



BRANCH DELEGATE

The following are the duties of the Branch Delegate to the Council of Delegates of CSHP.

The Branch Delegate shall:

1. Be elected by the voting membership of the Branch for a two-year term and may be re-elected for one additional two year term. (Any incomplete term of office may be filled by the Branch by submitting the name of an alternate representative to the National Executive Committee of CSHP. This submission shall be endorsed by the Branch Executive.)
2. Serve as a member of the Branch Executive; and attend all Executive Committee and General Meetings.
3. Report to the Branch Executive Committee and at General Meetings on the activities of CSHP and prepare and submit an Annual Report no later than three (3) weeks prior to the date of the AGM.
4. Interpret CSHP policies and By-laws to the Branch membership.
5. Keep the Branch fully informed as to the mission, action plan, strategic goals and objectives of the National Organization as well as all Society programs, projects, activities and endeavours.
6. Represent the Branch at the National level of the organization.
7. Be prepared to serve on or chair National Committees or Task Forces.
8. Be prepared to carry out all duties and responsibilities of CSHP National Council as assigned.
9. Prepare and submit responses to CSHP National as requested.
10. Prepare and submit reports, on behalf of the Branch, prior to the Midterm Meeting and the National AGM to meet deadlines established by the National Office.
11. Correspond with National CSHP Committee and Task Force Chairpersons as requested.
12. Attend all meetings of the Council of CSHP. The Branch is responsible for a portion of the total cost to send all delegates to National's Midyear council and the Annual General Meeting. This amount is calculated by National, and is reported to the branch by invoice.

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Canadian Society of Hospital Pharmacists
Société canadienne des pharmaciens d'hôpitaux

BRANCH DELEGATE (continued)

13. Provide copies of all correspondence written on behalf of CSHP to the Branch President, the National Office, and any other persons who out of courtesy should be informed.
14. Submit a copy of all relevant correspondence to the Secretary to make a complete Branch file.
15. Brief the incoming Delegate concerning these duties and responsibilities, passing on written materials as necessary.
16. Act as an Executive Committee liaison to one or two Branch committees as assigned by the President.
17. Review current terms of reference governing your position and suggest revisions to the Secretary. This should occur with each changeover of the position.