



Pharmacists Manitoba Membership Services Committee Terms of Reference

Mandate

The mandate of the Membership Services Committee is to ensure that Pharmacists Manitoba maximizes benefits for its membership, addressing the needs of current members, while attempting to attract new members, both Corporate and Personal. The Member Services Committee is responsible for policy guidance related to Pharmacists Manitoba membership, insurance programs and operations, membership benefits and services.

A Pharmacists Manitoba representative and the CEO are appointees of the Board of Directors to the Canadian Pharmacists Benefits Association and as such will consult with the Pharmacists Manitoba Board of Directors through the Membership Services Committee in matters regarding the malpractice insurance program to ensure Manitoba representation at the CPBA Board level.

Reporting and Accountability

The Chair of the Membership Services Committee will report to the Board of Directors in advance of regularly scheduled Board meetings. Urgent matters will be brought to the attention of the President, CEO, and Executive Committee immediately and as necessary. Additional Working Groups comprised of subject matter experts may be established as required. Other Committee chairs must be advised in a timely manner of activities that have the potential to impact their working group.

Responsibilities/Deliverables

The responsibilities of the Membership Services Committee are to:

1. Make recommendations to the Board of Directors with regards to coverage, policy, and/or costs for Malpractice Insurance, insurance programs offered to members, Board liability insurance, and tenants insurance
2. Advocate Pharmacists Manitoba membership benefits to all stakeholders, both Corporate and Personal, and to foster future membership amongst the students of the College of Pharmacy
3. Review membership policies and make recommendations to the Board
4. Support strategies and programs to gain new members and to retain existing members
5. Actively pursue new Corporate memberships
6. Support membership engagement through membership surveys and communication practices
7. Provide support to the Pharmacists Manitoba office for Communication Journal publication issues
8. Write quarterly Communication Journal Editorials
9. Assign an Active Pharmacists Manitoba member in good standing as the Pharmacists Manitoba representative on the CPBA Board of Directors
10. Ensure the CPBA Pharmacists Manitoba Representative is an active member of the Membership Services Committee

11. Act as the liaison for communication between the Pharmacists Manitoba Board of Directors and the CPBA Board of Directors
12. Collaborate with other committees, and the Board of Directors of Pharmacists Manitoba

Membership

The Membership Committee shall be appointed annually on the recommendation of the Pharmacists Manitoba Board of Directors.

- A Board member will be designated as Chair upon the recommendation of the Board of Directors
- As a minimum, the committee shall consist of the Chair, the COO, the CPBA Pharmacists Manitoba Representative, one member of the Board of Directors, one member at large and the Student Liaison.
- Additional members may be appointed by the Chair as deemed necessary and can include non-Pharmacists Manitoba members who are subject matter experts.

Meetings

The Membership Committee shall meet in-person or through teleconference prior to each Board meeting unless there are no matters that need to be addressed.

- Meetings shall be convened by the Chair or upon request of at least two members of the committee.
- Quorum shall be a majority of the members of the Membership Committee.
- In absence of the Chair, the members of the committee shall appoint an Acting Chair.
- The Chair shall set and circulate an agenda in advance of the meeting and will designate a member of the committee to act as secretary who will prepare and distribute minutes within seven days of the meeting.
- A copy of the minutes will be provided to the office staff for archiving.
- Communication will be conducted primarily through e-mail or by telephone when an urgent response is required.
- The committee will adhere to all Pharmacists Manitoba By-Laws.

Resources and Budget

Any funding required by the committee 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.

All CPBA Board travel and meeting expenses are the responsibility of CPBA.

Confidentiality and Conflict of Interest

Each committee member must sign Pharmacists Manitoba Conflict of Interest and Confidentiality Declaration and Code of Conduct policies.

Remuneration

Participants are volunteers and do not receive remuneration with the exception of personal expenses that require prior approval from the Executive Committee, Pharmacists Manitoba. Consult Pharmacists Manitoba Travel Policy/Guidelines for eligible expenses. Committee Chairs are accountable for approving expenses related to their working group and for ensuring that those involved are aware of the guidelines.

Frequency of Review: to be reviewed annually

Date of Committee Review:

Date of Committee approval:

Date of Pharmacists Manitoba Board of Directors approval: April 5, 2013

(Updated to new TOR template in March, 2016)