

Conference Working Group Draft Remit and Composition

Title

Scottish Pharmacy Board Conference Planning Group

Remit

The Conference Planning Group will:-

1. Lead the planning of a 'Scottish Pharmacy Conference' under the direction of the Scottish Pharmacy Board.
2. Provide a regular progress report to the Board.
3. Liaise with the Communications Working Group on all communication matters.
4. Provide a final evaluative report to the Board with recommendations for future events.

Composition

The membership of the Planning Group will be as follows:

Vice-Chairman of the Board (Chairman) – Frank Owens

Board Members - Christine Bond
Derek Stewart
Ewan Black
Charles Tait

Director for Scotland – Lyndon Braddick

Principal Policy Adviser – Aileen Bryson

Timescale

The working group will be disbanded when it has completed its remit.

Quorum

The quorum for the working group will be four members including not less than three Board members.

Secretary

The Scottish Office and Facilities Manager, Elaine Colhoun, will act as Secretary to the working group.

In Attendance

It may be helpful, from time-to-time, to invite others to attend meetings of the Working Group such as academic and specialist pharmacists. Such attendance will be agreed between the Chairman and Secretary.

Meetings

It is proposed that the working group meets bi-monthly on days reserved for Board business.

Resources

The Scottish Office budget for 2008 can accommodate costs associated with up to three meetings of the proposed working group.

Expenses

Expenses will be payable at the levels agreed by Council and in accordance with the guidelines for reimburseable expenses for Board members applicable at the time of the meeting as detailed on the Board member expense form.