

SHPA Branch Regulations 2018

Introduction

With the introduction of SHPA's new Constitution in 2017 Branches have had the opportunity to review and revise regulations which direct their operation and assist Branches and the Secretariat to support members nationally. Regulations are reviewed annually and finalised in consultation with Branch Chairs and delegates. Any questions regarding regulations should, in the first instance, be directed to SHPA's [Member Liaison Officer](#).

The purpose of Branches

Branches are a crucial component of every member's engagement with SHPA. Each member is assigned a Branch relative to their location when they first join. Branches are a frequent point of contact providing invitations to continuing education, social and networking opportunities; communication about regional issues and calls for consultation, and the chance to attend meetings and nominate for Branch committees.

Geographically delineated, Branches are commonly the starting point for members to contribute to the advancement of their profession, extend their professional development and expand their leadership skills. Many Branch Committee members renominate or have sequential terms so Branches have access to ongoing expertise and experience which benefits SHPA members. Branch Committee members are joined by Board Directors at committee meetings providing greater opportunities for engagement in federal SHPA activity.

SHPA supports Branches to accomplish their role in achieving the organisations' strategic priorities which are outlined in our [strategic vision, purpose and values](#). In 2016, Branches informally agreed their key roles were localised education, membership (drive and increase), and advocacy (jurisdictional content and connections). These key priorities are the focus on the proposed regulations developed in this paper.

Branch regulations 2018

Regulations exist to provide guidance for branch members regarding Branch Committee activities. In essence, regulations outline how things are done consistently across all Branches. SHPA is keen to provide a structure and functional guidelines that are as simple as possible, transparent and helpful to Branches.

Regulation 1. Establishment of Branches

The Board may establish geographical Branches for the overarching purpose of facilitating the work of the Society.

SHPA supports the continuation of Branches in Victoria, New South Wales, Western Australia, Queensland, ACT, Tasmania and the combined Branch of South Australia and Northern Territory. Any proposed change to this structure should be presented by full and technician members of two or more years membership to the SHPA Board for consideration.

Groups supported by Branches operate at the discretion of the Branch Chair. Members are encouraged to participate in both federal and jurisdictional groups of interest to them in order to share expertise and innovation nationally. Groups which are limited to members from a specific region or area are overseen by the Branch Committee.

'Subcommittees' formally represent SHPA, are responsible for organising events and have control of SHPA expenditure.

'Working groups' are characterised as network of members who informally liaise with each other via email to discuss a topic or area of interest but which have no formal responsibility for budget or education.

Regulation 2. The Purpose of Branches

The principal purpose of Branches are to facilitate the work of the Society.

SHPA Branches provide jurisdictional expertise and engagement enabling the organisation to achieve its strategic plan. Operationally this covers three key focus areas: education, membership and advocacy.

2.1 Education

Branches coordinate the planning and delivery of continuing education for local and national members and other interested parties in partnership with the Secretariat.

Branches are encouraged to provide a minimum of ten (10) hours of localised Continuing Education per annum. These sessions are facilitated by subject matter experts from within the branch, the broader membership or the local health networks, either face-to-face, or via webinar. Attendance is usually charged at a nominal fee as set from time to time by the National Secretariat. More information on education pricing is available from the [Education team](#).

SHPA encourages Branches to offer an appropriate amount of Group 2 CPD to reflect members' interests. Consideration should also be given to the National Event Calendar, timing, and location to meet member needs. The needs and access of Rural Members must also be taken into consideration.

2.2 Advocacy

Branches may identify and develop advocacy opportunities such as state government requests for policy submissions, or media coverage in partnership with the Secretariat.

Branch Committees, or delegates, facilitate submission drafting, attend consultations and review materials where jurisdictional or representative input is required. Examples of past submissions, templates and policy analysis support is available from the [Secretariat](#).

Opportunities for media coverage should be facilitated by the Secretariat in line with the organisation's Media Policy. It is noted that Branches do not speak to the media on behalf of the organisation.

2.3 Membership

Branches partner with the Secretariat to encourage the recruitment and retention of new members and supporting existing members through the provision of networking opportunities such as social events.

As active SHPA members, Branch Committee members are ideally placed to advocate the benefits of SHPA membership to their colleagues (including technicians and interns), and to pharmacists at events including university information sessions.

Branches are encouraged to communicate with members on a regular basis via newsletters or Facebook groups. Assistance with templates or the creation and moderation of social media is provided by the Secretariat.

Regulation 3. Membership of the Branch

Branch membership consists of full pharmacists, technicians, fellows, students, provisional pharmacists and any honorary members (as outlined in the [constitution](#)) living in the designated branch area. Allocation of membership is determined by residential address, however members can nominate an alternative branch affiliation via the [SHPA website](#). Members cannot be affiliated with more than one branch at a time.

Organisational members (not yet implemented) are not affiliated with a branch as their activities may transcend jurisdictional boundaries.

Regulation 4. Procedures for holding annual and special meetings of Branch members

Annual Branch meeting arrangements, like other Branch meeting arrangements, are at the discretion of the Branch Chair.

SHPA encourages all Branches to hold an end-of-year meeting providing annual membership information, financial information, activity updates, and any governance activities to fulfil the traditional purpose of an Annual Business Meeting (ABM). While there is no mandate for Branches to hold an end-of year meeting, arranging for one to be held a few weeks after (no specific number of days required) SHPA's Annual General Meeting (AGM) gives Branches access to shared membership and financial information.

Social events (i.e. networking, Christmas party or trivia night) coinciding with annual or special Branch meetings should be budgeted through the Branch's annual budgetary process. Contact the Secretariat for support.

Where annual or special meetings are not held SHPA notes that annual membership information, financial information, activity updates, and governance information is provided to all Members via the National Annual General Meeting and Annual Report. SHPA also recommends that at the discretion of the Branch Chair, a one-page overview of Branch activities and financial information be made available to Branch members when a majority do not attend the annual meeting. The Secretariat Communications Team will provide a template for Branches to utilise.

Regulation 5. The composition, powers (including powers to delegate) and responsibilities of the Branch Committee or its sub-committees

Branch Committees consist of nine elected members comprising pharmacist, Fellow member or technician members (excluding provisional and student members) plus a Board Director from the Branch jurisdiction. Observers, including students, residents, early career pharmacists or rural pharmacists are invited to participate at the discretion of the Branch Chair/Committee. All observer positions must be renewed annually by the appointed Branch Chair.

Due to the strategic importance of the pharmacy technician workforce, SHPA Branches must have a designated technician representative on each Branch Committee. This position is voted for during committee elections by a separate ballot. The technician representative can hold a joint role i.e. technician representative/technician CE coordinator. Please note this is a new regulation that will have a trial period. Due to the practicality of managing multiple elections and simultaneous timing of both the technician and pharmacist member committee elections, technicians can only nominate for either the technician representative position or the Branch committee position, they cannot nominate for both. This is to avoid one person being voted in for two roles or votes becoming void. If the technician representative role is not filled at the election, the position will be left vacant and can be filled by the Chair if an appropriate candidate becomes interested.

Regulation 6. The manner of election or appointment to the Branch Committee

SHPA supports the election of Branch Committees through a ballot at a committee meeting or online election (at the Branch Chair's discretion) to support the highest rate of voting by branch members. The use of postal ballot is not supported.

All full, provisional, technician and life members associated with a Branch are entitled to vote in Branch Committee elections for all positions including the representative technician position. Members with lapsed membership at the time of electoral list extraction may be unable to vote unless special dispensation from the CEO is requested and dues are paid.

In-line with Board Director election processes, Branch elections are overseen by SHPA’s Company Secretary and nominations for Branch Committees must be provided to the SHPA Secretariat by 5pm AEST on the designated date.

Election results should be provided to SHPA’s CEO and Branch Chair at least 24 hours before a Branch ABM, unless the Branch Chair is nominated, in which case the CEO and Branch Secretary, or another member of the Branch Executive, are to be advised.

An election is not required when fewer nominations are received than positions available.

Unfilled positions can be filled by casual vacancies which are appointed at Branch Chair’s discretion and may include selection of a candidate with the next highest votes from a timely election (within 6 months). Casual vacancies must be appointed by the designated Branch Chair when assuming their role – they cannot be filled prior to the incoming committee taking office. Positions filled by casual vacancies are vacated for election at the next opportunity (i.e. end of a single term).

All election records must be stored on the SHPA Branch Committee SharePoint, or alternately be provided by the Branch to the Branch Liaison Officer for filing. Where material is sensitive it may be protected for view only by the Branch Chair and Branch Liaison Officer.

Branch Committee election timeline (guide only, adjustments permitted to suit individual circumstances where election integrity is not affected)

	Online	Ballot at ABM
Key dates	Action	Action
8 weeks prior	Notify SHPA Secretariat (CEO) of upcoming election and format	
7 weeks prior	Announcement to eligible voters Send call for nominations (250-word statement & photo) to all Branch members	
6 weeks prior		Notify SHPA Secretariat (CEO) of upcoming election and format
5 weeks prior	Verify nominees	Announcement to eligible voters

		Send call for nominations (250-word statement & photo) to all Branch members
4 weeks prior	Electoral roll closes and extracted by SHPA Secretariat. Election announcement to eligible voters	
3 weeks prior	Election period (open for 10 days)	Verify nominees
1-2 weeks prior	Results ratified by SHPA Secretariat SHPA Secretariat provide results to CEO, Board and Branch Chair. Nominees not notified prior to ABM	Electoral roll closes and extracted by SHPA Secretariat. Election announcement to eligible voters
ABM	Results announced at ABM	Candidates speak at ABM Election open (30 mins) Results ratified by Branch Chair Results announced at ABM

Regulation 7. The timing of elections

7.1 Elections are held each October to enable incoming committee members to attend end-of-year activities and to ensure handover of budgeting and planning is undertaken.

Regulation 8. The composition of the Branch Executive

8.1 The Branch Executive consists of a smaller experienced group of committee members who review information and make decisions on behalf of the committee when gaining consensus or discussion at a Branch meeting is unviable. The 'executive' comprises the following roles: Branch Chair, Vice-Chair, Treasurer and Secretary however the selection of these roles is at the discretion of the Branch Chair. The Chair can choose to have an informal ballot if they prefer. The Chair must report all 'executive' activities to the committee at the next meeting.

At the time of announcing an upcoming election, the executive can nominate a committee member to carry responsibility for liaising with SHPA's Secretariat in relation to the election implementation or results. This may be relevant if the Branch Chair is unavailable or seeking re-election.

Regulation 9. The office bearers of the Branch

9.1 The Branch Chair is elected by members of the branch committee from self-nominated members.

The appointment of other office bearers and formal responsibilities to specific Branch Committee members is at the discretion of the Branch Chair. Only the Branch Chair role is mandatory. All members of the Branch Committee must be listed on the [SHPA website](#).

Technician Representatives are elected by the branch membership. Should the Technician Representative resign during their term a casual appointment can be made by the Chair until the next elections are held.

Positions descriptions are available for the following roles: Branch Chair, Secretary, Treasurer, Vice-chair, CE Coordinator, Communications Officer (responsible for newsletter/social media), Membership Officer, and Technician Representative

Regulation 10. The role of budgets

10.1 Branch budgets of proposed expenditure are required annually for the financial year (July – June) to guide SHPA financial management. SHPA Secretariat will commence budget discussions with Branches in February with budgets due in March.

Each Branch must provide two budgets to SHPA's Secretariat;

- 1. Operations budget - including Branch continuing education events*
- 2. Symposium' budget - including planned education events outside regular Branch activity such as webinars or conferences*

For budget purposes 'continuing education' includes all education provided to members free of charge i.e. monthly or regularly scheduled presentations and webinars. Symposiums include education events where members are charged to attend. Non-members are required to pay to attend either type of event.

Examples of budgets can be found on the Branch Committee SharePoint.

Regulation 11. The terms for which persons hold a Branch office

11.1 Apart from the Technician Representative all branch positions are appointed by the Chair. Technician Representatives are elected by the branch membership. All elected positions including Branch Chair and Technician Representative are held for three years

At the end of a term an individual can seek re-nomination to the committee for a maximum of three (3) cycles of 3 years. Once re-elected committee members can renominate for positions within the committee. To avoid burnout staggered committee terms are preferred.

Branch Chairs are elected from committee members for a two-year term with other executive appointments made for one year. The allocation of specific responsibilities (i.e. CE Coordinator, Membership Officer) are for one year although individuals are able to renominate for a sequential period. All appointments must be confirmed by the incoming Branch Chair.

At the commencement of their term Branch Chairs should aim to forward plan executive (if implemented) and other appointments for the length of their term to aid succession planning.

Regulation 12. The procedure for Branch member meetings and Branch committee meetings

12.1 Branch meetings are held as required to advance committee work. Branches are encouraged to meet monthly however this is at the discretion of the Chair.

A minimum of 4 meetings per year (excluding an annual branch general meeting) is required.

SHPA's Secretariat support Branch meetings by providing resources such as Agenda and Minutes templates and funding for catering and meeting spaces, if required.

To ensure transparent and effective communication all Branches are encouraged to provide Minutes to SHPA's Secretariat within a week of committee meetings. It is recommended that the Branch updates an action log of decisions after each meeting and shares this information with the Branch Liaison Officer.

Branch Chairs may meet collectively via teleconferencing to discuss joint concerns and share Branch insights. SHPA's Secretariat facilitates these meetings bi-monthly, depending

upon participant availability. If Branch Chairs wish to meet in person, any costs associated with this should be included in the Branch's annual budget.

SHPA's Secretariat recently provided a new Branch agenda and minutes template including standard items for discussion: education, membership, and advocacy. Please note as the decisions of the Branch committee meetings are not legally binding, the use of a Branch meeting quorum is at the Chair's discretion.

12.2 Declaring a Conflict of Interest (COI) is applicable to SHPA office bearers, staff, and members and those acting on behalf of SHPA. They are: Board of Directors, members of the Board committees and Reference Groups, Branch office bearers, Specialty Practice Group members, SHPA staff, conference organising committees and members involved in the planning and delivery of SHPA activities.

COI arise when an individual has an actual, potential or perceived conflict between official duties and private interests. For a comprehensive definition please see the [Conflict of Interest Policy](#). To acquire a COI form please contact [Secretariat](#).

Regulation 13. Any other matters pertaining to the regulation of the Branch

13.1 All awards presented by the Branch are funded by the Branch operational budget and should be registered with SHPA's Secretariat.

13.2 All work undertaken by SHPA Branch Committees remains the property of SHPA including any intellectual property. All materials developed by Branch Committees should be saved in a shared SHPA file format accessible to future Branch Committees and SHPA's Secretariat.

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1.0	SHPA Secretariat	09/08/2018