



MEMBERSHIP SERVICES COMMITTEE TERMS OF REFERENCE

PURPOSE:

Promote membership of new and existing member.

AUTHORITY:

As mandated by and under the direction of the Board of Directors. Accountable to the Board of Directors.

COMPOSITION:

Chair: - Member of the Board of Directors
Members: - 5
Staff Support: - As determined by the CEO
Quorum: - 3 out of 5 committee members

LENGTH OF TERM:

Annual.

NUMBER OF MEETINGS:

As per budget allocation.

RESPONSIBILITIES:

- To investigate, develop and offer new and dynamic services and benefits to the membership which responds to their needs.
- To continue to enhance the value of OPA membership.
- To continually monitor current benefit programs and assess and revise as necessary.
- To deal with issues as brought forward by the Board and the membership at large in a timely and efficient manner.
- To investigate unresolved complaints from members regarding member benefits, and mediate as necessary.
- To review and update materials utilized in the membership campaign and renewal process.
- To enhance awareness of the Ontario Pharmacists' Association amongst pharmacists, pharmacy students and pharmacy technicians in Ontario.
- To develop strategies to maximize annual membership retention.
- To forge relationships with other pharmacy stakeholders.
- To select Ontario award recipients for recommendation to the Board of Directors. (Refer to appendix # 1).
- To operate within budget.



ONTARIO
PHARMACISTS
ASSOCIATION

REPORTING:

- Written report to the Board of Directors at the conclusion of each meeting.
- Written Report to the Membership twice per year, that is, an interim report via OPA website and a final report to the Members at the Annual General Meeting (AGM).

Board Approved: May 2005

Revised: APRIL 2006

Revised: March 7, 2007 by the Board of Directors

GNC Reviewed: November 2010

GNC Reviewed: November 9, 2011

Board Approved: Dec 7, 2011



AWARDS

- To create, maintain and enhance processes for awards nominations and selection.
- To select Ontario award recipients for approval by the Board of Directors.
- To make recommendations for the promotion of the awards
- Review and provide recommendations regarding promotional tools and activities relating to awards
- Elevate the prestige of OPA awards
- To review the process for Awards presentations.
- To recommend, as appropriate, OPA members for non-OPA awards.
- To, at least annually, communicate with Board members to increase their participation in the Awards nomination process.
- To address issues brought to its attention by the Board.