
European Society of Clinical Pharmacy

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EDUCATION COMMITTEE CHARTER

1) Terms of membership

There are maximum eight members of the Education Committee, and one representative of the ESCP General Committee (GC). Members serve in the Education Committee for four years¹; continuation of office years must be approved annually by the group and is subjected to the GC's approval. The mandates may be renewed only once, for which the re-applying members must submit a proposal to the Education Committee, justifying extension of the mandate. The extension will be treated as a re-application in parallel with other possible new candidates. The proposal from the committees is sent to the International Office (IO) and GC President. The representatives of the GC are excluded from this process.

A position is declared vacant if the member:

- Resigns from the Education Committee. This should be in writing, by means of an email to the Education Committee Chair, who forwards it to the International Office (IO) and the General Committee President;
- Fails to participate in the roles and responsibilities listed in point 4)

When a member's position is declared vacant, the Education Committee Chair may initiate a call for applications to fill the position via ESCP communication media, if approved by the Education Committee. The General Committee must approve all new Education Committee members.

2) Convening of Meetings

Meetings will be held face-to-face during ESCP annual Symposium. Members will be informed of this meeting by email. Members who are not able to attend the full conference should inform the Chair to arrange the meeting.

Regular Internet conference calls are scheduled. Members should receive the previous meeting minutes and agenda for the meeting one week prior to the date. Frequency: every 2 months to focus on one point and the action points to follow up.

3) Conduct of meetings

Meetings will be facilitated by the Education Committee Chair.

The start and finish time for the meetings should be respected. Additional time requires the consent of the majority of members attending the meeting.

¹ The members of all working committees shall hold office for four years in consultation with the General Committee. (Article 15, Point 2 of the Constitution, 2009)

A minute-taker (usually the vice-chair) will be appointed in the beginning of each meeting, to keep a record of meeting attendees, main issues raised and action items.

Once approved, minutes from the past meeting are uploaded on ESCP website (Filedepot).

4) Roles and Responsibilities of Education Committee members

Education Committee members agree to:

- Provide expertise on topics under discussion;
- Review/comment documents within the time line indicated by the chair;
- Attend all meetings possible and prepare suitably;
- Complete all assignments prior to each meeting or proposed deadline.

The Education Committee shall elect from among its members a chairperson, on a rotating basis, for a two year tenancy.

The vice-chair is also elected for 2 years, the vice-chair becomes chair and the chair stays for 1 year as past-chair.

The Chair can serve for an additional 2-year term if approved by the Education Committee members.

The vice-chair should have 1 year experience in the committee before applying.

Whenever there is more than one possible candidate for any of these positions, a voting procedure will be installed. Given the restricted size of the committee, the votes will be secret. GC delegates can also vote.

The chairperson agrees to:

Prepare the Education Committee meetings (for example, by providing notification and sending necessary documents in advance);

- Effectively manage the Education Committee, including monitoring the implementation of its strategic plan;
- Collaborate with the General Committee and other Committees to pursue ESCP's mission.

For the sake of continuity, the past chairperson should continue as a member of the Education Committee for one year after the end of their tenancy.

References:

- ESCP Constitution, 2009 (see www.escpweb.org)
- ESCP Guidelines for Symposia and Workshops, 2015 (see Filedepot RESC-GC)
- Roles and responsibilities of General Committee, Director and the Committees of the ESCP, 2018 (see Filedepot RESC-GC)
- Tips for Education Committee members on Symposia Scientific Committees, 2012 (www.escpweb.org --> Education Committee page and also Filedepot RESC-GC)
- ESCP Reimbursement Guidelines 2019, dated 19-11-2018 (see Filedepot RESC-GC)