

Performance and Resources Committee

Terms of Reference

The Pharmaceutical Society of Ireland (PSI) Council has established a Performance and Resources Committee as an Advisory Committee of the Council. This Committee is established under the Pharmacy Act 2007 and under the PSI (Council) Rules of 2008 and 2015.

The overall purpose of the Committee is to advise the Council, at a strategic level, in relation to the performance and the resourcing of the organisation.

1. Membership and Appointment

The members of the Committee are appointed by the Council, following nomination by the Special Purposes Committee.

In appointing members, the Council will have reference to the following competency areas and the responsibilities of the Committee so that the Committee collectively possesses an appropriate range of skills and knowledge to perform its functions to the required standard.

- Experience in executive management at a senior level
- Experience in organisation performance and delivery of results
- Experience in organisation planning and development (people/process/technology)
- Experience in financial management and reporting

The Committee is composed of a maximum of ten members, ordinarily eight being members of Council, which includes:

- A Chairperson.
- A minimum of two members who are registered pharmacists.
- A minimum of two members who are not registered pharmacists.

Should it be the case that essential skills are not available within the Council membership, it is open to Council to nominate external members, up to a maximum of two members to the Committee.

The Chairperson will be nominated by the President, after consultation with the Special Purposes Committee, and approved by Council.

The Committee members will be nominated by the Special Purposes Committee and approved by Council.

Committee Members will hold membership for up to two years and will be eligible for reappointment. No member will ordinarily serve more than two consecutive terms.

2. Reporting and Review

The Committee will formally report in writing to the Council through a report from the Committee, to be presented by the Chair of the Committee to each public meeting of the Council.

The Committee will review its own effectiveness annually, (including these Terms of Reference) and report on the results of that review to the Council.

3. Advisory Responsibilities

The Committee will advise the Council at a strategic level in relation to the delivery of its Corporate Strategy objectives, and on related developments, pertaining to the performance and resourcing of the organisation. This may include:

- Organisational performance against plan and capacity to deliver results,
- Organisational development requirements (people, process, technology),
- Resource optimisation and deployment – are the resources available to deliver on the organisational mission to the requisite standard and are they being deployed to best advantage,
- Strategic financing and investments, and
- Funding of the annual Service Plan.

4. Other Responsibilities

In addition to its advisory responsibilities, the Committee is also responsible for:

- Developing a workplan each year for presentation to Council,
- Any delegations not made to the Registrar that fall within the advisory responsibilities of the Committee,
- In line with the policy and strategic objectives proposed by the Council and through its Corporate Strategy, making recommendations for the establishment of specific working groups to act on Council's decisions, including the approval of terms of reference, membership from within and outside Council, timeframes and actions to be achieved by the working group,

- Overseeing any working group(s) established under the auspices of the Committee and reporting on its work to the Council.

5. Meetings and Support

Meetings of the Committee shall function as follows:

- The Committee will meet at least four times a year.
- The quorum for a meeting of the Committee shall be 50 % of the number of members of the Committee plus one or, where the number of members is uneven, 50% of the number of members of the Committee rounded up to the nearest whole number e.g. a Committee of seven members has a quorum of four.
- The Committee Chair will ordinarily chair the Committee meeting.
- The Registrar or his/her nominee will normally attend meetings of the Committee and will arrange for the Committee to be supported by PSI staff.

Version	Reviewed by:	Date:	Approved by:	Date:
V1.1	Chairpersons' Forum (V1.0)	10 September 2018	Council	20 September 2018
V1.2	Special Purposes Committee	22 November 2019	Council	12 December 2019
V1.3	Special Purposes Committee	27 November 2020	Council	10 December 2020
V2.	Special Purposes Committee and Performance and Resources Committee	December 2021 and February 2022	Council	3 March 2022
V3	Special Purposes Committee	17 th November 2022	Council	15 December 2022