

Residency Conference of the Rockies Subcommittee

Purpose: The Residency Conference of the Rockies Subcommittee (RCOR-S) will serve as the primary planning entity of the Residency Conference of the Rockies (RCOR) and collaborative with the Colorado Pharmacists Society (CPS) Annual Meeting Planning Committee and the Executive Director of CPS. The purpose of this subcommittee structure document is to describe the type of membership and reappointment process required for a successful Residency Conference of the Rockies (RCOR) and collaboration with the CPS.

Subcommittee Membership:

- I. Co-Chairs: RCOR-S shall be represented by two co-chair members who are also represented member from the CPS Academy of Health System Pharmacist (AHP), CPS Academy of Community Pharmacists (ACP) or CPS Academy of New Practitioners (ANP).
- II. Residency Program Directors (RPD): RCOR-S shall be represented from at minimum 3 members who are RPDs that support attendance of their residents to the RCOR annual conference.
- III. Volunteer: RCOR-S may also contain additional minimum 2 volunteer members who are engaged with pharmacy residences or members of CPS.
- IV. CPS Annual Meeting Committee Liaison: one member shall serve as a liaison to the CPS Annual Meeting Committee. This person shall be appointed by the RCOR-S.
- V. Each member shall serve a minimum of 2 years with no limit on reappointments. Nominations/elections will be held annually with ideally no more than half of the subcommittee turning over each year, ensuring continuity over time.

Reappointment Process:

- I. Co-chairs, RPD and request for additional volunteers in the spring of each year in conjunction with the CPS Academy officer appointment.
- II. A request for nominations will be sent out for each of the required members as listed above.
- III. Nominees shall submit a letter of interest and level of involvement with residents.
- IV. The RCOR-S shall review each nominee to ensure they meet minimum qualifications.
- V. The RCOR-S shall conduct majority vote.
- VI. Final subcommittee membership for the next year will be announced during the RCOR annual conference.

Role of the Subcommittee:

- I. The primary role of the RCOR-S is to coordinate all events for a successful residency conference. The conference shall be coordinated along with the CPS Annual Meeting Committee.
- II. In collaboration with the CPS Annual Meeting Committee and CPS Planning Staff, the RCOR-S shall:
 - a. Determine venue
 - b. Determine dates of the events
 - c. Determine cost for attendees
 - d. Coordinate venue amenities (e.g. AV set up, food, breaks, happy hours, etc)

- III. RCOR-S is also responsible for coordinating the following:
- a. Updates to the website [Residency Conference of The Rockies \(civicaconferences.com\)](http://civicaconferences.com)
 - b. Deadlines, resident materials (e.g. abstract/presentation guidelines), evaluation forms
 - c. Schedule of events including preceptor and resident assignments
 - d. Solicit volunteers for the day of the event
 - e. Coordinating the day of event activities
 - f. Collaborating with CPS Communications committee to develop marketing materials, and advertise and communicate conference details
 - g. All communications with RPDs on behalf of the Subcommittee and CPS.

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