



New Zealand Hospital Pharmacists' Association Incorporated
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

Handbook for NZHPA Special Interest Groups (SIGs)

November 2016

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Introduction

The New Zealand Hospital Pharmacists' Association (NZHPA) is the professional body which represents over 390 pharmacists, pharmacy technicians and associates practising in all parts of the New Zealand (NZ) health system. NZHPA is a volunteer organisation that works for the benefit of its membership. Whilst maintaining a strong public hospital base, NZHPA also draws members from a diverse range of pharmacy and health practice settings including private hospitals, community pharmacy, academia, research, industry, government, consultant pharmacy, clinical governance, medicines management and quality and safety programmes.

The success of NZHPA relies on the high level of members' involvement, cooperation and contribution. Special Interest Groups (SIGs) developed from small groups of passionate members with interests in particular areas. Over time the SIGs have evolved and matured and provide members with the opportunity to network; ensure there is a 'voice' on national pharmacy related issues and help deliver innovation in the practice of pharmacy and promoting effective medicines management in common areas of interest. Therefore SIGs are subgroups of NZHPA. There are currently five SIGs in existence; Compounding, Nutrition and Oncology (CNO), Medicines Information and Clinical Pharmacy (MICP), Pharmacists in Mental Health (MH), Pharmacy Technicians and Hospital Pharmacy Managers' Forum.

The SIG handbook has been prepared to provide governance guidance and support for the work the SIGs do on behalf of the NZHPA, in particular in delivering the vision and strategic plan of NZHPA ([available on the website](#)). The governance arrangements are part of the requirements of NZHPA being an incorporated society.

Support for SIG activity

A number of people are involved in supporting the SIGs in addition SIG committee.

SIG officer

Co-ordinates the SIG and provides oversight and support of activities and governance structures. Provides liaison between SIGs and executive.

NZHPA Administrator

Based at PSNZ in Wellington and provides administrative support such as sending out registration information, coordinating registrations, receiving expenses claims, raising invoices, processing expenses claims.

NZHPA Management accountant

Based at PSNZ in Wellington and manages the NZHPA accounts. Process all invoices and expenses claims and ensures that all are in accordance with tax and accounting rules.

Website administrator(s)

Maintain the NZHPA website and post information to the website such as SIG event programme and registration information, presentations after an event.

Part 1 SIG Governance

Definition of Governance

Governance in its widest sense refers to how any organisation is run. It includes all the processes, systems, and controls that are used to safeguard and grow assets. Governance means thinking about strategic issues, rather than the operational day-to-day running of the organisation, big or small.

Governance is about:

- ensuring there is accountability and oversight of an organisations' operations
- having a defined vision for the future of the organisation
- making good decisions with a clear view of the big picture
- identifying opportunities
- identifying risks and implementing strategies to manage them.

SIG Membership

Membership of each SIG is open to current paid members of the NZHPA. Membership can be applied for on an annual basis as part of applying or reapplying for NZHPA membership. A current list of SIG members can be obtained from the NZHPA Administrator.

Fees for SIG membership should be reviewed annually by the current SIG committee. If changes are required to the fee, a paper is required to be prepared by the current SIG committee and presented to the NZHPA executive before the end of the financial year. The paper must cover the current position of fees, reasons why changes are required, proposed options/choices with a final recommended position (one option). The paper is not expected to be longer than two pages. The current NZHPA executive is required to ratify the paper and present it for approval at the next NZHPA annual general meeting (AGM) as a formal remit by the NZHPA membership. If approved, the paper will come into effect the following subscription year.

SIG Committee Membership

Only paid members of the SIG are eligible to hold office as a member of the SIG committee.

The SIG committee at a minimum should comprise of the following:

- Convenor
- Deputy-Convenor
- Secretary

Other SIG committee members are elected to fulfil the roles as outlined in the SIGs Terms of reference. The term for elected committee members is 3 years. Committee members may stand for re-election.

Other NZHPA members may be co-opted to the SIG committee from time to time as deemed necessary by the committee to fulfil specific roles. Only elected committee members may vote at committee meetings.

Election Process to SIG Committee

Each SIG should appoint a committee from its members via election at the SIG AGM. To be a member of an NZHPA SIG group, one must first be a paid member of NZHPA and then elect to join the SIG.

Members seeking election have a duty to declare any relevant or potential [conflict of interest](#) (see section below) that may compromise their position to their membership group in advance of the

election. This should be done when they put their name forward for nomination.

If there are less nominations than available positions then all nominees may be elected unopposed. Should an election be required this may be conducted during the SIG AGM via a ballot, generally following the rules of the Association with regards to the election process. The attending NZHPA Executive member should be asked for advice if necessary.

The elected committee will decide amongst themselves the roles each committee member will hold. If more than one member wants to hold a particular role then a vote is to be held amongst committee members to establish who will fulfil the identified role. All roles should be decided immediately after the AGM where the committee is announced.

The SIG convenor will notify the SIG Officer of these appointments within two weeks of election. In absence of the NZHPA SIG Officer, notification can go to the NZHPA President. The SIG Officer will ensure that the next time the NZHPA Executive meets the new SIG committee is ratified. Ratification involves ensuring the appointed members of the committee are paid NZHPA members for the given year of appointment. Once ratification has occurred, the SIG membership should be notified.

Roles within the committee should be open to be contested on an annual basis.

SIG Committee responsibilities

All SIG committee members are responsible to SIG members and NZHPA for the following:

- Governance of the SIG in accordance with NZHPA governance requirements.
- Setting the priorities for the SIG and facilitating the achievement of these.
 - Committee members are not expected to 'do all the work', but rather provide oversight and direction to other SIG members who have expressed an interest in helping out. (eg annual SIG event)
- Generation and delivery of a SIG annual report and an [annual plan](#) to the NZHPA Executive, and to members via the NZHPA Annual Report.
- Appropriate management of SIG funds e.g. SIG events are expected create a small profit to support further SIG/NZHPA activity and to cover any unexpected losses. As soon as it becomes apparent that a SIG meeting / activity are likely to run at a financial loss, the matter must be raised with the NZHPA Executive as a matter of urgency. This is to enable mitigation to be evoked and minimise liability for the wider NZHPA.
- Appropriate management of SIG communication e.g. ensuring any external communication by the SIG is notified to NZHPA Executive. This can be in the form of a copy of the correspondence to the NZHPA SIG Officer or President. Contribution to the NZHPA newsletter at least once a year in terms of an article about the SIG, its activities or its members.

A summary of the roles and responsibilities of the SIG convenor can be found in [Appendix 1](#)

SIG Committee Terms of Reference (TOR)

The SIG committee are responsible for developing and updating the TOR for the SIG. A standardised TOR template is available from the NZHPA Administrator to use when developing the TOR. The TOR is to be a brief document outlining the specifics of the SIG. The TOR should include:

- The purpose of the SIG
- The objective of the SIG
- Specific details of the SIG committee
 - Number of committee members
 - Roles (portfolio) of committee members
 - Composition of committee membership (eg: geographic spread, work role spread etc) if necessary

- Any specific deviation the SIG takes from the general SIG governance outlined in this document. Such deviation must be first ratified by the NZHPA executive.

Before ratification by the SIG members, the draft SIG TOR should be sent to the NZHPA Executive via the SIG Officer for review to ensure that there are no new governance requirements applicable from being an incorporated society.

A quorum is required to ratify any SIG decision making. Each SIG is to decide the percentage for a quorum and ensure it is listed in the TOR. Ideally, this should be at least 25% of its members.

The TOR shall be reviewed at least every two years.

Conflict of Interest

SIG committee members have a duty to ensure any relevant or potential conflict of interests that may compromise their position is declared to their membership group. If an individual is in any doubt whatsoever about whether there is a conflict of interest (or that which may be potentially perceived by others), then they should state this at the start of any discussion or prior to the meeting via the SIG Convenor. It should not be considered unreasonable that members may be excluded from decision making (to be judged by the SIG Convenor), where appropriate. This should be documented in the minutes for the meeting.

A conflict of interest exists when it is likely that a member could be influenced or could be perceived to be influenced by a personal or private interest **in any transaction** whilst carrying out their responsibilities for the SIG or NZHPA. An interest that can lead to a conflict of interest include where a member:

- will derive financial benefit from the transaction.
- has financial interest in another party to a transaction.
- is a director, manager or trustee of another party to the transaction, or is a person who will or may derive a material financial benefit from the transaction e.g. directly manage a person for whom you are deciding on a grant or you have been involved in helping in the writing of the grant application
- is the parent, child, or spouse of another party to the transaction, or a person who will or may derive a financial benefit from the transaction.

SIG Committee meetings

The SIG committee should meet at a time and place designated by the committee to decide what it plans to achieve. Meeting dates and times should be decided at the SIG AGM for the following year.

At the minimum, there should be one face-to-face committee meeting (however teleconferencing is acceptable when necessary due to geographic spread) annually in order to follow up outcomes from the AGM. In general, the SIG convenor needs to attend and SIG committee members should be encouraged to send a representative or a nominated deputy (who is an NZHPA and SIG member) to SIG committee meetings if they are unable to attend.

Quorum for decision making is to be 50% of the elected committee + 1. In the event of an equal split the convenor has the deciding vote.

The NZHPA conference and SIG meetings are ideal opportunities to hold face to face meetings, without causing undue financial stress on the members.

SIG Annual General Meeting (AGM)

Each SIG should hold its AGM at its annual event. The AGM must only be attended by the SIG members. NZHPA Executive office holders may attend but will be ineligible to vote unless they are also SIG members.

Previous minutes must be ratified, and minutes and a record of attendees must be taken. The AGM provides a forum to feedback activities, an opportunity to plan / identify potential educational goals for the upcoming year, and the annual plan should also be ratified at this meeting. Outcomes from the AGM will inform the SIG annual report (*see under SIG Reporting – Financial below*).

A ‘one member, one vote’ system shall be considered the norm. A quorum ([see TOR section](#)) is required to vote. The vote should be conducted following the Association rules. Should there be an equal split; the SIG Convenor has the casting vote. Any disagreement against a decision should be noted. Any member should be able to appeal against a decision by writing to the SIG convenor. This appeal needs to be resolved using SIG committee meetings and noted at the next AGM officially in the minutes the appeal details and outcome. Where issues will impact materially on delivery of the annual plan of events, the SIG Convenor or Deputy-Convenor should consult with the NZHPA SIG Officer (or NZHPA President if the SIG Officer is unavailable).

SIG Annual Planning

SIG annual plans should be drafted and circulated at least 14 days prior to the AGM so that it can be presented to the SIG members for ratification at their AGM. If, during the year, any material changes or deviations to the plan occur, the SIG Convenor or Deputy-Convenor should report this to the NZHPA SIG Officer.

Issues for the SIGs to consider in their annual planning include (but are not limited to):

- The NZHPA Strategy and how the SIG can contribute to the Association’s goals within the strategy.
- How the SIG can best lead and/or develop national guidelines, and/or position statements in identified areas of pharmacy practice.
- How the SIG can best promote and/or undertake practice-based audit and research in specialist areas of practice.
- How the SIG can best facilitate implementation and standardisation of education and training programmes for identified practice areas for pharmacists and technicians in collaboration with appropriate organisations and/or authorities.
- How the SIG can best foster national and international collaborations and act as a point of communication as appropriate.
- How the SIG can best manage funds.

SIG Reporting

Meetings

- After any SIG meeting, the SIG Secretary should ordinarily send notes/action points of the meeting to the NZHPA SIG Officer. Formal minutes after any SIG AGM or committee meeting should be sent within four weeks of the meeting occurring to the NZHPA SIG Officer .
- The SIG Convenor (or Deputy-Convenor in their absence) should attend at least one NZHPA Executive meeting per year. This will normally be the Executive meeting immediately prior to the annual NZHPA conference each year. The cost of SIG convenor attendance at this meeting will be met by the SIG.

Annual plan and activities

- The SIG Convenor, working with the SIG committee members, should provide a draft plan of upcoming SIG activities for the next 12 months to the SIG Officer after the last SIG meeting in any given financial year. The plan should be presented at the end of each financial year (1 June to 31 May) using the annual plan template (see Appendix 2). This should ideally outline details of proposed events and meetings (with dates where possible and a broad estimate of income and expenditure). This allows the NZHPA Executive to ensure there is no duplication of NZHPA activities occurring at the same time for its members.
- SIG activity reports (based on the annual plan) should be provided to the NZHPA Executive on a 'quarterly' basis two weeks in advance of the Executive meetings to keep the Executive informed of developments. The NZHPA Executive will publish their proposed meeting dates in advance but reserve the right to change dates due to unforeseen circumstances. These reports could be put on the website for all NZHPA members to view if the SIG wishes.

Financial

- A draft budget for each SIG event/meeting will be prepared and presented to the NZHPA Executive for approval at least three months in advance to the planned event/meeting. A budget template is available in Dropbox. The draft budget must be ratified by the NZHPA Executive before the SIG proceeds with any final arrangements for the event/meeting. Following budget review by the NZHPA Executive, consultation will occur between the NZHPA Executive and the SIG if an issue arises.
- At the end of the financial year (31st May), the SIG should provide an annual report within two weeks of this date against its activities for the year (see Template 2 in Appendix 2 as an example). The SIG annual report will be included in the overall NZHPA Annual Report. The actual dates for submission of the SIG annual report are dependent on the dates for the NZHPA AGM. The Executive will notify the SIG Convenors the date by which their report is required.

Consultations

- The NZHPA Executive will as appropriate seek responses from relevant SIGs in managing national consultation documents if required.

SIG Document management

All documents relating to the SIG and SIG events should be stored in the SIG's folders in the NZHPA's Dropbox account. This provides readily accessible historical information about the SIG and facilitates succession handover. Access to Dropbox is managed by the SIG officer and is limited to SIG committee members and event organisers.

SIG Finances

SIG accounting and financial governance are managed by the NZHPA Treasurer and NZHPA Management Accountant. SIG monthly statements will be emailed to SIG convenors by the NZHPA Treasurer every month however financial reports can be requested from the NZHPA Treasurer.

SIG events are expected to generate a small profit to support further SIG activity, support face to face SIG committee meetings and to cover any unexpected losses. Fees set for SIG activity will have tiered cost benefiting SIG members over NZHPA members over non-NZHPA members. The cost differential should at least cover the cost of SIG membership and should be significant such that it encourages membership.

As soon as it becomes apparent that a SIG meeting / activity may run at a financial loss, the matter must be raised with the NZHPA Executive as a matter of urgency. This is to enable mitigation to be evoked and minimise liability for the wider NZHPA.

SIG Payment procedures

Please see detail in Part 2 for [Speakers](#) and [Paying the bills](#)

External Sponsorship/Donations

Sponsorship and donations are subject to different tax rules so ensure you clarify which you have been offered. Please consult with the NZHPA management accountant if you require any clarification.

Where you raise any 'sponsorship', GST will be triggered if you have promised/committed to do something for the sponsor in return for the funding, that is, a supply is deemed to have taken place and the funding received is deemed to include GST. Unless the payer has added GST to the agreed amount, you will lose 15% of the income to the IRD. It is best to get the details of the sponsorship confirmed in writing then there is agreement on what is required and the amount involved.

If you have secured sponsorship, please advise the NZHPA Administrator of the details (name and address of sponsor, details of the sponsorship to appear on the invoice, the amount and whether it includes GST or not). Invoices will be raised through the NZHPA accounting system by the NZHPA Administrator to ensure the receivable/income and GST entries are captured. This will also ensure that any unpaid sponsorships are chased up as part of the ongoing debtors control processes.

If however, you are under no obligation to recognise the sponsorship in any contractual way, that is, the funding has 'no strings' attached to it, it is treated as a donation without any GST. This does not prohibit you from voluntarily recognising the support of the 'donors' during your event. In this case, copies of the letters from the 'donor' should be forwarded to the NZHPA Administrator and an invoice (without GST) will be raised to provide an audit trail and capture the transaction.

Any sponsorship earned will be allocated to the appropriate SIG 'account'.

Cash Receipts

All cheques and cash received must be sent to the NZHPA Administrator and will be banked in NZHPA main operating account. The income will be credited for the benefit of the appropriate SIG 'account' under the accounting system.

For registration fees, the NZHPA Administrator will process the receipts – a tax invoice can be raised (and stamped "Paid") and sent to the registrants to confirm their registration if required. All cheques should be made payable to either the "NZ Hospital Pharmacists' Association" or "NZHPA" and sent to the NZHPA Administrator.

SIG Handbook Review

Given the changing nature of governance arrangements, pharmacy practice and medicine-related activity in New Zealand, this handbook will be subject to review by the NZHPA Executive and the SIG Convenors at least every two years.

SIG Officer

**On behalf of NZHPA Executive
November 2016**

Part 2 Running of SIG meetings and training events

Purpose and philosophy of NZHPA training events

NZHPA is a volunteer organisation that works for the benefit of its membership. It hosts meetings and training events to provide opportunities to members for education and development and to network with peers. In order to make these events as accessible as possible the costs are kept to a minimum. This is made possible by the use of low cost (usually hospital) venues and the hard work of members who give their time and expertise voluntarily.

Roles and responsibilities

SIG committee

- To call for volunteers to host upcoming events
- To set the strategy / goals for the event
- To brief organisers on the requirements
- To actively support / supervise organisers and ensure that the event is run in line with NZHPA guidelines
- Liaise with SIG officer regularly

Organising committee

- To familiarise themselves with NZHPA guidance around running of event
- Ask for help / support as required particularly with decisions that have financial implications

The organising committee should be made up of a relevant selection of the following people

- Representatives from the host site
- Member(s) of the SIG committee, this may or may not be the convenor
- An expert in the main subject of the event
- Someone who is likely to organise the next event. This allows for succession planning and a smooth running of the next event.

Planning in advance of event

Venue

Suitability – facilities and costs

In terms of organising a venue for SIG meetings, consideration should be given to the cost of the venue, travel requirements, the suitability of venue – type and layout of rooms, likely attendees and availability of speakers. In practice, the meeting is usually held at the lead organiser's hospital, as this is familiar and there is usually a suitable lecture theatre (or similar) available, plus local catering can be used.

Think about the comfort of delegates and how this might affect the amount of room needed e.g. desk-style setting out is ideal but needs a much larger area that some places might not be able to accommodate. When choosing a venue, think about

- how the catering will work, i.e. how it will get there and/or where to have food. A “foyer” type area separate to the speaking hall/theatre would be handy for food and sponsors stands (if applicable) though not always needed.
- where you'll place your registration area/table.
- how security might work at the venue (e.g. for laptops/other equipment, bags etc) and communicate this with attendees at the start of the meeting.

Venues can vary widely in their cost to hire. DHB facilities may be able to be secured for free, or there may be a significant cost. Ensure with all venue quotes that you are aware of what is included in the quote (security, AV support, cleaning charges etc).

If there is a substantial cost associated with the venue (e.g. upward of \$300-400), you need to be confident that you are able to attract sponsorship to cover this.

Audio-visual / technology requirements

At the venue, a means for presenting the talks will be required. This usually means a laptop/PC connected to a data-projector. Some speakers may wish to have to stream the internet/play a video/use Prezi also (it pays to check with venue and with speakers as to their likely needs). A laser pointer of some sort is handy. Depending on how much funding you have you may wish to contract AV requirements out externally or via the venue – this is more expensive but avoids hassle on the day should something break down.

Directions

Think of how easy/hard it would be for a stranger to find the venue e.g. if within a hospital – consider making signs directing to the venue. Always send out directions/a map to registered attendees about how to find the venue prior to the event (e.g. as part of the registration pack along with a draft programme and accommodation options (see below)).

Dates

Take into consideration

- Availability of venue and keynote speaker(s)
- Overall NZHPA SIG event calendar.
 - The events for all SIG meetings need to be co-ordinated so as not to overburden pharmacy departments or NZHPA administration staff
 - Each SIG has a protected period for their event, any event organised outside of the SIG's protected period must be negotiated with the NZHPA executive
- Clashes with other important events /conferences relevant to the membership
- Clashes with major sporting / cultural events that may reduce attendance or make attendance challenging if in a nearby location e.g. All Black test matches
- The need to have the AGM in a timely manner for NZHPA reporting requirements

Once a date has been settled upon it should be communicated to the SIG committee and to the NZHPA executive.

Speakers

Selecting speakers

The easiest way to pick a speaker is to either run with a theme for the meeting or choose people you are familiar with and/or have seen present recently on a topic that could apply to the SIG meeting. If they've recently presented something, this is often a good way to get buy-in, as they already have a talk prepared, so they won't have to spend as much time on preparation!. Don't forget to ask SIG members who they would like to hear speak or what topics they would like to hear about. Consider some proactive education i.e. a speaker might be able to give a talk for half the time then run a workshop or give out a series of questions for the audience to work through.

Think about having a specific speaker to briefly open the event as this gives the event increased credibility and kudos - think about a local dignitary, senior clinician or service manager. Remember to write to them after the event to thank them for doing so and have a thank-you card (and possibly gift)

for them at the event. Also, it's nice to have the SIG Convenor make some closing remarks at the end of the meeting (and it's a nice opportunity for them to formally thank the organisers).

Ensure the invited speakers know what the audience knowledge base is so the presentation isn't pitched too high or too low. Ideally try and get hold of the presentations prior so the seminar organisers can set them up. Ask the presenters if they're happy for the slides to be accessed by delegates, either to put on the SIG section of the NZHPA website for delegates to access if they're NZHPA members, or, if they're non-NZHPA to do so via email request to one of the seminar organisers. It helps to get written documentation of this.

Speaker bios

Ask your speakers to send you a resume prior to the event so the chairs can introduce them appropriately. Check with them how long they'll be staying so you can cater for them. Make sure they know how to get to the venue and e.g. parking arrangements are sorted prior to the day.

Permissions for publishing slides and social media

Ensure you ask permission of speakers to publish slides on the NZHPA website following the event, and give them the 'permission' to request that their presentation isn't commented on in social media (see [Social Media](#) section)

Speaker fees

Speaker fees may be paid to a keynote speaker if included in the approved budget plan. Approval for a budget should be sought from the NZHPA Exec before arrangements are discussed or finalised.

Where SIG members are to present (e.g. on practice research topics), all presenters need to register as delegates (even if they are not paying fees – this will need to be accounted for in the budget). In most cases presenters will pay their own registration fee. If relevant, those submitting a presentation for a SIG meeting will be advised if their submissions have been accepted by the SIG convenor or delegate in a timeframe that was stated on the registration form.

Withholding tax issues for payment

If you pay speakers for their services and time, there may be withholding tax issues that need to be administered properly. It is preferable to provide gifts or vouchers. Advice from the NZHPA Treasurer should be sought prior to making any agreements with a speaker if the speaker wishes to be paid a monetary fee.

If you are going to pay speakers, please confirm up front whether the speaker is providing you with an invoice issued by/from a company (e.g. I'm Speaking Ltd) or not. If the invoice is from a company, there are no tax issues. If the invoice is for an individual person or say a partnership, withholding tax (an income tax) must be deducted from the payment. It is irrelevant whether the person or partnership is registered for GST as GST is not an income tax.

In order for the withholding tax to be deducted and processed through NZHPA's payroll system, the presenter must complete an IR330 tax code declaration form before any payments can be made (if the NZHPA does not already hold a current IR330 certificate on file). Please contact the NZHPA Management Accountant if you require further information on this - forms and relevant information will be provided on request.

In there is any doubt, always obtain advice from the NZHPA Treasurer in advance.

Value of gifts (see Gifting section for more guidance)

The amount of the gift depends on the time that can be taken to prepare, who is delivering the material

(normal hourly rate) and what is required for the SIG e.g. a talk versus a workshop. A speaker with a potential talk already prepared obviously doesn't need as much preparation as someone writing a talk or running a workshop especially for the SIG meeting. Materials (e.g. printing) may be required to be reimbursed.

Reimbursements

Estimates for fees and gifts must be sent to NZHPA Treasurer at least two weeks prior to gifting so that funds can be made available to purchase gifts. Once funds are released, a tax invoice/receipt must be forwarded to the NZHPA Treasurer within two weeks of payment. Otherwise gifts will be required to be paid by the SIG member making the purchase personally and then claimed back through NZHPA if money is available within SIG accounts or after the event. The expenses claim form can be obtained from the NZHPA website. Further advice can be obtained from the NZHPA Treasurer.

There may be a requirement to reimburse the speaker for flights and accommodation costs. Again this will need to be approved by the NZHPA exec as part of the budget before arrangements are finalised. The recommended reimbursement is an economy class return airfare for the speaker and accommodation for three nights (depending on the length of the function).

If it is feasible budget wise, reimbursement of travel and accommodation expenses for SIG attendees will occur after the SIG meeting has been completed not before. .

Gifting

A number of aspects of gifting need to be considered and planned for from the outset. Please refer to the NZHPA Gifting Policy for further information

SIG convenor expenses

The SIG convenor(s) is expected to attend the event and their expenses (registration, travel, accommodation) will need to be included in the event budget. All other committee members are expected to meet their own attendance expenses.

Organising committee expenses

As most organising committees will be local the main expense to be considered and budgeted for is the registration fee. If some or all organisers are more remote then travel and accommodation expenses may be included. The expenses for maximum of 4 organisers can be included in the budget. Expenses for committee members in excess of this are expected to be met by themselves.

Thank you gifts

Gifts are appropriate for invited speakers (unless they are being paid) and token gifts for others speakers can be considered.

Gifts are not appropriate for organisers who are having their expenses covered.

Planning the programme

Theme

The programme should be planned to meet the educational goals determined by the committee and membership at the AGM and subsequent committee meetings. This may or may not mean there is a theme for the event.

Programme structure

For a weekend SIG meeting, there is generally room for three or four "plenary" speakers/sessions. A format that tends to work well is one session first thing on Saturday morning, one after morning tea but before lunch, one on Saturday afternoon and the fourth on the Sunday morning. Sunday morning may or may not be a bad time to ask someone to come and give a presentation, so it could depend whether this time is used for a plenary speaker, or just leave it at three speakers with that time taken up with

presentations by attendees. It all depends on how many attendees want to make presentations.

Having plenary speakers timed just prior to a tea/lunch break offers the advantage of the break time being used for more questions and/or for discussions with the speaker by attendees (who may be too shy to ask questions in “question time”). This is also useful if they go over time a little bit, as you don't want to stop a plenary speaker that you've “paid for”, in order to keep everyone to time. Generally plan for an hour presentation for plenary speakers i.e. 45-50 minute talk plus 10-15 minutes for questions.

AGM

Generally, the final hour or so of the Saturday or early Sunday morning is a good time for the SIG to have a general administration-type meeting or AGM. On the day, attendees should be encouraged to remain for this meeting with everyone welcome to comment during the discussions. The SIG Convenor should

- canvas for agenda items two weeks prior to the meeting
- send out AGM agenda and minutes of previous AGM to all SIG member in advance of AGM
- ensure copies are available at the meeting.

Minutes should be taken and distributed to SIG members. The minutes need to include a list of attendees, so a sign in sheet should be passed around attendees. See also [SIG Annual General Meeting \(AGM\)](#)

Call for presenters from membership

People attending should generally be encouraged to make presentations when this is appropriate for the event being organised. The call for presenters should go out to the membership well in advance of the meeting (this often works well going out on the ‘hold the dates’ email. If you state that you will let people know if their submissions are accepted by a certain date on your registration form then you are obliged to meet this or let people know why you can't meet it.

The time allowed for these presentations can depend on how many are actually willing and/or wanting to make one. 10-15 minutes presenting + five minutes of questions (i.e. 15-20 minutes per presentation) is a good time, and fits in with how long most talks are at conferences and post-graduate clinical case presentations.

Programme updates

The programme should be drafted early and updates sent out regularly – you can use this as a springboard for asking delegates to volunteer to fill gaps as well. The final programme works well as a folded A3 size with title on the front, each day on one side of the inside and sponsors on the back.

Links with ENHANCE

Turning Group 1 into Group 2 points requires that learning be assessed. Consider how offering assessment of learning might enhance the perceived value of attendance at the event.

Consider writing a quiz with questions contributed by each of the speakers.

When planning a quiz you need to bear in mind the following requirements

- These need to be written by the presenters in advance, collated and the final draft sent to Liz Johnstone at PSNZ for approval well before the event.
- The quiz will need to be paper based and printed ready for distribution at the end of the day.
- Prepare a sign in sheet with space for PSNZ numbers. This can be sent to PSNZ to enable those who successfully completed the quiz to get Group 2 points
- Plan who will mark quiz, by when and how participants will be notified

Budgets

Prior to running a SIG meeting or event, a budget should be prepared using the NZHPA SIG event template for the meeting/event. Every meeting/event is ideally expected to at least break even and preferably to generate a small surplus. Budgets **must** be approved by the NZHPA Executive before any costs relating to the event are incurred, and before registration for the event can open.

Preparing draft budget

The draft budget is intended as a forecast of likely costs in order to understand the income and expenditure and how planning needs to adapt in order to achieve the aim of breaking even / making a small profit. Event organisers should refer to previous event's budgets to guide them on likely costs.

The budget should be prepared using the NZHPA SIG event template (Excel spreadsheet). The template is available in Dropbox, and a screenshot can be seen in [Appendix 5](#). Ask for assistance from SIG convenor, SIG officer or treasurer for help with this. For each line details are required eg. – names, organisations, locations, sponsor name and contact. The more detail included at this point, the better.

All expenses and income must be quoted **including GST**. Consistency is important for the budget to be meaningful.

Budget approval process

The budget should be sent to the SIG convenor who will send to the SIG officer for approval by the executive. The **budget needs to be approved before**

- contracts for venues, catering etc are signed
- registration fee is set

to ensure that the budget balances.

If, after the draft budget has been approved, it becomes clear that additional expenditure is necessary/desired the budget must be resubmitted to the NZHPA Exec for approval. Please discuss with the SIG officer if unsure. As part of good fiscal management of the NZHPA any unbudgeted expenses will be queried.

Actuals budget

In the final lead up to the event and immediately post the event the final costs of the event will be available. These amounts should be entered into the actuals column of the budget. **Do not** change the budget column as these were your forecasted costs. Final registration costs are sent you by the NZHPA administrator following the event.

It is crucial to complete the actuals budget within a few days of the event as suppliers and others will want payment. Approval of invoices and expenses is dependent upon a budget to approve against.

Claiming expenses

Wherever possible expenses will be paid after the event. Exceptions to this include flights for invited keynote speakers (if not booked through NZHPA Administrator), deposits for catering and venues, gift for keynote speakers. The payment in advance for other expenses will be decided on a case-by-case basis in consultation with SIG officer or treasurer. Expenses for NZHPA members will be paid after the event.

In order to claim please fill out an NZHPA Expense Claim form (available on the NZHPA website; members' section) and attach any tax invoices related to the reimbursements (please note that a proper tax invoice must be included – credit card receipts and statements are not usually sufficient). Please contact the NZHPA Management Accountant if you have any questions relating to this. The expense claim must be authorised by the SIG meeting organiser (or suitable SIG Committee member) and forwarded to the NZHPA Administrator for processing and payment.

When claiming it is necessary to provide

- A bank account number for reimbursement.
- appropriate backup documentation to meet tax invoice requirements (ie, Wotif receipts not sufficient to claim GST so NZHPA misses out).

Paying bills

Where possible, supplier should issue an invoice for payment on the 20th of the following month. Invoices must be made out to the New Zealand Hospital Pharmacists' Association (not the meeting organiser and not the SIG). Invoices must be authorised by the SIG meeting organiser and sent to the NZHPA Administrator for processing and payment. In this way, NZHPA can ensure that it is fully complying with its obligations in respect of GST.

All payments for suppliers are completed by the NZHPA Administrator on the 20th of the following month. Invoices for expenses will be charged against the relevant SIG 'account' in the NZHPA's accounting system.

Contracts and invoices

All contracts with providers/sponsors and subsequent invoices need to be in the name of NZHPA. Contracts can only be signed by an NZHPA executive member.

Sponsorship

The seeking of sponsorship for events is encouraged with the following proviso. Sponsors are not to pay costs directly. Costs should be paid by NZHPA and then oncharged to the sponsor.

Invoices to sponsors must be raised through NZHPA's accounting system by the Administrator

Public Liability insurance

NZHPA already has a Public Liability policy. Needs to be thought about for SIG meetings, ie, what level might be required, and any additional insurance can be taken out for the days of the event if required. Please discuss with an Executive member.

Accommodation

It is useful to have information available about local accommodation options and at the minimum to include this with the final programme. A range of costs/types should be provided from backpackers/hostels, motels through to hotels. Try to give some idea of how long it takes to get to the venue (by walking/car), detail travel directions from different approaches and see if you can include a map (see www.wises.co.nz for free online NZ street maps). It's also helpful to provide details of reasonably-priced travel options from the airport, along with approximate quotes and contact details.

Travel reimbursements

SIGs **may** pay travel reimbursements to NZHPA SIG members attending SIG meetings providing the following criteria are met:

- Projected travel reimbursements (percentage or amount) must be included in the budget plan for approval by the NZHPA Executive.
- Money is available within SIG accounts or there is a surplus made from the meeting sufficient to cover reimbursements.
- Payment occurs after the event/meeting (i.e. once all income has been collected and all expenses paid) to ensure that there is a sufficient surplus to cover the payments.

Food/catering

If the meeting is to be held at a hospital lecture theatre or similar, and the food is acceptable, then the local hospital kitchen might be an option. Otherwise consider an outside catering establishment.

Remember we are a health profession, so try hard to pick a healthy menu!

Consider this on a “per head” basis, i.e. think of what to arrange for one person, and then multiply by the appropriate number (remember to include non-registering attendees in your calculations (e.g. committee members, speakers, sponsors). Initial estimates with the caterer could be discussed around an “average” number which attends the SIG. However, this number could change depending on where the SIG meeting is being held and the topic area. That is, more people are likely to go to a meeting in a main centre than a regional centre. Work on your estimated attendance, and then arrange to give a final number at the last possible minute, convenient to the caterer (to allow for late registrations). At the end of the day, if you get a flurry of late registrations, it shouldn't matter too much.

Consider morning/afternoon teas as being muffins/scones, ideally one per person with tea, coffee & juice provided. For lunch, a mixture of savoury and sweet plus a piece of fruit i.e. three items plus fruit (and tea/coffee/juice again). By the time you get some people who have a bit to eat combined with those that don't have much, it should all even out. Most caterers should be able to give a choice. Some will offer variations from cheap options to more expensive (e.g. croissants, cakes etc). Go for what suits the audience – as long as expenses can be covered. Remember to ask about any specific dietary requirements on the registration form and discuss with the caterer what's possible. Special foods may need to be labelled at the event to stop them being eaten by folks who don't require them but like the look of them!

Ensure you know exactly what is and isn't included in the catering quote so there is no nasty surprises.

Dinner / evening function

Type of function

Consideration needs to be given to whether a dinner or evening function will be held. It is a little difficult to plan in advance without knowing final numbers. A relatively small group could be accommodated in a restaurant, although the restaurant may prefer a restricted menu. A catered-type buffet meal is one option, but requires a bit more organising in terms of arranging caterer, venue etc.

Gauging interest

It is handy to try to gauge interest for the dinner/evening function during registration. On the registration form you could “please tick if you would be interested in attending a dinner organised for the Saturday evening – cost of mains to be approx \$25 - 40”. Confirm with the restaurant a couple of days before. Some people have no intention to go to an evening function, while others always will and others may just decide on the day.

It is also an option to decide in advance that an evening function is going to be held and to allow registration and payment for that at the same time as the event itself via including this on the registration form. In order to do so you'd need to look at a set price menu with a particular establishment prior. This makes payment to the establishment easier for them and for you and the delegates – and minimises the chances of people forgetting to pay for expensive items that the SIG then end up covering for. If you do decide on this option, you should still allow folks to register for the social event (easiest via the registration / sign in desk) up until Saturday lunchtime to allow for late deciders.

BYO / licensed venue

If possible, BYO is handy – so that people can bring what they feel like, and/or a company might be willing to “sponsor” a few bottles of wine for the table. It does not need to be a flash venue – somewhere casual where people can mingle/talk is fine. Consider starting the night with time for a chat over a few drinks prior to sitting down for a meal.

Sponsorship

Sponsorship is important in keeping the costs of the event to the participant down. Start working on confirming sponsors early as confirmed sponsorship is required to make the draft budget balance.

Approaching companies

Think of approaching any representatives that you might be familiar with, or approach companies individually.

It is important to recognise that some speakers may not like their talk being sponsored by a particular company. Similarly, the code of conduct for pharmaceutical companies now places limits on what they are able to provide in terms of sponsorship. Therefore, some companies may offer a “contribution towards running expenses”, or alternatively you could ask the company to sponsor something specific e.g. a morning/afternoon tea(s), lunch etc.

It makes sense to canvas for sponsorship as far in advance as possible but it helps to get sponsors interested if you can tell them who the plenary/keynote speakers are. Be aware that different companies have different processes that they need to go through before they can sign off funds – some will only need a letter from the SIG, others may need forms filling in and/or copies of draft programmes.

Contracts and invoicing for agreed sponsorship

Once you have secured sponsorship, most companies will prepare a contract setting the rights and responsibilities of both parties of the arrangement. These contracts must name NZHPA, not the hosting DHB and signed by the president or other executive member. The name and contact details of the company must be forwarded to the NZHPA Administrator to raise the invoice. Invoices to the sponsors must be raised by the NZHPA Administrator to ensure NZHPA’s GST requirements are met.

Amount to request

Some companies who are happy to provide sponsorship ask “how much would you like?” This is difficult to answer as you don't want to appear greedy, but want to ask for as much as would be considered reasonable. You could therefore offer a list of the various expenses e.g. “A morning/afternoon tea (or lunch) would cost \$x a head, and we are working with an estimated Y people attending, therefore how about one or two of those?” Consider if any costs will be associated with the company attending if they want to have a stand at the event and add this on.

When agreeing on a sponsorship value these are usually discussed in GST exclusive terms. When the NZHPA generates an invoice to the sponsor for payment, GST will be added to the sponsored amount as we need to pay GST on that income.

Acknowledging sponsors

In receiving sponsorship from a company, it becomes a SIG responsibility to highlight their support by acknowledging them as much as possible. For example:

- Include sponsors logos/name etc on programmes/registration forms etc or acknowledge sponsorship of a tea/lunch break if applicable (prior to breaking).
- Offer the companies the opportunity to host a stand at the meeting, as well as inclusion of pens/pads in the meeting “pack” (need someone to provide some pens and a pad to make notes over the course of the meeting).
- Session chairs need to thank sponsors at the open and close of each day and ideally just before breaks recommend delegates go and speak with sponsors at any stands that are present.
- Having the stands in the same general area as where food is served will facilitate delegates visiting stands.
- PowerPoint slide with the sponsors’ logos needs to be displayed during breaks and at the start of the day while people are coming in.

Think about setting up different levels of sponsorship with different “rewards” for doing so e.g. high level sponsors get first choice on stand placement, or may have the opportunity to provide branded delegate satchels or name badges.

A representative(s) from sponsoring company(s) should be invited to attend the meeting, and need to be accounted for with catering if they do attend. Mention that they are more than welcome to attend the presentations (especially if they are actually sponsoring a speaker) if they wish.

It's vital to formally thank sponsors after the event via a headed letter – partially just because it's polite and partially so it keeps them kindly disposed towards subsequent requests for sponsorship.

Registrations fees and forms

Fees

Setting the right level of fees to attend the event is critical. There needs to be a balance between keeping the fees low enough for the seminar to be accessible, ensuring you make a small profit, but also acknowledging the quality of the event (ie not making it too cheap). Don't undersell yourselves and the quality of the event you will be planning, especially now CPD credits are possible.

A good place to start is ensuring your base fee (for NZHPA and SIG members) at least covers your variable cost for the person to attend the event (usually the NZHPA admin and catering costs). This prevents you from being in the situation where the more attendees you have the less profitable the event. Then work upwards from there, striking the balance as described above.

The structure of fees must be tiered to encourage membership of the SIG and the NZHPA in general and to reward attendees for being members of relevant organisations.

Forms

The standard NZHPA registration form template ([Appendix 4](#)) (working document will be available in Dropbox, from NZHPA administrator or SIG officer) should be used to ensure that the following information is included:

- NZHPA, SIG and sponsor logos.
- Room for name and contact details of the registrant.
- Registration fees for various categories of member/non-member.
- Any special catering requirements.
- Contact details of the SIG or NZHPA administrator to organise payment.
- Who the form should be returned to (the NZHPA Administrator).
- Whether the person wants to attend the dinner/evening function and the cost for this if extra or a statement that it is included in the registration fee. (The dinner/evening function could be paid as part of the registration fee, or paid individually on the night, depending on what type of function has been organised, and how the venue wishes to be paid).
- A tick box asking if the person wishes their details to be included on a list of delegates (Privacy Act). This list can be distributed at the meeting so people can contact each other if they wish.

Customise the form for your event and consider how the form will work for non-pharmacists and also delegates from overseas as well as those from NZ if this is likely e.g. if you're asking for a membership number for direct bank credits, what number are you asking for and it is explicit on the registration form what's needed? Think about how payment will best work for delegates from overseas.

Trial the form before implementing it. *Prior to finalising the form, it needs to be approved by the NZHPA Administrator and SIG officer to ensure all relevant information is included.*

Advertising

Save the date

Once the budget has been approved and event/meeting details confirmed, formal advertising can begin – although it might be worth sending out an informal heads up as soon as dates are identified so potential attendees can keep their diaries free.

Using networks / chat groups

If a date is confirmed with enough time, it can be advertised in any appropriately related

magazines/journals. The meeting can also be advertised by sending a flyer and e.g. registration form through to the various pharmacy email discussion groups such as NZHPA, PharmacyChat and any SIG email groups. The NZHPA webmaster will be able to put information up on the website and Facebook page. The NZHPA Administrator will be able to assist with accessing various email groups. PSNZ will be able to email its members a notice about the meeting. Remember to repeatedly advertise the meeting locally through your organisation and other relevant networks. Put up flyers in your department and other relevant clinical areas, and ask relevant senior staff to flag it with their colleagues. Include the pharmacy schools and any relevant educational institutions.

The meeting should also be noted on the NZHPA webpage (through the NZHPA website Administrator), and this is where people could be directed “for more information”. A programme with planned speakers, together with registration information, should be included on the web page. Even if these are not confirmed, but a date and venue are, these should be advertised to give advance notice of the meeting.

Notifying significant changes

If a pre-booked meeting undergoes a material change (e.g. venue change or cancellation) the **NZHPA Executive must be notified immediately** before any public notification is issued and be provided with an indication of alternative options or any additional cancellation costs. This may involve submission of another budget. Once changes are approved by the executive they can be notified to the membership.

Shared documents to keep track

It can be difficult to keep on top of who is doing what and where things are at – it might be useful to set up a live “rolling task list” document that can be updated at any time by anyone involved in the meeting organisation, which is then formally reviewed regularly to check everything is on track. Storing documents on Dropbox where all organisers can access will also assist with keeping track.

Remember to use previous meeting organisers as a resource and accessing previous event documents on Dropbox.

Social Media

Make yourself familiar with the NZHPA Social Media Policy. It is important that you are able to gain the benefits of social media for your event, whilst managing the associated risks.

- Consider setting up an official Twitter hashtag specifically for the event. This allows the event to be publicised in social media, and gives you some control over it – it’s better you choose one than someone else who may not think of unintended connotations etc, and ensures all tweeters are on the same page
- Ensure all speakers have the option of requesting their presentation isn’t discussed on social media. A good idea is to have a specific logo available for them to use on their slides such as



- As part of your initial housekeeping announcements at the start of your event, remind attendees of their obligations regarding social media, and advise them of the presence of the logo and what it means. You may also want to have a statement at the bottom of your programme such as:

*‘The Organising Committee have set up a Twitter #***** and we hope you will use this responsibly to communicate about the event and share ideas. We respectfully ask that if a speaker has communicated that they do not wish to have their presentation commented on in social media that you adhere to this request.’*

Delegate feedback

It's helpful to design a feedback form for delegates to complete at the meeting as they may pick up on important learnings for following years as well as being able to suggest future themes/subjects/speakers. And it's also a means of getting feedback on how fantastic you were at organising the meeting! Many of the SIGs have samples already that can be used as a template e.g. Mental Health.

Think about the format for this

- Paper form – likely to have high completion rate if given on the day (give at the beginning of the day) but requires manual collation and needs to be available at the end of the day
- Online survey which could be completed following the event – has the advantage of easier collation but may have reduced uptake

Set up of event

Venue

Remember to have water & glasses available for the speakers and chair.

Make sure you have a suitable (ideally experienced) chair for each session arranged prior to the meeting, that they know what their responsibilities are (e.g. introducing speakers, leading question/discussion sessions, presenting thanks-you gifts, detailing housekeeping) and have their resources available in a pack (e.g. speaker CVs and gifts) for each session. Remember to write to thank the chairs after the event and also provide them with a little thank-you card (and possibly gift) at the event.

Make sure your registration area is manned at the start of each day and during breaks. Use this area for important messages, for access to e.g. late registration for social event, and have e.g. extra copies of the programme available. It also pays to have things like a small first aid kit handy.

Make someone responsible for encouraging delegates into the presentation area in advance of the start time and have something like a bell or whistle on hand to help with this.

Set up a delegate pack to give to attendees when they pick up their name badges at registration – containing e.g. programme, AGM agenda, feedback form, local area information, pens, paper etc. Make sure you have all these items timetabled to arrive with you well in advance (especially for things like if the sponsors are providing the satchels/name badges or if external sources are being used for printing programmes) of the event so you have time to assemble them.

Identify important housekeeping considerations (e.g. toilet location, action in the event of a fire alarm, switch off cellphones, keep to time) and make sure chairs detail these to attendees at the start of each day.

After the event

Thank you letters

It's vital to formally thank sponsors after the event via a headed letter – partially just because it's polite and partially so it keeps them kindly disposed towards subsequent requests for sponsorship.

Invited speakers

Budget

Prepare / finalise budget with actual costs. This needs to be done as soon as possible after the event as payments cannot be authorised by NZHPA treasurer without it

Forward invoices to NZHPA administrator for payment

Presentation for publication

Collate presentations, convert to PDF and forward to Webmasters to post on website

Feedback

Collate feedback and forward to SIG convenor

Documentation

Complete and organise paperwork relating to the event and upload to Dropbox

How the NZHPA Administrator can help

The NZHPA Administrator is there to support actions related to admin of event eg. sending out registration information, co-ordinating registration compiling data, raising invoices, processing expenses claims. Often a liaison person between the SIG and others involved in NZHPA business such as the management accountant.

Keep requests for assistance reasonable as she has many others tasks and NZHPA work is only part of her role e.g. asking her to photocopying large amounts of pre-reading or handouts is not always feasible (consider the environment as well as workload here – can these be sent electronically to delegates). Consider the timescales for any requests and plan in advance, as the administrator has other roles and cannot always respond to urgent requests.

Appendix 1 SIG Convenor: Role and Responsibilities Summary

Purpose

The position of SIG Convenor exists to provide leadership and coordination to the SIG and to support the implementation of the NZHPA strategy. Responsibility can be delegated to the Deputy-Convenor and/or Secretary of the SIG if required. The same duties and responsibilities apply.

Duties and Responsibilities

- Advance the interests and views of the SIG and the NZHPA at relevant meetings from time to time.
- Support the implementation of the NZHPA strategy through building effective relationships within the profession and across other SIGs of the NZHPA
- Feed back relevant information to the NZHPA Executive on issues that may have implications for the NZHPA strategy, and/or require a view or decision from the NZHPA Executive in a timely manner.
- Update the SIG members on relevant information from NZHPA executive in a timely manner.
- Provide brief written reports and/or briefings as necessary on issues impacting on the NZHPA strategy and/or the NZHPA Executive.
- Hold an annual educational meeting (which may be at the same time as the AGM) and SIG AGM (prior to the NZHPA AGM if possible).
- Ensure that the SIG governance is in line with the NZHPA arrangements.
- Ensure the SIG is able to meet its financial commitments before undertaking SIG activity and raise with the NZHPA Executive, as a matter of urgency, as soon as it becomes apparent that a SIG activity is likely to run at a financial loss.

Deliverables

- Ensure the SIG AGM occurs prior to the NZHPA AGM and submit the minutes.
- Ensure the SIG annual plan and reports are submitted according to the timeframes released by the NZHPA executive yearly.
- Attend one NZHPA Executive meeting a year as the SIG representative (ideally in person or with a designate although teleconferencing may be appropriate).
- Provide timely and comprehensive communication to the NZHPA Executive on SIG business, including minutes from relevant SIG meetings (within four weeks of the meeting occurring) or email updates as requested.
- Provide timely and comprehensive communication and feedback on NZHPA business to the SIG.

Review

- The scope of the SIG Convenor role and responsibilities will be reviewed collectively by the NZHPA Executive and SIG Convenors on a regular basis or in line with the review of the SIG handbook.

Appendix 2 SIG Terms of Reference Template

(fill in the gaps and remove/replace highlighted bits)

SIG NAME TERMS OF REFERENCE

Purpose (of the SIG)

Objectives

Committee Membership

Include in here specific details of the SIG committee eg:

Number of committee members

Roles (portfolio) of committee members

Composition of committee membership (eg: geographic spread, work role spread etc) if necessary

The ***** Special Interest Group is a subgroup of NZHPA and conducts itself in accordance with the guidance contained in the current version of the 'Handbook for NZHPA Special Interest Groups' and the general rules of NZHPA.

Deviations from processes outlined in the handbook and have been agreed by the NZHPA Executive committee are: Nil

Authorised by:

Name

Date:

Next Review: (2 years from issue)

SIG Convenor

(on behalf of SIG name committee)

Appendix 3 SIG Annual Plan and Year End Annual Report

Please Note: detailed finances for planned events should be submitted to the NZHPA Executive prior to any planned event

Example SIG Annual Plan

SIG Name Annual Plan Year

Annual Plan	Meets NZHPA Strategic Objective Number(s)	Milestones (time line measures)	Lead person (accountable)	Annual resource implications (including \$)	Notes These objectives should broadly cover what the SIG hopes to achieve in the coming 12 months drawing on the strategic objectives identified by the NZHPA Executive and SIG members
Objectives <ul style="list-style-type: none"> • 1 • 2 • 3 					

Example SIG Annual Plan (Simplified)

SIG Name Annual Plan Year

Longer Term Objectives (2-3 years)	Timelines/Dates	Lead Person
Objectives <ul style="list-style-type: none"> • 1 • 2 • 3 		
Short-term Objectives (next 12 months)	Timelines/Dates	Lead Person
Objectives <ul style="list-style-type: none"> • 1 • 2 • 3 		

Example Annual Report

SIG Name Annual Report Year Ending XXXX

Introduction

Achievements against annual plan

Income and expenditure

(at a high level only – can be inserted by NZHPA Administrator if necessary)

Annex

- **Officers and Members**
- **Attendance at meetings (number in attendance)**

Appendix 4 SIG Registration Form template

Screenshot of Registration Form template. Working version available in Dropbox or from the SIG officer, NZHPA Treasurer or NZHPA Administrator.

New Zealand Hospital Pharmacists' Association
Name of Special Interest Group (SIG) Meeting
Date in format dd/mmm/yyyy – Venue



Registration Form

Please complete this form, make a copy for your records, and forward the original with appropriate registration fee to: The Administrator, NZHPA, PO Box 11640, Manners Street, Wellington 6142 (nzhpa@psnz.org.nz; Ph 04 802 0030 ext 2; Fax: 04 381 4786). Invoice/receipt will be sent to you directly.

Contact Details (Please print in block capitals)

Surname _____ NZHPA Membership # _____

First name / Preferred name _____

Location / Organisation for name badge _____

Full postal address _____

Telephone _____ Fax _____

Email _____

Special requirements *(e.g. dietary, wheelchair access)* _____

Registration Fees (\$NZ incl GST) Please tick the appropriate category	Full seminar (Sat & Sun)	Full seminar discounted* <small>(Tech/Intern/Student)</small>	Saturday only (all day)	Sunday only (am only)
NZHPA name of SIG member				
NZHPA non name of SIG member				
Non NZHPA member				
Registration Fee total (incl GST)				

*Discounted rate applies to Pharmacy Technicians, Intern Pharmacists and undergraduates of Pharmacy education

Registrations will not be accepted after **Date in dd/ mmm/ yyyy format** without prior discussion with **SIG Convenor or Meeting Organiser (add in contact email)**.

Payment method

Appendix 5 SIG Meeting Budget Template

Screenshot of Budget template. Working version available in Dropbox or from the SIG officer, NZHPA Treasurer or NZHPA Administrator.

New Zealand Hospital Pharmacists' Association Profit and Loss Statement ^{A1}					
Title of the Special Interest Group here SIG					
Title of the meeting here					
					Add Year
Income	Detail of income (GST inclusive)	Budgeted			Date
Projected attendance					
		30	40	50	
Registration	Potential fees				
NZHPA SIG member	80	\$2,400.00	\$3,200.00	\$4,000.00	
NZHPA member	90				
Students, Intern Pharmacists, Pharmacy Technicians	50				
Other Pharmacists or Health Professionals	120				
Registration income subtotal		\$2,400.00	\$3,200.00	\$4,000.00	
Sponsorship (delete unrequired lines)	Contact details				
Sponsorship - add in name of company	name of contact				
Sponsorship - add in name of company	name of contact				
Sponsorship - add in name of company	name of contact				
Grant - add in name of Grant	details				
Donations - add in name of donor	details				
Donations - add in name of donor	details				
Sponsorship income subtotal		\$0.00	\$0.00	\$0.00	
Income total		\$2,400.00	\$3,200.00	\$4,000.00	
Expenditure	Detail of expenditure (GST inclusive)				
NZHPA administration fee	Number of attendees	900	1200	1500	
Venue Hire	Name, address, contact person				
AV Equipment Hire and Support	Name, address, contact person				
Catering - weekend lunches, tea breaks	Name, address, contact person				
Keynote speakers fee	Name(s), affiliation, role at meeting				
Keynote speakers flight	Name, where flying from				
Keynote speakers accommodation	Name venue number of nights				