

# ROYAL PHARMACEUTICAL SOCIETY

## Retired Pharmacists (Members) Expert Advisory Group Plus August 2024

### Terms of reference

*Creation date by PB: October 2023; revision 1 IGS Feb24; revision 2 MET July 24*

#### 1. Overview

*Note: The Royal Pharmaceutical Society (RPS) is undergoing significant change e.g. governance processes which will take some time to complete. This revision, incorporating updates of the existing Retired Pharmacists Group (RPG) Terms of Reference, will be the basis for future annual revisions in due course. RPS current advice is to use the title Retired Pharmacist Expert Advisory Group-Plus indicating the wider nature of the role e.g. organisation of events and activities*

The Retired Pharmacists (Members) Expert Advisory Group Plus (EAG Plus) provides a source of expertise to the RPS on a broad range of issues pertinent to pharmacists and pharmacy and with a particular relevance to those who have retired from professional practice, whatever their discipline or sector.

The group serves as a consultative group to the Assembly and National boards of the Royal Pharmaceutical Society (RPS), acting as a source of expertise and advice and providing evidenced-based leadership and opinion to inform RPS policy decisions and advice to government and other organisations. The group also serves to provide advice to the RPS membership team to help them shape the membership proposition of the Society. This will enable RPS to provide strong, relevant, and appropriate support to our retired members, ensuring a strong sense of community is developed and maintained.

The main aim of the Retired Pharmacist EAG is to provide a structure through which the retired members can connect with the Society, providing insight and support to the organisation in the pursuit of its vision and mission. It is a forum through which the experience and knowledge of retired members may be harnessed to support the wider membership, through mentorship, friendship and activities to further a continued sense of belonging.

The Expert Advisory Group will initially consist of the RPG committee, with appropriate co-options, and continually engage with a RPS Retired Pharmacists' Network, which will be a wider, empowered and representative network of retired pharmacists across all relevant backgrounds. Engagement will be two-way; for the Expert Advisory Group to seek and disseminate information. Members of the Retired Pharmacists' Network will be all RPS Members and Fellows paying the Retired Pharmacists' Membership Fee.

In due course the appointment process used by other EAGs may be adopted if practicable.

The EAG will:

1. Advise RPS on significant issues concerning retired members, including the use of medicines in elderly people.
2. Support RPS in responding to requests for advice, expertise, input and comment from retired members, highlighting too where RPS advice should have been sought.
3. Where agreed, represent RPS by providing expertise and relevant experience. This may include attending meetings or acting as a media spokesperson.
4. Provide a cohesive, strategic forum to ensure RPS is able to shape key policies and innovation around our membership proposition.
5. Help ensure a joined-up approach across RPS and the profession to ensure that retired members are kept at the forefront of our thinking and alongside other important membership groups
6. Organise an annual programme of professional and leisure activities for members of the Retired Pharmacists' Network

## **2. Deliverables and Outcomes**

1. Provide expertise to help create coherent responses to emergent pharmacy issues across England, Scotland and Wales as they pertain to matters concerning retired pharmacists.
2. Support the ongoing work of RPS and the provision of learning opportunities for pharmacists
3. Support RPS and the profession with engagement and networking with other relevant organisations impacting on pharmacy including regulators, Royal Colleges, partnership and specialist groups.
4. Work with other RPS groups (e.g.advisory groups, country teams and comms) to align activity and support the delivery of RPS mission and vision.
5. Communicate the work of the EAG to internal and external stakeholders.
6. Lead and encourage membership of RPS across the pharmacy workforce (current active and retired).
7. Deliver an annual programme of professional and leisure activities, including volunteering in areas of particular interest to retired members.

## **3. Expert Group member specifications**

1. Members of the RPS Retired Pharmacist EAG can include Pharmacists and Pharmaceutical Scientists who have spent the majority of their working time in pharmacy.
2. Membership of the group is based on an individual's own professional experience and perspectives rather than acting as a representative of another group or organisation.
3. The group will be constituted to ensure a wide breadth of relevant experience across its membership.

4. RPS has ultimate responsibility for the group and the group will reflect the views and opinions of retired pharmacists in RPS membership across Great Britain and the diversity of the profession.
5. The group will comprise a maximum of 15 members and should ideally reflect the breadth of pharmacy practice.

**All members** of the group will:

1. Be a member of RPS (where eligible).
2. Conform to the RPS code of conduct for members of governance bodies.
3. Declare any conflicts of interest, and to act in an open and transparent manner without undue influence.
4. Not be an elected member of RPS National Boards (with the exception of the observers).

Ideally, the group will have representation across pharmacy and the three nations of Great Britain

#### **4. Time demands / Ways of working**

1. The group will typically meet formally face-to-face and/or virtually a maximum of four times a year. Additional meetings may be required according to matters arising and will be conducted virtually.
2. The majority of interactions will be virtual, by email or through other online networks as agreed by RPS. Additional meetings if required will be conducted virtually.
3. Members will declare any interests that may be a conflict to the work underway.
4. The RPS staff lead is responsible for reporting the activities and deliverables of the group to the Assembly.
5. All members are expected to attend at least 75% of all meetings held. Those not attending three consecutive meetings without due cause may be asked to stand down by the Chair. It is recognized that retired members may need to withdraw from responsibilities for an agreed period from time to time e.g. for personal health or fulfilling caring responsibilities
6. Support from RPS staff will be provided to the group and to the Chair to assist with communications, planning meetings, organising events and undertaking RPS work programmes.

#### **5. Terms of Office**

The term for members to sit on the Retired Pharmacists (Members) Expert Advisory Group is up to 5 years with a second term possible in order to stagger turnover of membership. Previous membership of the group is not a bar to reapplication at a later date. It is expected if a member no longer meets the member specification, e.g., they no longer remain in membership of RPS, they would step down.

Note: Succession Planning and Guide to Committee Roles Documents, Appendices 1 and 2

## **6. Composition**

The composition of the Retired Pharmacists (Members) Expert Advisory Group-Plus should reflect the spectrum of pharmacy practice as well as regional and country interests. The Group will not exceed 15 members who will be appointed by an RPS panel in due course if practicable. The Committee of the Retired Pharmacists (Members) Group will form the initial RMEAG and thereafter RMEAG members will be appointed following an open call for nominations to RPS retired members.

## **7. Position of Chair**

The position of chair is held for maximum period of 5 years. During the recruitment process for the Retired Pharmacists (Members) Expert Advisory Group-Plus, all applicants will be able to express their interest in becoming Chair in due course. For the re-election of Chair this will be advised to the group and externally at the penultimate meeting of the Chair's term of office following the RPS recruitment process. A member standing for Chair should declare any actual or potential conflicts of interest. It is widely accepted that professional experts will be asked to sit on various committees and groups nationally and internationally and that such external recognition would not preclude appointment to the Chair.

## **8. Refreshing Membership**

When vacancies occur on the advisory group, an invitation for new members to join the group will be circulated and the recruitment process followed. This will be done as need arises, or as a minimum every three years. On occasion, it may be necessary to co-opt specific expertise onto the advisory group.

## **9. Other**

Appropriate RPS staff will attend meetings as required to support the work of the Expert Advisory Group-Plus, including:

- CEO
- Chief Education & Membership Officer
- Administrator
- Other RPS staff, invited guests and external consultants engaged by RPS as required

## **10. Reimbursement**

Travel expenses up to the level of the standard class ticket bought on the day of travel will be reimbursed when the RPS requires the Retired Pharmacists (Members) Expert Advisory Group-Plus to hold a face to face meeting, in line with the RPS expenses policy. It is anticipated that, for the foreseeable future, the majority of meetings will be held virtually.

Note: All other RPG meetings held face to face will be at the Expert Advisory Group/Committee members own expense.

## 11. Membership of Retired Pharmacists (Members) EAG-Plus

Revised Dec. 2024

## **Appendix 1 Succession Planning**

### **1. Principles**

Any healthy organisation needs to change and plan for the future

Equally there is a need to ensure continuity, especially in officer roles, as well as to engage younger members, encompass inclusion and diversity and where possible geographical spread.

The organisation needs to ensure that whilst welcoming new ideas it also learns from past and current experience and positive learning, e.g. online working and virtual meetings as a result of the COVID -19 pandemic; climate change and reducing unnecessary travel; responding rapidly to external changes and looking to the future.

Ensure governance processes are followed and innovated

All committee members and officers when considering taking on these roles should commit to fully participating in all committee activities.

### **2. Key aims**

To engage all retired members of the RPS, including those who are newly retired and those in the process of retiring, in RPG and committee activities to ensure fresh and diverse representation.

To enable long-serving committee members to stand down from the committee and/or officer roles at a time that suits them or their circumstances. This should include an option to do so on a temporary basis due to intermittent personal circumstances e.g. health or caring roles.

To ensure, whilst gaining fresh ideas from new committee members, that those in key officer roles do not retire from these at the same time to maintain continuity whilst new members gain experience of RPG committee work.

To look to the future of the RPG and of its changing membership and aim to reflect these in the committee membership through active recruitment.

To give useful advice to RPS members who are in the process of retiring, providing positive reasons for continuing their RPS membership after retirement, hence maintaining both RPG and RPS membership

To ensure RPS publications and surveys e.g. Pharmaceutical Journal, as well as specific RPS/RPG related communication includes and is accessible to retired members.

### **3. Key actions:**

To ensure all officer roles have an outline description of responsibilities and an expected length of service from appointment.

To specifically focus on inclusion and diversity and newly retiring members, encouraging RPG engagement and in due course committee membership.

### **4. Suggested Timescales for Retired Members' EAG-Plus/RPG Committee membership**

Normally up to 5 years, but may be reviewed if personal or external circumstances make a shorter or longer term desirable.

### **5. Timing of Officer Appointments**

Each committee officer will have an expected period of time in office which would normally be for no more than one term.

Key office holders e.g. chair and hon. secretary should not change at the same time.

All officers should be engaged in succession planning alongside committee members

**Past committee officers will be encouraged to remain on the committee for an agreed period of time to support new the officers.**

- Suggested timescales for office holders:
- Chair up to maximum of 5 years with a norm of 3 years
- Co-chair (new role instead of vice-chair) 18months-2years prior to becoming chair
- Hon Secretary up to a maximum of 5 years
- Treasurer up to a maximum of 5 years

Revised Dec. 2024

## **Appendix 2: A Guide to the Roles of Retired Pharmacists (Members) EAG-Plus Committee Officers and Members**

### **Introduction**

- All members of the Retired Pharmacists (Members) EAG-Plus/RPG Committee are volunteers and give their time on a voluntary basis.
- It is important that volunteers, in agreeing to become officers or members of the committee, ensure that they can give a reasonable amount of their time to RPG committee work and activities.
- As such committee members need to recognise that their roles can on occasion be time consuming and may not only be confined to committee attendance.
- Committee members should not normally go wider than their agreed brief without discussion with committee officers.
- From time to time a committee members may need to step back from their role or indeed retire from the committee unexpectedly e.g. health or caring commitments. Other committee members need to be able to step into cover work as appropriate.
- Each committee member needs to have access to appropriate IT to participate in virtual meetings.
- It is desirable to have available word processing software to assist with the preparation of documents related to RPG activities e.g. when organising an event.
- Committee members may need to undertake specific training or updates e.g. governance functions or specific additional roles they wish to undertake e.g. museum volunteering.
- Where practical the RPG officer roles will be for an agreed period of time and any changes to that notified at the AGM. (See 'Succession Planning' document) An officer will not normally be eligible for re-election to same post.

### **Additional guidance for Committee Officers**

- They will need access to Microsoft Office software to enable them to prepare documents, committee papers and presentations as requested.
- From time to time they will need to travel to London, or another agreed venue, for face-to-face meetings with RPS officers
- Previous experience in the role they have volunteered to do is desirable as detailed training is not available.

### **Specific officer roles**

#### **EAG-Plus/RPG Chair**

- The RPG chair is the principal officer of the EAG-Plus/RPG. The role is similar to that of a chair of a voluntary organisation
- Establish and maintain links within the RPS
- There are both outward facing duties (external) as well as inward facing duties for the EAG-Plus/RPG and RPS. This includes areas such as representing the views of RPG externally, presenting RPG committee views and enabling contacts with other relevant organisations.
- Leading on organising the Annual Clinical Conference and AGM.

- Chairing the RPG committee meetings and the Annual Clinical Conference and AGM.
- Drafting the annual report for presenting at the RPG AGM, engaging others as needed.
- Ensuring that committee meetings are held regularly and that they run efficiently.
- Ensuring that, in conjunction with the honorary secretary, that there is an agenda for each meeting, that minutes are taken and distributed to committee members alongside other relevant papers.
- Preparing a quarterly RPG Newsletter in conjunction with the honorary secretary and RPS Comms. staff.
- Ensuring good links with RPS staff throughout the UK
- Seeking to engage retired members in all parts of the UK in RPG activities.

### **RPG Co-chair**

This is a new function to replace the previous vice-chair function

- Be willing to become, in due course, the chair and as such aid in succession planning
- Deputise for the chair on either a specific area or in chairing individual meetings on a basis agreed with the chair

### **Immediate past chair**

- Ideally the previous post holder will remain on the committee both to share experience and to potentially fulfil existing roles e.g. on any previous projects in which they have been engaged

### **Honorary Secretary**

- The principal role may be seen as the support to the EAG-Plus/RPG chair
- To undertake the administrative requirements of the EAG-Plus/RPG supported by the RPS when necessary.
- To prepare and take minutes for RPG meetings and to lodge these as agreed.
- To ensure that all papers for committee meetings are distributed to committee members
- To assist the chair with RPG annual report preparation
- To assist with communication to all retired members
- Assist the chair with the preparation of a quarterly RPG Newsletter
- Ideally the post holder will remain a committee member for a period of time when no longer the secretary.

### **Programme Secretary**

This new committee officer role will work closely with the honorary secretary.

- To develop and co-ordinate the programme of RPG Events, ensuring they are evenly spaced during the year.
- To link with RPG members who volunteer to organise events and walks, ensuring they are appropriately organised, priced and advertised.

- Working with the appropriate RPS events personnel who deal with our event bookings and advertising.

### **Treasurer**

- To liaise with financial officers at the RPS on behalf of EAG-Plus/RPG, ensuring that financial reports on matters relevant to RPG activities are available to the committee on request.
- To oversee the residual funds in the RPG bank account, liaising with the bank as appropriate
- To ensure probity, including reports, on the use and management of the RPG bank account.
- To prepare an annual financial report for the chair to present at the AGM.

### **Committee member roles**

- To attend the RPG committee meetings either virtually or in person.
- To liaise with RPG committee officers on undertaking key regional/national roles to ensure geographical spread throughout UK.
- To engage with particular groups within the RPS e.g. inclusion and diversity, as agreed with the RPG chair, and to report back to other committee members,
- To either undertake to organise an agreed event or support others in so doing, using RPS/RPG agreed processes and documentation and liaising closely with the RPG programme secretary.
- To contribute to ideas for national and/or local events for the annual programme.
- To deputise for officers if necessary on an agreed basis where the skills exist.
- To make suggestions for changes in EAG-Plus RPG approach and to bring these forward to the committee.

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