

Member, Specialty Practice Leadership Committee

POSITION DESCRIPTION

Membership of the Leadership Committee is an important leadership role. Under the leadership of the Chair and with support from the Secretariat, the Leadership Committee will guide SHPA activities that support pharmacy practice in the specialty, members of the Interest Group and Practice Group and SHPA as a whole.

Leadership Committees are not formal decision-making bodies and Leadership Committee members are volunteers.

Committee

The Leadership Committee will comprise seven members, including the Chair.

Roles

Under direction of the Chair of the Leadership Committee, the committee will:

- advise SHPA Board of Directors on issues related to the specialty
- advise the SHPA Secretariat on policy and advocacy
- contribute to the SHPA Standards of Practice
- advise the SHPA Secretariat on CPD relevant to the specialty
- advise on Advanced Training Residency curriculum
- advise on pharmacist credentialing, e.g. Advancing Practice
- promote and support research in the specialty stream
- delegate a committee member or Practice Group member as [GRIT Liaison](#)
- engage at all levels of the specialty stream to enhance the experience of Practice Group and Interest Group members with specialty practice, i.e. through the discussion forum and web content
- notify SHPA and respond in a timely manner to correspondence or notifications they have received from external bodies in their capacity as a member of a Leadership Committee, such as but not limited to the TGA Medicines Watch List relating to medicines shortages.

Responsibilities

Members of the Leadership Committee will be required to:

- attend a minimum of 60% of Leadership Committee meetings per year
- contribute to the Leadership Committee's work
- elect the Chair of the Leadership Committee annually
- review applications to join the stream's Practice Group
- moderate the discussion forum

Reporting

Leadership Committee members will report to the Chair of the Leadership Committee who in turn will report to the SHPA CEO.

Appointment

Members of the Practice Group are eligible to nominate to be elected to the Leadership Committee. Successful candidates will be appointed for a three-year term, except for the inaugural Leadership Committees where three positions were two-year terms.

SHPA employees who are also SHPA members may join Leadership Committees providing their employment is for less than 6 months. However during their employment they must step down from the Leadership Committee and can resume their committee membership after their employment has ended. In the course of their role, they may be required to attend Leadership Committee meetings. They will not be replaced on the Leadership Committee during their absence.

If the period of employment is more than 6 months, the employee must resign from the Committee position and the position will be treated as a casual vacancy. Refer to *SHPA procedure: Eligibility of SHPA staff who are SHPA members to hold committee positions*.

Support

Each Leadership Committee will have a dedicated staff member from the Secretariat, and have access to other Secretariat staff as required.

The Secretariat will provide support for meetings and teleconferences, elections, and review of applications; assist residency, publications, policy and education contributions; and any other support that is required.

Intellectual Property

The intellectual property of work done by or on behalf of a Leadership Committee or Specialty Practice Stream belongs to SHPA.

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