

# **NOVA SCOTIA PRESCRIPTION MONITORING PROGRAM**

## **EXECUTIVE COMMITTEE**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The Nova Scotia Prescription Monitoring Board establishes an Executive Committee to address urgent matters that arise between Board meetings and require Board direction.

#### **MEMBERSHIP**

The Executive Committee shall consist of:

- a) The Chair and Vice-Chair of the Board.
- b) The Registrar of the College of Physicians and Surgeons or a designate of the Registrar.
- c) The Registrar of the Provincial Dental Board or a designate of the Registrar.
- d) The Registrar of the College of Pharmacists or a designate of the Registrar.
- e) One voting director appointed by the Governor in Council.

#### **TERM**

Members of the Executive Committee serve until their successor is appointed. A vacancy does not impair the right of the remaining committee members to act.

#### **ORGANIZATION/ADMINISTRATION**

- 1) The Chair of the Executive Committee is the Chair of the Board.
- 2) The Executive Committee meets at the call of the Chair.
- 3) A majority of members shall constitute a quorum. Notwithstanding paragraph 4 below, the Chairperson is considered a voting member for the purpose of establishing a quorum.
- 4) The Chairperson will vote only in the event of a tie and that vote is a deciding vote.
- 5) A decision of the majority of members of the Executive Committee will be a decision of the Board as a whole. There will be a written record of the vote reflected in the minutes.
- 6) All decisions rendered by the Executive Committee shall be reviewed at the subsequent Board

meeting.

- 7) The Executive Committee reports directly to the Board through its Chair.
- 8) The Manager appointed by the Administrator provides the secretariat for the Executive Committee.

#### **DUTIES AND RESPONSIBILITIES**

The Executive Committee is responsible for addressing urgent matters that arise between Board meetings and require direction from the Board.

#### **COMMITTEE RELATED EXPENSES**

Executive Committee member expenses will be reimbursed in accordance with the Department of Health Reimbursement Policy established for the Nova Scotia Prescription Monitoring Program.

