

Advisory Panel

Terms of Reference

The Advisory Panel will consist of individuals from whom UKCPA may obtain guidance and support within a particular subject, either by correspondence or at meetings to which the experts may be invited.

A member of the Advisory Panel is an individual appointed by the UKCPA Nominations Committee who undertakes to contribute information on developments in his or her field, and to offer advice as appropriate, spontaneously or upon request.

COMPOSITION:

- There will be a minimum of two and a maximum of six individuals on the Advisory Panel at one time, to be reviewed annually.
- Members of the Advisory Panel are not required to hold UKCPA membership. This is to allow other professions to be invited (for example, lawyers, technical experts or other healthcare professionals).

TERM OF OFFICE:

Members will be appointed for a period determined by the Nominations Committee, but not exceeding five years, with one vacancy arising each year.

SELECTION:

- When a post is due to become vacant, or at any time if a post is already vacant, individuals can nominate themselves, can be nominated by any UKCPA member, or can be personally invited by the Chair of UKCPA.
- Prospective members of the Panel will be asked to provide a CV and covering letter outlining their expertise and proposed contribution to the Panel.
- Nominations will be reviewed by the Nominations Committee using the eligibility criteria below, in addition to any specific criteria required at the time.
- The Nominations Committee will consider the expert's qualifications and experience, in addition to ensuring that the Panel as a whole has a broad representation in terms of diversity of knowledge, experience and approaches.

ELIGIBILITY CRITERIA

- Any person possessing qualifications and/or experience relevant and useful to the activities of UKCPA may be considered for appointment as a member of the Advisory Panel.
- Candidates should have experience at a senior level within their area of expertise. Usually this would encompass knowledge and experience of working within the NHS or the broader

pharmacy profession or industry; however, occasionally it may be appropriate to consider individuals with experience in other sectors, such as technology, education, social media, or law, if this expertise is specifically required at the time.

- Candidates will have experience of participating in formal meetings, and the ability to present complex information and contribute to group discussion.
- Candidates will have the ability to communicate efficiently and effectively and to provide constructive feedback.
- Candidates will have discretion in handling confidential information.

ROLES & RESPONSIBILITIES:

- To provide the UKCPA Board of Directors with expertise, information and advice regarding any developments which may impact on or inform the strategic planning of the business and success of UKCPA
- To act as expert advisors to the UKCPA Board of Directors
- To be invited to the Nominations Committee for key appointments.
- To be invited to contribute to key and flagship events, such as the annual conference steering group.

PRESENTATION TO UKCPA BOARD OF DIRECTORS

- Presentation at up to four teleconference or face to face meetings per year may be required. Advisory Panel members will be notified of upcoming Board meetings and asked whether they have any information and advice which is timely and appropriate to report. In addition, members of the Advisory Panel can notify the Chair or CEO at any time if they have information pertinent to the strategic planning of UKCPA.
- The Chair of UKCPA will recommend a written or oral report to the Board.
- Notes of all Board meetings are distributed to Board members. Chatham House rules may be applied if appropriate.

REMUNERATION

- Travel expenses (and accommodation if appropriate) to face to face meetings will be reimbursed.

Terms of Reference will be reviewed every 12 months by the Board of Directors.