



Advocacy Advisory Committee Terms of Reference

Purpose:

The Advocacy Advisory Committee supports PTSA in fulfilling its advocacy mandate through structured, proactive monitoring and engagement with key partner organizations (stakeholders).

This work supports PTSA's ongoing commitment to respond to advocacy opportunities and maintain active engagement with partner organizations.

Scope of Work:

The Committee's scope includes:

1. Stakeholder Monitoring: Monitoring developments across partner organizations relevant to the pharmacy technician profession

Ongoing review of activities, publications, and initiatives from key partner organizations, including but not limited to:

- Alberta College of Pharmacy (ACP)
- Alberta Blue Cross (ABC) Benefact
- Alberta Pharmacists Association (RxA)
- Canadian Association of Pharmacy Technicians (CAPT)
- Canadian Pharmacists Association (CPhA)
- Canadian Society of Healthcare-Systems Pharmacy (CSHP) National and Alberta Branch
- Pharmacy Technician Schools
- Pharmacy Technician Society of British Columbia (PTSBC)
- Other organizations as identified by the Board through stakeholder mapping

2. Environmental Scanning: Identifying emerging risks, opportunities, and alignment considerations

Identification and analysis of:

- Regulatory and policy developments
- Strategic priorities and position statements
- Emerging trends affecting pharmacy technician practice

3. Reporting and Recommendations: Informing PTSA advocacy strategy through timely and structured feedback

Preparation of structured updates for PTSA leadership, including:

- Summary of key developments
- Relevance to PTSA priorities
- Potential impact on the profession

Providing informed recommendations regarding:

- Advocacy positioning
- Stakeholder engagement approaches
- Communication priorities

4. Stakeholder Liaison: Supporting coordinated and strategic engagement with external partners

Acting as a consistent point of contact between PTSA and assigned stakeholder organizations, supporting relationship continuity and awareness of PTSA initiatives, consistent with PTSA's existing stakeholder engagement practices.

Authority:

The Committee operates in an advisory capacity to the PTSA Board of Directors.

The Committee:

- May make recommendations to the Board regarding advocacy strategy and stakeholder engagement
- Does not have decision-making authority unless expressly delegated by the Board

Membership:

The Committee will be comprised of:

- 5–8 members appointed by the Board
- Representation across relevant practice settings (e.g., community, hospital, education, leadership)

Committee members will serve two-year terms, with the option for renewal.

Roles and Responsibilities:

Committee members are expected to:

- Monitor assigned stakeholder organizations on an ongoing basis
- Attend Committee meetings and contribute to discussions

- Provide timely, structured updates using the approved reporting framework
- Review and provide feedback on prioritized stakeholder consultations that affect pharmacy technician practice
- Identify and escalate issues requiring strategic attention
- Maintain professionalism and confidentiality in all stakeholder interactions
- Actively contribute to PTSA's advocacy objectives
- Disclose any potential conflicts arising from roles within stakeholder organizations

Members will be appointed to the following positions:

Chair

- Provides leadership to the Committee
- Oversees work planning and meeting facilitation
- Reports to the Board of Directors
- Recruits subject matter experts/facilitated member feedback campaigns to inform consultations and recommendations
- Fulfill the responsibilities of the Communications Liaison if one is not appointed

Stakeholder Leads

- Each member is assigned one or more stakeholder organizations
- Responsible for monitoring, reporting, and engagement within their assigned portfolio

Communications Liaison

- Works with the Administrator and communications committees to support translation of committee work into member-facing communications and advocacy messaging.

Meetings:

- The Committee will meet 2-3 times per year, as determined by the Chair
- Additional meetings may be scheduled as required
- Quorum will consist of a majority of Committee members

Reporting:

All stakeholder updates will follow a standardized format, including:

- Key updates
- Relevance to PTSA and pharmacy technicians
- Potential impacts
- Recommended actions
- Engagement opportunities

The committee will provide:

- Quarterly summary reports to the Board
- Interim updates on emerging or high-priority issues that have significant impact on advocacy or practice will be escalated to the board outside of the regular reporting schedule as required

Resources and Support

Subject to budget availability, PTSA may provide access to resources required for Committee members to effectively fulfill their roles. This may include:

- Memberships or subscriptions to select partner organizations where access to communications, publications, or member-only materials is necessary to support monitoring and engagement activities.
- Access to PTSA Google shared drives for document repository.

PTSA may fund or reimburse membership in an external organization where the following criteria are met:

- Only one Committee volunteer assigned responsibility for monitoring an organization will be eligible to receive the membership.
- Each lead will be eligible to hold only one membership on behalf of PTSA, unless otherwise approved.
- The volunteer must use a PTSA email address to access the membership.
- The value of the membership will be evaluated prior to renewing membership as per the organization's renewal cycle.
- All membership funding requests must be submitted to the Treasurer annually June for inclusion in the budget.

Requests for new memberships must include:

- Organization name
- Cost
- Rationale aligned to advocacy priorities
- Assigned role of the volunteer who will hold the membership on behalf of PTSA

Date approved by the Board:

Revision history:

Date Last Updated	Revision Description