PRESIDENT

The following are the duties and responsibilities of the President.

The President shall:

1. Receive from the out-going President all files and binders pertaining to the office of the President.

2. Enforce the Branch By-laws.

3. Call all meetings of the Nova Scotia Branch and Executive Committee Meetings in consultation with the members of the Executive and in accordance with the Branch By-laws.

4. Prepare an agenda for all Executive and General Membership Meetings to be passed on to the Secretary no later than fourteen (14) days prior to the date of such meetings.

5. Preside at meetings of the Executive and of the General Membership.

6. Ascertain that the duties of Executive Officers and Chapter Chairpersons, if applicable, as well as the objectives of the Executive Committee are carried out in accordance with their respective terms of reference.

7. Ensure that there is a Chairperson for each standing and special Committee of the Branch at the first Executive Meeting following the AGM in consultation with the members of the Executive.

8. Appoint Executive Committee liaisons for each standing and special Committee of the Branch at the first Executive Meeting in the Fall.

9. Ensure that each Committee Chairperson receives a copy of and understands the terms of reference for the Committee before the first General Meeting following the AGM.

10. Maintain a strong liaison with chapters of the Branch if applicable, and other professional organizations such as the Nova Scotia College of Pharmacists, the Pharmacy Association of Nova Scotia, and the New Brunswick Branch of the Canadian Society of Hospital Pharmacists.

11. Prepare and submit an annual President's Report no later than three (3) weeks prior to the date of the AGM.

12. Represent the Nova Scotia Branch on all occasions when asked to do so by other organizations.

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PRESIDENT (continued)

13. Submit all files, binders pertaining to the office of the President to the incoming President and review and discuss all pertinent data with the incoming President upon termination of the duties of office.

14. Forward a copy of all significant correspondence to the Secretary.

15. With the approval of the Executive, set the goals and objectives of the Branch, at the first Executive meeting of the year. These goals and objectives will take into consideration the national strategic plan.

16. Ensure that yearly objectives are established for each Committee of the Branch, as applicable.

17. Encourage participation of all Branch members in Branch committee activities as well as General Meetings.

18. Attend the Annual General Meeting of CSHP National. The Branch is responsible for the President's expenses to attend the Annual Meeting, with the exception of registration which is covered by National.

19. Prepare a budget for the Executive Committee with the assistance of the President-Elect for submission to the Treasurer.

20. Organize a strategic planning session involving all incoming, current and outgoing Chapter Chairpersons, Committee Chairpersons, and Executive Officers if deemed appropriate by Executive for the year following the National Strategic Planning Session that occurs every 3 years..

21. Attend one Chapter Meeting during the year, if applicable.

22. Review current terms of reference governing the position and suggest revisions to the Secretary. This should occur with each changeover of the position.