

CHAIR, SPG LEADERSHIP COMMITTEE

POSITION DESCRIPTION

The Chair of a Specialty Practice Group (SPG) Leadership Committee will be a recognised leader in their area of specialty practice and lead the Leadership Committee in that specialty. With the support the SHPA Secretariat and their committee, they will steer the activities of all levels of the Specialty Practice Group within SHPA and influence pharmacy practice in their specialty in accordance with SHPA's Strategic Directions documents.

LEADERSHIP COMMITTEE

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

ROLES

The Chair of the Leadership Committee will:

- drive activities and priorities of the Leadership Committee
- advise the SHPA Secretariat on policy and advocacy
- liaise with relevant external expert groups and represent SHPA as a clinical specialist and provide feedback to SHPA to inform policy
- engage Verified Members as required to:
 - support the development of expertise in specialty practice
 - contribute to SHPA publications on specialty practice
 - act as a resource for the SHPA secretariat on CPD
 - be a resource for secretariat re policy/submissions when required

RESPONSIBILITIES

The Chair of the Leadership Committee will:

- convene regular meetings of the Leadership Committee
- ensure appropriate review of Verified Member applications
- appoint a member of the Leadership Committee as a moderator for the SPG's discussions
- delegate a committee member or Verified Member as MedsScan Editor
- attend SHPA events convened for Leadership Committee Chairs as required

REPORTING

The Chair will report to the SHPA Chief Executive who will oversee specialty practice resourcing and projects.

The Chair will be expected to be in regular communication with the Secretariat, keeping them abreast of the Committee's activities and priorities, and information from representing SHPA on external bodies.

The Chair or their delegate will notify SHPA of and respond in a timely manner to correspondence or notifications the Committee or delegate has received from external bodies, such as but not limited to the TGA Medicines Watch List relating to medicines shortages.

ELIGIBILITY

The Chair of a Leadership Committee must be a Full Pharmacist member of SHPA, except in the case of the Technicians and Assistants Leadership Committee which must be chaired by a technician member.

SELECTION

Members of the Leadership Committee will be invited to self-nominate for election to Chair the Committee. The Committee will elect the Chair annually.

DURATION

The appointment is for a one-year term; the Chair is eligible to re-nominate for subsequent terms with no limit on terms.

SUPPORT

The Chair will be supported in their role by the Secretariat. The Secretariat will provide support for meetings and tele/videoconferences, elections, and review of applications; and assist training programs, publications, policy and education contributions, and any additional support that is required.

INTELLECTUAL PROPERTY, CONFIDENTIALITY AND CONFLICT OF INTEREST

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

Updated	July 2024	Review due	March 2025
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