

OPA Student Chapters **Terms of Reference**

August 23, 2019

MANDATE:

To bring together a group of pharmacy students from each year at Ontario's Schools of Pharmacy in order to:

- Generate ideas for student-led advocacy initiatives and recommendations for OPA to be presented to the OPA Student Advisory Council for consideration
- Execute the student-led initiatives approved by OPA and the OPA Student Advisory Council at the local school level

AUTHORITY: Accountable to the OPA Student Advisory Council.

COMPOSITION:

- Executive Team for each of the Schools of Pharmacy:
 - 1 – Chair
 - 1 – Vice-Chair
 - 4 – Class representatives (one from each year)
 - 1 – OPA staff liaison
 - 1 – Faculty Staff Advisor (it is the responsibility of the Chair and Vice-Chair to ensure that the student chapter has a faculty staff advisor each year)
- General Members:
 - All OPA pharmacy student members are members of the local chapters
- Eligibility:
 - All Executive Team and General Members must be student members in good standing with the Ontario Pharmacists Association

APPLICATION PROCESS:

- Chair and Vice-Chair to be selected by OPA → appointed in September
- Class Representatives to be selected by the Chair and Vice-Chair of each student chapter
 - U of T → September (1st, 2nd, and 3rd years) and April (4th years)
 - UW → January (1st, 3rd, and 4th years) and September (2nd years)

LENGTH OF TERM: One year

NUMBER OF MEETINGS: Up to four times per year in-person at the schools (teleconference as necessary by OPA staff)

EXPENSES: Participation is on a voluntary basis. No honouraria or reimbursement for student expenses will be provided.

RESPONSIBILITIES:

- To act as the liaison between OPA and the pharmacy students at Ontario's Schools of Pharmacy
- To advise OPA through the Student Advisory Council of new and emerging issues to increase OPA's understanding of the views and concerns of pharmacy students
- To identify new ideas for student-led initiatives and to make recommendations to OPA through the OPA Student Advisory Council for consideration
- To implement, at the local school level, student-led advocacy initiatives approved by OPA and the OPA Student Advisory Council
- To collaborate with OPA on student engagement initiatives such as, but not limited to, the Student Open Forums
- To deal with other matters as directed by OPA and/or OPA's Student Advisory Council
- To operate within budget

REPORTING:

The local student chapters report to the OPA Student Advisory Council through the Chair and Vice-Chair of the local chapters. All initiatives must be approved by OPA and the OPA Student Advisory Council.