



## External Relations Committee Profile

*Approved – March 15, 2022*

1. Title

External Relations Committee

2. Type

Standing Committee of the Board

3. Composition

The Committee is composed of a Committee Chair, who is chosen from among the Board and a minimum of two other appointed members as may be required from the Board, members at large or external experts. A maximum of four students from University of Manitoba's college of pharmacy may participate on the committee (2 students) or its working groups (2 additional students) if they are recommended by the student liaison to the board and confirmed by the chairperson. In addition, the Chair of the Board shall serve as an ex-officio member, and the Chief Executive Officer shall serve as an ex-officio non-voting member.

4. Appointments

The Board of Directors elects the Committee Chair at the Annual Board of Directors Orientation and Meeting. All other Committee members are selected by the Committee Chair based on consultation with the Board and participating Committee members.

In the event the Committee Chair is unable to fulfill their duties, the Board of Directors will appoint an Interim Chair until the next Annual General Meeting.

Additional members may be appointed as deemed necessary and can include non-Pharmacists Manitoba members who are subject matter experts.

Working Groups comprised of Committee members, members at large or external experts may be established as required.

5. Staff Liaison

The Chief Executive Officer, in consultation with the Chair of the Board, will appoint a staff liaison(s) for the Committee.

6. Term of Office

The Committee Chair serves a term from the time of their appointment to the end of the next Board of Director Orientation and Meeting following the Annual General Meeting. All members of the Committee must be reconfirmed by the Committee Chair annually.

## 7. Meetings

- The Committee meets at the call of the Committee Chair on a regular basis or at least 2 weeks prior to each Board meeting.
- Meetings may be conducted in person, by teleconference or by video conferencing.
- To facilitate communications, a copy of the agenda will be circulated one week in advance of each meeting to the members of the committee.
- Quorum shall be the majority of the External Relations Committee members other than ex-officio members.
- In the absence of the committee chair, the members of the Committee shall appoint an Acting Chair.
- Communication will be conducted primarily through email or by telephone when an urgent response is required.
- The Committee will adhere to all Pharmacists Manitoba By-Laws.

## 8. Reporting

- This Committee reports to the Board. Committee meeting minutes will be posted to the Virtual Boardroom within two weeks of each meeting.
- Committee reports will be provided for each Board of Director meeting as per Pharmacists Manitoba board report template.
- Urgent matters will be brought to the attention of the President and CEO immediately and as necessary.
- Reports containing specific recommendations to the Board must include possible budget implications as part of the report.
- Financial requests must be submitted to the Internal Relations Committee for review prior to submission to the Board for approval.

## 9. Terms of Reference

This Committee:

- Supports Pharmacists Manitoba with external relations involving, but not limited to government relations, professional relations and public relations initiatives and member services.
- Works to develop an annual agenda that is in line with the strategic planning of Pharmacists Manitoba.

- Establishes representation on Provincial and National negotiation or program committees.
- Maintains a collaborative relationship with government by participating in working groups that deal with current issues.
- Ensures that Pharmacists Manitoba is continually advancing the credibility and the visibility of the pharmacist in the community.
- Supports the development and access to programs that will encourage pharmacists to enhance their service offerings.
- Supports national campaigns at a provincial level.
- Supports the Pharmacists Manitoba Conference Working Group.
- Establishes and maintains relationships with stakeholders and sponsors.
- Develops and delivers effective and timely communication.
- Works with other pharmacy groups (stakeholders) to achieve common goals that benefit the profession of pharmacy (CSHP, CAPSI, CPhM, CPBA, CPhA, NPAC, The Pharmacists Manitoba Economics Advisory Council).
- Review on an annual basis the Committee Profile for the External Relations Committee

10. Expenses

- Any funding required by the Committee for initiatives and/or projects will be provided by Pharmacists Manitoba upon approval of the Board of Directors.
- The Committee requires a place to meet, access to teleconferencing services, and support from the office staff with administrative tasks.
- Committee members who claim expenses from Pharmacist Manitoba must be in compliance with the Travel and Expense Policy/Guideline.