

## Principles for running an RPSGB Branch and Branch committee

### Statement of purpose

**Branches are a support organisation for pharmacists through development of lifelong learning; shared exploration of new ideas; and fellowship and peer guidance in a non-sectoral, non-commercial environment.**

The objects and activities of the Branch should support this statement of purpose. It is not envisaged that the Branch is the only pharmacy organisation in an area that would be undertaking all the activities listed here. Rather, the Branch is ideally placed to link with other organisations to promote and co-ordinate activity:

The name of the Branch shall be \* \_\_\_\_\_ Branch of the Royal Pharmaceutical Society of Great Britain.

The objects of the Branch shall be, within the context of the public benefit, to further the Society's objects and support the professional interests of its members together with, as decided by the Branch, preregistration trainees, pharmacy students and registered pharmacy technicians, more particularly by:

▪ **Serving as a resource for the Council of the Society and the members of the Branch.**

This may include

- Arranging forum meetings with Council members and Society staff;
- Producing written or electronic communications for local members;
- Submitting motions and sending delegates to the Branch Representatives' Meeting;

▪ **Liaising with the Society's national Pharmacy Boards.**

- the Boards are tasked with supporting the Society's Branches in the relevant country;
- it is for the Boards themselves to determine how they will work with the Branches;
- the Council has agreed that Branches will be invited to send observers to Board meetings;

▪ **Co-operating with the Council generally in the work of the Society.**

This may include

- Facilitating communication of Council activity and policy to members by way of meetings and other forms of communication;
- Communicating ideas for development from members to the Council;
- Communicating Society policy to local stakeholders both within and outside the profession;

▪ **Promoting a spirit of co-operation and professionalism amongst members.**

This may include

- Organising professional meetings;
- Facilitating communication and networking between members;
- Organising local mentoring programmes for pharmacists;
- Supporting pharmacy students and pre-registration trainees (providing mentoring, participation in meetings and communications, facilitating networking);

▪ **Providing opportunities for members to raise and discuss matters of common interest, and to express their collective opinion on Council policy and other consultations.**

This may include

- Organising professional meetings;
- Responding to Society and other consultations (local, regional and national);

▪ **Providing opportunities and support for members to undertake continuing professional development (CPD), in partnership with local continuing education providers.**

This may include

- Helping to determine, and guide members on, matters of local educational importance;
- Arranging courses of local relevance;
- Co-ordinating and supporting study groups and mentoring programmes;

▪ **Promoting communication and co-operation between pharmacists and other local health and social care professionals.**

This may include

- Organising strategic joint meetings;
- Communicating national policy and multi-professional initiatives;
- Organising / supporting joint CPD meetings;

▪ **Communicating with local stakeholders about the contribution of pharmacy to the local community.**

This may include

- Networking with local stakeholders, and sharing information with members and the Society's offices. Currently, the Society's HQ at Lambeth administers Branches GB-wide;
- Participating in active national and local public relations activities;
- Promoting pharmacy as a career;

▪ **Developing local leadership and supporting the pharmacy profession at a local level.**

This may include

- Identifying local pharmacists with specialist skills, in all areas of practice;
- Organising or supporting local courses intended to develop leadership skills (uni-disciplinary or multi-disciplinary);
- Organising local mentoring programmes for pharmacists;

▪ **In times of need**

- Supporting members in times of crisis by referring members to the Society's support mechanisms like the Benevolent Fund and Listening Friends.

A Branch shall consist of members of the Society whose registered addresses are within the area of the Branch concerned. With the permission of, or under procedure approved by, the Council, a member may transfer from one Branch to another.

Preregistration trainees and pharmacy students may attend Branch meetings. At the discretion of the Branch, registered pharmacy technicians may also attend Branch meetings.

Preregistration trainees, pharmacy students and registered pharmacy technicians are not Branch members and, as such, cannot vote or be Officers or be elected as Committee members but may, at the discretion of the Branch, contribute to Branch meetings and be co-opted onto a Branch Committee in a non-voting capacity, up to the maximum permitted size of the Committee.

The Officers of the Branch shall include: a Chairman, a Secretary and a Treasurer. The Officers may also include a Vice-Chairman, a Public Relations Officer and/or a Careers Officer, as may be decided at a general meeting of the Branch.

The affairs of the Branch shall be under the control and management of a Committee consisting of the Chairman, the Secretary, the Treasurer and any other officers together with not more than †\_\_\_ other members. The Committee may appoint from their number sub-committees for educational, Benevolent Fund, social and other purposes, and delegate to them the powers of the committee for these specific purposes.

The Branch shall hold an annual general meeting, the business of which shall include the presentation by the committee of a report of the work of the Branch, and a statement of accounts for the past year. The election of the committee shall also take place at this meeting. The committee may fill any vacancy occurring during the year by co-option.

The committee shall, on request, make available to the Society any information about the activities and finances of the Branch.

The Branch is expected to nominate representatives to attend the BPC and to attend the Branch Representatives' Meeting.

## Procedure for transfer of members between Branches

Section 16, para 2 of the Society's regulations provides that:

“A Branch shall consist of members of the Society whose registered addresses are within the area of the Branch concerned. With the permission of, or under procedure approved by, the Council, a member may transfer from one Branch to another.”

The procedure for such a transfer shall be as follows:

- 1) Any member of the RPSGB who wishes to transfer out of his or her current Branch and into another must **either**:
  - i) Visit the myRPSGB section of the Society's website at <https://my.rpsgb.org/login/> and follow the instructions.

**Or,**

- ii) Make a request in writing (by post, fax or email) to:

Registration Department, RPSGB, 1 Lambeth High Street, London SE1 7JN,  
Fax – 020 7572 2506  
Email - [registration@rpsgb.org](mailto:registration@rpsgb.org)

Written requests must include the following information:

- a) Name and registration number of member wishing to transfer
  - b) Registered address of member
  - c) Member's current Branch
  - d) Branch to which the member would like to transfer
- 2) The Society will as a general rule be pleased to facilitate such transfers as a matter of course, but reserves the right to refer any request to the Council for a decision. The office will notify the member making the request when the change has been made or, if appropriate, when the request has been referred to the Council (and in such a case the member will also be notified of the Council's decision once made).