



Canadian HIV and Viral Hepatitis Pharmacists Network
Réseau canadien des pharmaciens en VIH et hépatites virales

Terms of Reference

As adopted on April 22nd, 2026.



Terms of Reference

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1. Description of Organization

The Canadian HIV/AIDS Pharmacists Network/*Association canadienne des pharmaciens en VIH/SIDA* (CHAP/ACPV) was formed in January 1997, and is comprised of pharmacists involved in HIV care across Canada. Members are invited to meet on an annual basis, communicate regularly through e-mails, and collaborate on a variety of projects and publications. In 2017, the name of the group was changed to the Canadian HIV and Viral Hepatitis Pharmacists Network/*Réseau canadien des pharmaciens en VIH et hépatites virales* in order to reflect the involvement of many members in management of both HIV-viral hepatitis co-infection and hepatitis mono-infection.

2. Mission Statement

To bring together pharmacists with a clinical and research focus in HIV and/or viral hepatitis to optimize patient outcomes and promote the profession of pharmacy through communication, education, research, and clinical practice.

3. Goals

- To promote cross-country sharing of experiences, expertise and information to improve patient care.
- To develop practical clinical guidelines on the role of the pharmacist in caring for patients at risk or with HIV and/or viral hepatitis.
- To collaborate on research protocols.
- To share continuing education resources, in order to make information on HIV treatment, prevention, and/or viral hepatitis drug therapy more accessible to community, hospital and ambulatory pharmacists and other health care professionals, as well as patients.
- To foster the development of HIV and/or viral hepatitis pharmacist mentors.
- To promote the pharmacist's role in HIV and/or viral hepatitis therapeutics on a national level.



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4. Network Structure

The network structure includes general membership of pharmacists with an interest in HIV and/or viral hepatitis, a Working Group and an Executive Committee.

4.1. General Membership

Membership is open to pharmacists involved in HIV and/or viral hepatitis practice, research, or teaching. General members:

- Are encouraged to:
 - Participate in e-mail discussions;
 - Participate in various projects related to HIV or viral hepatitis pharmacotherapy;
 - Attend AGMs.
- Consent to the inclusion of their name and work contact information in the publicly accessible contact directory.
- Do not have voting privileges.
- Are required to inform the Executive Committee if they acquire conflicts of interest such as becoming a pharmaceutical company employee.

4.1.1. Admission process

- Any pharmacist can request or be proposed for general membership. To avoid any conflict of interest, pharmacists employed by a pharmaceutical company are not eligible for membership. International pharmacists are welcome to apply for general membership.
- Membership is free.
- Requests should be forwarded to the Executive Committee (chap@hivclinic.ca), and include complete contact information. Accepted applicants will be added to the group e-mail list (chap-HIV@googlegroups.com).

4.1.2. Termination of membership

- Members who wish to be removed should contact the Executive Committee (chap@hivclinic.ca).
- Any member may be removed for conduct unbecoming of the network, or for a breach of the Terms of Reference. Such a removal will be operated by the Executive Committee after consulting the Working Group. The member in question must be notified in writing and be given the opportunity to provide a written or verbal statement to the Executive Committee.



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4.2. Working Group

The Working Group consists of members focused on HIV and viral hepatitis who actively participate in network activities. Working Group members provide regional/provincial representation associated with their practice setting located in Canada. Working Group members:

- Have voting privileges within the network.
- Commit to their Working Group status by meeting at least 4 of the following 7 responsibilities:
 1. Participating in regular online/email discussions;
 2. Submitting a regional update for the newsletter;
 3. Serving on the Executive Committee within the last 5 years
 4. Participating in at least 1 group project or publication in the last 3 years which aligns with CHAP's mandate;
 5. Attending at least one AGM in the last two years;
 6. Disseminating HIV/viral hepatitis information and/or coordinating efforts with healthcare providers or stakeholders in their geographic region;
 7. Taking an active leadership role in initiating or completing a CHAP initiative. To be considered a group CHAP initiative/project, members from at least 2 different geographical regions must participate.
- Complete the Annual Working Group Activity Survey to re-affirm their Working Group status upon the Chair's request. (see Appendix 1)

4.2.1. Nomination process

Prospective new members should be actively involved in HIV in Canada either via clinical practice, academia, research or other.

- They may be recommended by a Working Group member or may self-nominate.
- Applicants should submit a short résumé/CV to the Chair, including information on their current field of activity, a summary of their accomplishments in the field of HIV, and a letter of interest outlining their reasons for wanting to join the Working Group.
- Selection is made by the Executive Committee following consultation with the Working Group. Factors taken into account during the selection process will include geographic location, professional focus and accomplishments, and practice population (including specialty areas such as pediatrics, people who inject drugs, etc).
- Candidates who are not selected may re-apply in the future.
- There will be no maximum number of Working Group members.

4.2.2. Stepping down

- A Working Group member may step down to general membership at any time.
- Working Group members who do not meet the criteria for Working Group membership as evidenced by the reaffirmation survey will become general members of CHAP. The member may be contacted for additional information and exceptions for temporary reasons (e.g. parental leave, sabbatical) may be granted.
 - If any controversy should arise, the member in question will be required to make a submission by email within 2 months of receiving a request.



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4.3. Executive Committee

The Executive Committee consists of Past-Chair, Chair, Secretary and Treasurers. All positions are voluntary. The Executive Committee members are collectively responsible for:

- Organizing the AGM
- Receiving and assessing membership applications
- Communicating with all members about the network activities
- Managing the network finances
- Maintaining a roster of current members for purposes of the email listservs
- Updating and maintaining CHAP's website
- Ensuring adherence to the Terms of Reference by all members, including conducting an annual affirmation survey for Working Group members.

4.3.1. Past-Chair

- Assumes this role after 1 year as Chair.
- One year position, with responsibilities ending after the AGM.
- Responsibilities include:
 - Supporting Chair as appropriate;
 - Leading projects as assigned by the Chair.

4.3.2. Chair

- Assumes this role after 1 year as Secretary.
- One year position, with responsibilities ending after the AGM and then assumes role of Past-Chair.
- Responsibilities include:
 - Coordinating network activities for the year;
 - Organizing the agenda for the AGM;
 - Securing sponsorship funding to support the activities of the network;
 - Representing CHAP nationally and internationally as necessary with respect to issues that directly or indirectly affect HIV and/or viral hepatitis pharmacists in Canada.

4.3.3. Secretary

- Elected at the AGM. A member would normally be eligible to serve on the Executive Committee after a minimum of two years as a Working Group member and attendance at minimum of two AGMs.
- One year position, with responsibilities ending after the AGM and then assumes the role of Chair.
- Responsibilities include:
 - Recording minutes at AGM and *ad hoc* meetings throughout the year;
 - Disseminating information to members;
 - Assembling and publishing an annual newsletter.



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4.3.4. Treasurers

- Elected by the Working Group;
- Co-Treasurers are ongoing positions.
- Shared by two Working Group members, preferably from the same city.
- Responsibilities include:
 - Managing the finances of the network, in cooperation with the Chair;
 - Providing an annual financial statement for the AGM.
 - Assisting the Chair in submitting AGM funding requests.

4.4. Subcommittees

Subcommittees and *ad hoc* groups can be formed if needed.

5. CHAP Emeriti

Lifetime membership as CHAP Emeritus/Emerita will be granted to a member to honour their expertise and contributions to the network and the HIV and viral hepatitis field in Canada.

- To be considered for emeritus/emera status, a member must have served on the Executive Committee for at least one three-year term.
- Upon permanent retirement from the Working Group, members should submit their notice to the Executive Committee.
- CHAP Emeriti:
 - can maintain their general membership status;
 - are eligible to apply for AGM Grants.



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6. Organization and Operation

6.1. Communications and meetings

- All members are welcome to communicate with the network through a general membership listserv. Typical communications include asking for expert opinions, sharing news and accomplishments and organizing specific network activities.
- A Working Group specific listserv is also available to coordinate the Working Group activities, including subcommittee meetings as deemed necessary.

6.2. AGM

The network shall meet annually for the AGM, in connection with the Canadian HIV/AIDS Research conference as arranged by the Chair. All members are welcome to attend. The event represents a unique opportunity to establish collaborations and new projects through networking. This is also a time for the Working Group to review the Executive Committee's work.

- The AGM agenda shall include:
 - Quorum verification on AGM business. A quorum shall be a majority of the Working Group members. Quorum is defined as 50% plus one. If attendance at the AGM is less than quorum, voting will be performed by email following the meeting.
 - Presentation of the network financial statement
 - Election of the new secretary. In absence of a new secretary nomination, the current Executive Committee could continue for another year if desired.
 - Modifications of the Terms of Reference or other policy documents, as appropriate.
 - Group CHAP initiatives/projects and clinical presentations from members as appropriate

6.3. Budget and funds

The network shall properly manage monetary donations from pharmaceutical companies in accordance with Canadian Pharmaceutical Research and Development guidelines. Refer to the *CHAP Fund Management and Financial Accountability Policy* for further details.

6.4. Temporary Modifications to the Terms of Reference

To facilitate efficient coordination of the activities of CHAP, temporary modifications to the Terms of Reference may be made by the Executive Committee. Changes must be approved at the next AGM or through an email vote by the Working Group.



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7. Appendix 1 – Re-affirmation survey

As per the Terms of Reference, Working Group members must re-affirm their Working Group status once a year. The re-affirmation survey contains the following questions:

1. Name: _____
2. In the last 12 months, have you had a Leave of Absence (LOA)* from the Working Group?
 - ☐ No
 - ☐ Yes, Parental Leave (indicate planned dates: _____)
 - ☐ Yes, Sabbatical (indicate planned dates: _____)
 - ☐ Other: _____

* If you have had an LOA in the last 2 years, you may be excused from fulfilling the criteria to maintain your status. It is your responsibility to inform the Executive Committee with your intent of returning to the Working Group. If you have been on a leave of absence from the Working Group for more than 2 consecutive years, you will resume General Membership status and will be asked to re-apply to the Working Group if interested.

3. Do you wish to re-affirm your Working Group member status?
 - ☐ Yes.
 - ☐ No, I am stepping down to a general member status.
 - ☐ No, please remove me from the general membership list as well.
4. Please indicate which of the following responsibilities that you have met in the last 12 months. Check all that apply:
 - ☐ Participated in regular online/e-mail discussions.
 - ☐ Submitted a regional update for the CHAP newsletter.
 - ☐ Served on the Executive Committee within the last 5 years?
 - ☐ Attended at least one AGM in the last two years.
 - ☐ Participated in at least 1 project or publication in the last 3 years which aligns with CHAP's mandate. Please list initiatives in which you are involved or have participated: _____
 - ☐ Disseminated HIV/viral hepatitis information and/or coordination of efforts with healthcare providers or stakeholders in your geographic regions. Provide examples: _____
 - ☐ Took an active leadership role in initiating or completing a CHAP initiative. Provide examples: _____