

UKCPA Groups Terms of Reference

1. Activities

UKCPA Groups represent specialities within the association. They are active groups who each have specific aims, but which fall under the overarching vision and aims of UKCPA as a whole. Part of their remit is to organise Masterclasses and workshops at annual symposia, and represent UKCPA to external organisations.

Each Group has an online discussion group dedicated to their specialist area. Any UKCPA member can join any number of these online networks. They allow members to be kept informed of current Group and UKCPA-wide activities as well as being an informative and responsive information source for practitioners.

2. Committee

Each UKCPA Group has a core Committee and Chair. The Group Committee is responsible for recruiting and releasing Committee members.

The Group is responsible for investigating and securing sponsorship for events they are organising.

They have an annual budget of £500 to cover committee meeting expenses.

3. Reporting

Each Group must produce an Annual Report on a template provided by the UKCPA Office which is submitted for discussion at the annual Business Planning meeting in early Spring each year.

The Annual Report outlines the Group's vision and aims, which will be in line with the overarching UKCPA vision and aims. The Annual Report will also contain the Group's annual objectives, business strategy and plan for the coming year which will be reviewed and approved by the General Committee. The document will report the Group's previous year's activities and successes which will be mapped against the projected objectives for that year.

4. Frequency of meetings

Each Group Committee should hold at least two meetings per year, which can be face-to-face or via teleconference.

5. Reporting and accountability

The UKCPA Groups report to General Committee.

6. Roles of the Group Committee Chairperson

- To coordinate the work of the Committee
- To delegate tasks to Committee members
- To organise and chair Group Committee meetings
- To maintain a record of Group activities, actions and deadlines
- To prepare the Annual Report and 3-year reports
- To attend (or appoint a nominated representative) General Committee meetings on behalf of the Group
- To attend and contribute to (or appoint a nominated representative) the Education Planning Committee meetings

7. Roles of the Group Committee

- To be a point of contact for enquiries made within their specialist area
- To promote all UKCPA activities and network opportunities, particularly those within the activity of the Group
- To contribute ideas and propose topics for educational events
- To organise at least one Masterclass every two years, with the support of the UKCPA office
- To contribute ideas or speakers for symposia workshops and plenary sessions
- To provide volunteers for award and conference abstract marking adjudication
- To liaise with industry colleagues, with the support of the UKCPA Office, to seek and secure sponsorship for appropriate Masterclasses and awards, and to share these contact details with the UKCPA office
- To write a quarterly report for publication in the UKCPA newsletter '*In Practice*' (contributor(s) to be agreed within the Group)
- In rotation with other Groups, to write an article for publication in Pharmacy Magazine (contributor(s) to be agreed within the Group)
- To contribute to the UKCPA e-bulletin '*In Focus*', where possible
- To participate in UKCPA projects and workstreams, if appropriate and possible, such as advanced practitioner competency frameworks, professional curricula and professional recognition processes
- To contribute expertise to national consultations, collating comments from the Group or outside the Group where appropriate and submitting response to UKCPA office
- To provide up-to-date documents and resources relating to the Group for the UKCPA website

- To proactively represent the organisation in response to future initiatives or requests, or select a suitable representative, to ensure that UKCPA is at the forefront of professional developments

8. Time commitment

The time commitment for Group Committee members will vary greatly between Groups. The following is a guide to what is expected as a minimum (excluding travel time) for the Group as a whole (not individual members):

Representative ¹ at Spring General Committee meeting:	6 hours
Representative at Autumn General Committee meeting:	6 hours
Representative at Business Planning meeting (over 2 days):	14 hours
Representative at Education Planning Committee meeting at Spring conference:	3 hours
Representative at Education Planning Committee meeting at Autumn conference:	3 hours
Group Committee meeting:	6 hours

¹ Representatives can differ at meetings, so that workload is shared between Committee members.