



UK RENAL PHARMACY GROUP

CONSTITUTION AND TERMS OF REFERENCE

NAME: The UK Renal Pharmacy Group (referred to hereinafter as the RPG)

MISSION STATEMENT

The UK RPG aims to promote excellence in the provision of pharmaceutical services to renal patients and associated healthcare professionals.

To this end the RPG publishes and encourages the dissemination of relevant information amongst pharmacists, pharmacy technicians, pharmacy students and associated healthcare professionals. The RPG is a Forum to promote renal pharmacy, working in partnership with colleagues, including those from other specialties, both within the UK and internationally.

The RPG also actively contributes to, and promotes, national policies, pharmaceutical research, audit and innovation in renal medicine and pharmacy practice. As of 1st January, 2021, the RPG will be fully integrated within the Renal Association (RA).

MEMBERSHIP

FULL

Open to all pharmacists and pharmacy technicians, practising and non-practising, with an interest in renal medicine, excluding those working in the pharmaceutical industry.

- The process for membership payment is fully automatic via the website using online credit or debit card payment or direct debit.
- Annual renewal reminders are sent out automatically and there is an option to renew for one year.
- The membership term commences upon receipt of payment, so the annual membership 'term' will become a 'rolling' term.
- Prospective new members may join via the RPG website, accessed via the Renal Association website.
- RPG members will be full RA members and will receive all the RA member benefits.

CORPORATE SUPPORT

Companies who have expressed their willingness to be associated with the objectives and activities of the RPG may do so by becoming "Friends of RPG" in exchange for an annual sponsorship fee to support RPG Activities. These companies may be represented at RPG conferences, but are not eligible to attend workshops or the AGM at the RPG conference.

Sponsorship from corporate Friends of RPG will be requested annually, ideally to be paid by 31st December of that year.

ORGANISATION

The RPG shall have an Executive Board of at least eight members, led by a Chair and a Deputy Chair. Other Officers include a Treasurer, a Strategic Adviser, a National Liaison Officer and a Communications Officer. In addition to the officers, the leader of each sub-group will serve as Executive Board Members. (see figure 1 below).

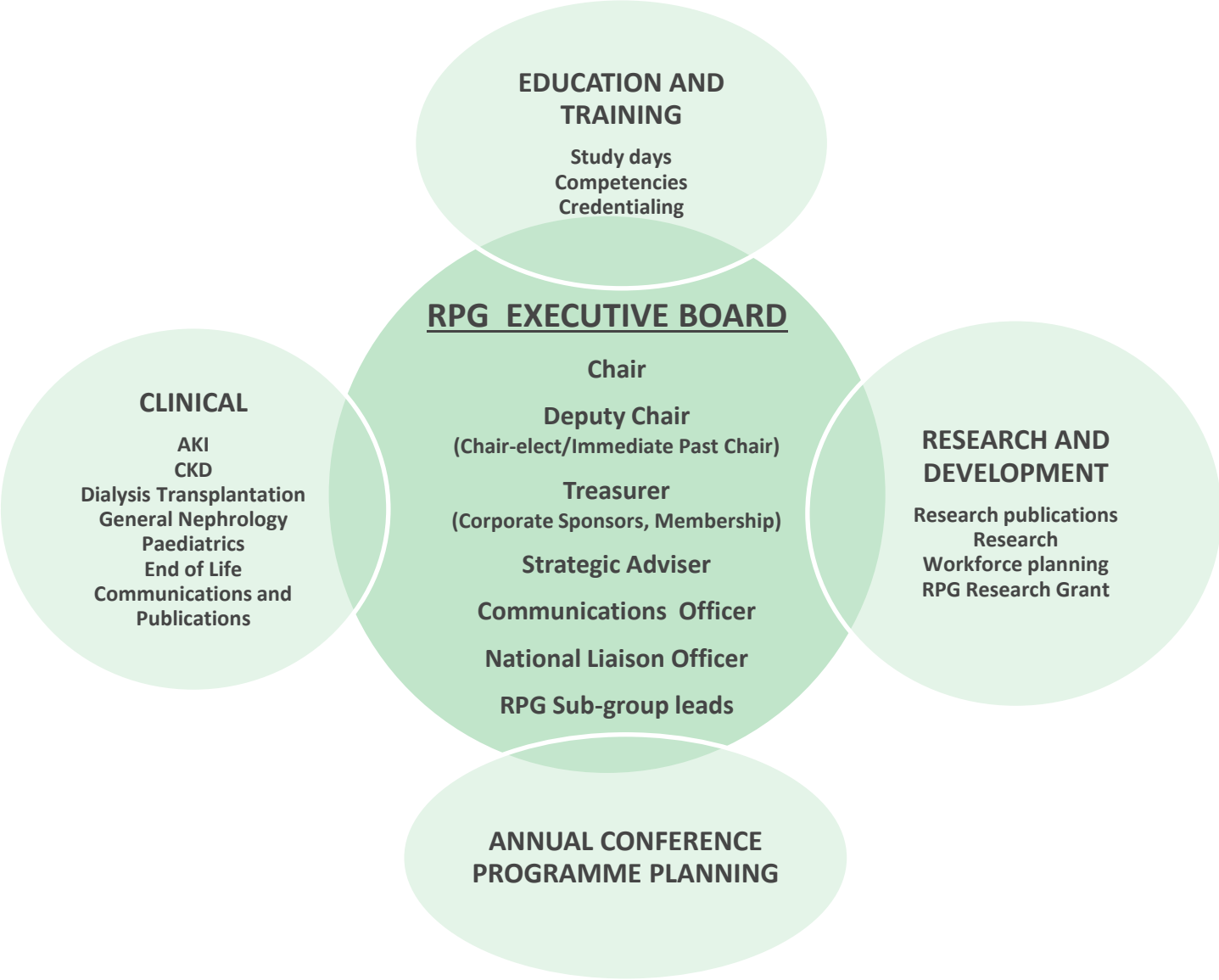


Figure 1: RPG Executive Board Structure (Work streams will vary)

The sub-groups shall comprise (see Appendices i - i v):

- a) Education and Training
- b) Annual Conference Programme Planning
- c) Research and Development
- d) Clinical

Each sub-group will work with, and be responsible to, the Executive Board to ensure that timely, accurate and relevant information and support is produced on behalf of the membership. Collaborative working between the sub-groups will be encouraged. RPG members may be members of more than one sub-group.

Executive Board/Officers: Election Process & Tenure

- The Chair-elect will be nominated from within the Executive Board. Nominees for this post must have been a member of the Executive Board for a period of at least two years prior to nomination. In the event of multiple nominations, the Chair-elect will be chosen by a non-transferable vote by existing members of the Executive Board.
- After serving as Chair-elect for 1 year, the Chair-elect will take over as Chair following the AGM. At this time, the outgoing Chair will serve as Immediate past-chair, remaining as a member of the Executive Board for one year, stepping down at the next AGM when a new Chair-elect will assume office (see table 2).

Year	Chair	Deputy Chair
June 2017	Chair	Chair-elect
September 2017	Chair-elect from 2017	Immediate past-chair
September 2018	Chair-elect from 2017	Chair-elect 2018
September 2019	Chair-elect from 2018	Immediate past-chair (Chair-elect from 2017)
September 2020	Chair-elect from 2018	Chair elect 2020
September 2021	Chair-elect from 2020	Immediate past chair (Chair elect from 2018)
September 2022	Chair-elect from 2020	Chair elect 2022

Table 2: table of Chair Rotation from June 2017 - September 2022

- In the January of their first year as Chair, the Chair will circulate to the RPG Members, a call for Nominations for the post of **Chair-elect** to begin following the AGM of that year.
- Full Members who have been an RPG member for at least one year, including Members who have previously served on the Executive Board, are eligible to be nominated by the Membership to serve as an **Officer of the Executive Board**. This includes the offices of **Treasurer and Communications Officer**. Nomination forms will be circulated to the membership and members may nominate themselves or another member. The posts of Strategic Adviser and National Liaison Officer are considered suitable for only very senior experienced pharmacists and thus will be replaced by Executive Board invitation.
- All nominees for an Officer post must agree to serve if elected prior to the close of nominations. Nominees will submit a single A4 sheet summary of their CV and a statement of why they wish to serve on the RPG Executive Board.
- Members of the existing Board at the time will elect by simple majority, the Officers from the nominations submitted by the membership.
- New **leads for sub-groups** will be chosen by consensus from within their sub-group if possible. A year's service as a member of the sub-group is required prior to anyone taking up the post of Leader. In the case of a lack of a suitable candidate within the group, the Executive Board may put to the membership and call for Expression of Interest, or if necessary, may invite an RPG member to take on the sub-group lead position.
- All newly elected officers and sub-group leads will be approved by a simple majority of Full Members at the next AGM.
- The term of office for non-Chair Officers will be 3 years plus an extension of a further 2 years if in the best interest of the RPG.
- If an Executive Board member retires during a period of office, the Executive Board may co-opt a new member until the next AGM.
- RPG members may be co-opted onto the Executive Board if required to help with a project or specific piece of work.
- Each sub-group lead shall complete 3 years tenure before being succeeded by a replacement elected by consensus of their existing sub-group. The length of term of tenure of the sub-group members will be variable.

Aims and Objectives of the Executive Board

- The executive will be responsible for directing the strategy and output of the RPG throughout the year.
- The executive will work with the sub-group leads to ensure that timely, accurate & relevant information and support is produced on behalf of the membership.
- The executive will work on behalf of the membership, representing their needs, as per the RPG constitution.
- The executive will be responsible for the activities of the sub-groups and any information produced and disseminated by the RPG.
- The executive will be responsible for providing an annual conference whenever this is appropriate, and any other training sessions as identified by the membership/sub-groups.
- The executive will be responsible for ensuring financial stability, monitoring accounts and expenditure and maintaining and reviewing the contract with the secretariat.
- The Executive Board shall meet a minimum of 2, and a maximum of 4 times a year, and will use other methods of communication such as teleconferences and e-mail to discuss relevant matters. Meetings will not be quorate unless a minimum of 4 members are present. A deputy may be sent from each sub-group if the lead cannot attend.

FINANCIAL MANAGEMENT

- The RPG Secretariat together with the RPG Treasurer shall be responsible for the administration of the financial affairs of the RPG, working closely with the RA Head of Finance.
- RPG funds will be held in a 'ring fenced account' within the RA accounts. The authority for how these funds are used will be under the sole control of the RPG Executive.
- RA accounts will be audited by an external auditor in April of each year and formally submitted to Companies House and the Charity Commission by September of the same year. The RPG will not be independently split within this submission.
- An annual financial overview will be provided to the Treasurer for the RPG AGM
- Quarterly reports (or on request) will be sent to the RPG Treasurer
- The RA is VAT registered; the RPG will adhere to VAT processes.

ANNUAL GENERAL MEETINGS

- Annual General Meetings will be held once each year, ideally at the RPG conference. To be quorate, a minimum of 5 members of the Executive Board in addition to 15 full members must attend the AGM.
- Notice of the AGM will be given a minimum of one month before the RPG conference.
- At Executive Board and Annual General Meetings, all decisions of the RPG will be made by simple majority.
- Motions concerning the constitution shall be circulated to the membership prior to the AGM or extraordinary meeting, with votes to be cast in person at the AGM or by email/postal return as deemed appropriate. For amendments to the constitution, the final vote must be carried by a majority of two-thirds of the votes.
- An Extra-Ordinary General Meeting can be called at any time by the Executive Board or on receipt of a written request from five members of the RPG. One month's notice of such a meeting will be given to the membership.