



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 in NS.
4. To promote the benefits of CSHP membership and the practice of hospital pharmacy to undergraduate pharmacy students.

AUTHORITY: Executive committee

COMPOSITION:

Chair:

- The Membership Committee chair is appointed and re-appointed by the branch executive following the AGM.

Terms of Office: 3 years maximum

Committee Members:

- Committee members are appointed by the committee chair.
- 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 DSPPS Hospital Directors, Dalhousie University.
- For succession planning, should include at least one new member/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 DSPPS representatives must 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.

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 executive
Lapsed member follow up/survey
Welcome letter to new members
First year pharmacy student orientation



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Meet with CSHP student representatives and ensure DSPS Hospital Directors submit updated DSPS document including new representatives' names and e-mail addresses as well as planned activities.

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| October | CSHP/CAPSI Second Year Student Symposium |
| November | Send "Pharmacist Shadowing Program" criteria and application to membership |
| January | Email NS Branch members reminding them of the dates for Pharmacy Awareness week (March) and encourage participation. Provide information regarding National resources available. |
| March | Submit budget to Treasurer Identify 20-year members Membership drive to all NS non-CSHP member hospital pharmacists |
| April | Submit Annual Report to Secretary |
| May | Send a congratulatory letter to graduating students who are CSHP members. AGM - Membership draw and present gift to 20-year members |
| June | Review and submit proposed revisions to terms of reference to Past President no later than June 15 th . Review membership list for Active Honorary Life membership submission |
| August | Send e-mail to members reminding them that membership must be renewed in order to continue to receive correspondence from the branch. |

SCHEDULING:

Meetings will be called by the Chair as required 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.

The Committee Chair 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 all committee members with electronic version of approved CSHP NS Branch letterhead.
5. Provide any committee member with branch or national policies/procedures on request.
6. Review CSHP National's volunteer list annually for members interested in joining the committee and recruit additional members as required.



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7. 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.
8. Hold a minimum of 2 meetings annually.
9. Correspond on matters related to the Membership Committee.
10. 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.
11. Attend general meetings and AGM, whenever possible.
12. Submit information to the branch website co-ordinator to post in the "Membership" section of the branch website. Submit suggestions for improvement to the "Membership" section of the branch website to the branch website co-ordinator as deemed necessary.
13. Submit all files/electronic files, binders pertaining to the committee to the incoming chair and review and discuss all pertinent data.
14. Assist the incoming chair in an advisory capacity for one year following the term of office.
15. Whenever possible, notify committee members and the executive liaison of intention to resign as chair no less than 6 months prior to resignation date. The chair should attempt to identify a succeeding committee chair from within the existing committee.
16. Ensure review of the current committee terms of reference and submit proposed revisions to the Past President no later than June 15th of each year.
17. 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.
18. Prepare and submit a written annual report for the AGM to the Secretary no less than 3 weeks prior to the date of the AGM.
19. Participate as a member of CSHP National Membership Committee and provide information on National membership initiatives to branch members.
20. Maintain current and historic lists of branch members (provided by National office). Ensure compliance with all CSHP National Policies concerning confidentiality of member information.

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.



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4. Highlight membership benefit information in official CSHP information and publications (e.g., website).
5. Extend a welcome to new members of the branch. Supply them with information on current activities and objectives of the branch and CSHP.
6. 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.
7. Conduct a lapsed membership drive/exit survey in September based on the lapsed membership list provided by CSHP National.
8. Develop and maintain criteria and identify members eligible for branch milestone membership recognition (e.g., 20-year Membership Award) and purchase any related gifts to be presented at the annual Awards Dinner. Maintain pertinent records associated with this recognition. Submit original receipts to the treasurer using the NS Branch Expense Claim Form.
9. Liaise with the Awards Committee regarding the recipients of the 20-year membership and membership draw.
10. Identify members eligible for National membership recognition (e.g., Active Honorary Life Membership) and submit application and any necessary documentation to National.
11. Compile a list of members willing to participate on committees as reported to National and forward it to Executive in as soon as this information is available from National each year.
12. Organize one "fun event" for members each year.
13. Develop and maintain criteria and application procedure for the "Pharmacist Shadowing Program". Administer this benefit each year.
14. Send e-mail to membership in August reminding them that membership renewal is necessary to continue to receive correspondence from the branch.

The committee shall (Student Activities):

1. Arrange activities for undergraduate students to increase awareness of hospital pharmacy and CSHP (e.g., First year pharmacy student orientation).
2. Coordinate and execute National initiatives as required (e.g., CSHP/CAPSI Second Year Student Symposium).
3. Liaise with the CSHP student representatives to promote hospital pharmacy and CSHP within the College of Pharmacy, Dalhousie University.
4. Send a congratulatory letter to all CSHP student members graduating from the College of Pharmacy, Dalhousie University.

The committee members shall:

1. Complete a Conflict of Interest Disclosure form annually and forward a copy to the
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committee chair.