

Member, SPG Leadership Committee

POSITION DESCRIPTION

Membership of the Specialty Practice Group (SPG) Leadership Committee is an important leadership role. Under the leadership of the Chair and with support from the Advanced Pharmacy Australia (AdPha) Secretariat, the Leadership Committee will guide AdPha activities that support pharmacy practice in the specialty, members of the Specialty Practice Group, Verified Members and AdPha as a whole.

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

Leadership 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 AdPha Board of Directors on issues related to the specialty
- advise the AdPha Secretariat on policy and advocacy
- contribute to the AdPha Standards of Practice
- advise the AdPha Secretariat on CPD relevant to the specialty
- advise on Registrar Training curriculum
- advise on pharmacist credentialing, e.g. practice advancement/recognition
- promote and support research in the specialty stream
- delegate a committee member or Verified Member as [MedsScan editor](#)
- 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 AdPha 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:

- remain continuous financial members of AdPha during their term
- 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 be Verified Members of the Specialty Practice Group
- moderate online discussions

Reporting

Leadership Committee members will report to the Chair of the Leadership Committee who in turn will report to the AdPha Chief Executive.

Appointment

Verified Members of the Specialty Practice Group are eligible to nominate to be elected to the Leadership Committee. Successful candidates will be appointed for a three-year term.

AdPha employees who are also AdPha 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 AdPha *procedure: Eligibility of AdPha staff who are AdPha 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 tele/videoconferences, elections, and review of applications; assist residency, publications, policy and education contributions; and any other support that is required.

Intellectual Property, confidentiality and conflict of interest

Leadership Committee members need to fulfil the requirements of the [Specialty Practice Terms and Conditions](#).

Updated	July 2024	Review due	March 2025
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