Core committee members (other than the vice-Chairperson) are appointed by the Chairperson after consulting the volunteer lists of both CSHP National and CSHP Alberta Branch.
- ◆ The Committee Chairperson, vice-Chairperson, and core members must be CSHP members.
- ◆ Membership of the committee should be made up of members from different health regions. At least 2 different health regions must be represented.

Chairperson:

- ◆ A CSHP volunteer
- ◆ The vice-Chairperson, after a one-year term, becomes the Chairperson of the committee.
- ◆ If a Chairperson is unable to serve his/her term, the Council shall appoint a replacement, with preference given to the current committee members, and then considering Branch members at large.

Core Members:

- ◆ Educational Services Committee Chairperson
- ◆ Educational Services Committee vice-Chairperson
- ◆ The Chairperson is encouraged to include at least one new CSHP member or one member with no previous CSHP committee or task force experience.
- ◆ There shall be a minimum of at least 2 members, in addition to the Chairperson and vice-Chairperson.
- ◆ There shall be a maximum of 12 members, including the Chairperson and vice-Chairperson

Corresponding Members:

- ◆ National Education Services Committee Chairperson

Ex officio Members:

- ◆ President, CSHP Alberta Branch

External Members:

- ◆ None

Terms of Office: Committee Chairperson: 2 years (1 year vice-Chairperson and 1 year Chairperson)
 Committee Members: 2 consecutive years, with no more than 3 consecutive terms.

Rotating terms of office are preferred to allow for continuity.

Meeting Frequency

Meetings will be called by the Chairperson, as needed, to plan educational programs according to an established timeline. The work of this committee will be conducted via email, teleconferences, and face-to-face meetings. Meeting frequency will fluctuate throughout the year. It is suggested that the committee have at least one meeting quarterly. A teleconference number, arranged by the Branch, is available for the use of the committee.

Annual Goals and Objectives

The following is completed by the Educational Services Committee at their first meeting following the Branch AGM, and approved by Council at the next Council meeting.

GOALS AND OBJECTIVES	STATUS	TARGET DATE	COMMENTS
1.			
2.			
3.			
4.			
5.			

STATUS CODES

- P**= Planning **O** = Ongoing **I** = In-progress
C = Completed **U** = Unable to complete **N** = Not applicable

Additional Reference Material

- CSHP Council and Branch Reference Manual
- CSHP Strategic Plan

General Guidelines – Alberta Branch

For Committees and Task Forces

- Conduct activities according to the established policies and procedures, including CSHP's Conflict of Interest Policy, Branding Policy, and Privacy Policy.
- Review CSHP member volunteer list for members interested in joining the committee or task force.
- Invite at least one new CSHP member or a member who has no past CSHP committee or task force involvement to be a member of the committee or task force.
- Whenever possible, maintain a distribution of members from across all health regions.
- Prepare a report to Council for the Annual General Meeting
- Submit requests for changes to the terms of reference to the Presidential Officer Liaison for consideration by CSHP-AB Council.
- Circulate minutes of all meetings to committee or task force membership and the Presidential Officer Liaison
- Consider small hospital and student issues during committee and task force deliberations.
- Investigate how other professional groups and organizations handle issues similar to those on which the committee is working (to learn from the experiences of others).
- Report to the Presidential Officer Liaison on the use of the CSHP Branch reference materials with suggestions for improvements.

For Committees Only

- Review annually the committee's goals and objectives, discuss/re-evaluate them with the Presidential Officer Liaison, and include updated terms of reference in the committee's AGM report to Council.
- Recruit additional members yearly to provide a succession plan.
- Review/prepare and update the committee's calendar of events. The Calendar should act as a guide for future Chairpersons and may include significant dates, ideas for working with corresponding members, individuals or agencies, and important contacts.
- Review the Committee's success in meeting its general mandate and the role of the committee in helping the Branch fulfill the CSHP Mission.

Appendix A

CSHP National COMMITTEES

Types of Committee

1. Consultative: These committees are seen as experts in a particular field and serve as a resource to Council or the membership.
2. Functional: These committees exist to complete a certain function or task. This is usually associated with a particular policy or procedure and the committee usually reports on its work to Council. An example of this is the Nominating Committee.
3. Policy and Standard: These committees undertake to develop, recommend, or revise CSHP policies and standards and professional standards developed and endorsed by CSHP. This type of committee reports directly to Council. An example of this committee would be the Bylaws Committee.
4. Operational: These committees exist to ensure that the goods and services that are provided by CSHP are top quality. These committees work closely with paid staff on particular functions, and as such, are viewed as volunteer staff members. Examples of these committees would be the Educational Services Committee and the Editorial Board of CJHP.

Reporting Relationships

All committees shall submit reports to Council, including recommendations to Council when appropriate. For routine activities, the reporting relationships of committees can be divided as follows:

1. Council: These committees report directly to the Council as a board of directors for CSHP activities. This would be due to the nature of the work that is involved. For example, the Bylaws Committee would report to Council due to the impact of bylaw changes on the operations and governance of CSHP.
2. Executive Director: Operational committees may report to the Executive Director and all staff that report to him/her. This would be due to the operational nature of the work that this group performs.
3. Other Organizations: CSHP committees would not report solely to an external organization. An external reporting relationship may occur when a joint committee is developed by CSHP and a partner organization. The work of the committee may require the oversight of the CSHP Council or the CSHP Executive Director.

TASK FORCES

Task forces are formed to respond and deal with specific issues affecting the profession or the Society. Task forces are dissolved once their work is complete. In most cases, task forces report directly to CSHP Council.