



College of Pharmacists
of British Columbia

July 21, 2017

Dear Registrant,

Board elections will be held this fall for registrants in districts 1, 3, 5 and 7. You can play an important role in these elections by identifying and nominating the best possible candidates or deciding to run yourself.

Board members have a significant role and responsibility. It is important to remember that while an election process is used to establish Board membership, the mandate of the Board is to uphold the College's objective as set out in the *Health Professions Act*: to serve and protect the public. It is an honour and a privilege to self-regulate our own professions and one which we all take seriously.

Board members, whether pharmacists, pharmacy technicians or public appointees, bring diverse points of view to the table and work as a team to make sound policy and governance decisions in the public interest. Every new Board member receives an orientation to the Board's governance model and is required to take and sign an Oath of Office indicating their understanding and commitment to their role.

The College uses an online system for Board elections. Nomination forms must be submitted electronically to the College by emailing the form to registrar@bcpharmacists.org or by faxing to 604.733.2493 / 800.377.8129.

The deadline for election nominations is **Friday, August 18, 2017 at 5:00 PM (PDT)**.

These are exciting and challenging times for pharmacy, as government and the public look to pharmacists and pharmacy technicians to play an enhanced role in providing quality health care. The College needs passionate and forward thinking Board members who are dedicated to our mandate of delivering safe and effective pharmacy services as our professions evolve. I am available to answer any questions prospective candidates may have.

Sincerely,

Bob Nakagawa, B.Sc.(Pharm.), RPEBC, ACPR, FCSHP, R.Ph. Registrar



College Board Information

What does the College of Pharmacists of BC Board do?

The Board is the elected and appointed body responsible for leading and guiding the College as the regulatory body for pharmacy in British Columbia. It is accountable to the public, and receives its authority from the *Health Professions Act* (HPA) and the *Pharmacy Operations and Drug Scheduling Act* (PODSA).

According to the HPA, Section 16(1), it is the duty of a college at all times

- (a) To serve and protect the public, and
- (b) To exercise its powers and discharge its responsibilities under all enactments in the public interest.

Section 16 through section 19 of the HPA outlines the duties and objects of a college, the Oath of Office, Bylaws for a college and more.

The Board sets the strategy for the College and makes decisions to ensure that the public receives ethical, competent care from British Columbia's pharmacies and pharmacy professionals.

It is important to note that accountability is different than in a membership organization. Once elected to the Board, pharmacists are not accountable to the registrants in their district, but instead, to protecting the public and to the legislation and bylaws governing the College. While a Board member does have a role in bringing regional perspectives to the Board table and in communicating Board decisions to his or her region, an elected Board member does not represent the electorate.

The Board at a Glance

The current Board, as defined in legislation, has 12 members: 7 elected pharmacists, 1 elected pharmacy technician and 4 government appointees. Each elected Board member currently serves a two-year term, commencing at the start of the November Board meeting following the election.

Why run for the Board?

Your skills, knowledge and experience are needed at the College. The success of self-regulation is due to the contribution of the many individuals who have made a commitment to the profession by volunteering to stand for election at the College.

How much time is involved?

Being a Board member is a significant and important commitment. Board members are expected to:

- Attend five two-day Board meetings at the College office and Board dinners in the month of November, February, April, June and September each year (up 10 days);
- Attend an Annual Board Retreat (up to 2 days);
- Attend the College's Annual General Meeting (1 day);
- Participate on and/or chair up to two College committees;
- Volunteer on external educational and/or professional committees; and
- Attend conferences as a representative of the College.

This commitment means to:

- Check and respond to College emails daily;
- Prepare and review materials prior to a meeting (up to 4 hours); and
- Travel to meetings and possibly stay overnight for Board business.

What are the expectations of a Board member?

A Board member is expected to attend the orientation for new and existing Board members. As well as Board members are encouraged to attend conferences (such as BC Health Regulators' Annual Symposium, BC Pharmacy Association Annual Conference, Canadian Society of Hospital Pharmacists Annual Conference, etc.) for further education.

The College Board member's fiduciary duty to the College means that a Board member should be prepared to become very familiar with several pieces of legislation (especially HPA, PODSA) and the College's bylaw process, and should also be prepared to review budget proposals and financial reports and participate in strategic planning.

As we heavily rely on iPads, email and SharePoint collaboration sites to conduct business with the Board and Committees, some familiarity with technology and a willingness to learn more is required. In addition, familiarity with conducting and / or chairing meetings (and Robert's Rules of Order) would be another asset.

What is my role as a Board member?

The *Health Professions Act* provides the legal foundation for the College's governance structure, activities and powers. The role of the Board of Directors is to provide governance and direction to the College and allow the Registrar to operationalize this guidance. The Board of Directors has one employee, the Registrar, and all direction and communication goes through the Registrar.

As a member of the College's Board of Directors, a Board member has a fiduciary relationship with the College. Knowing that the root of the word "fiduciary" comes from the Latin meaning "trust", you have a sense of what that means. As a Board member, you have a legal duty to act in what you believe to be the best interests of the College and to follow the College's legal mandate. All Board members, whether pharmacy professionals or public members, are equal around the table and participate equally in discussion and decision-making. Likewise, they are commonly bound by statutes and the Code of Conduct.

Board members are expected to thoroughly review meeting materials and to give fair and objective hearing to differing opinions, discussing issues fully but accepting and supporting the Board's decision once it is made.

Am I compensated for the time away from work?

Board and Committee members receive an honoraria for their time at meetings as well as meeting preparation time. Honoraria is not paid for attending conferences or for travel time unless the Board member is traveling more than 50 kilometers to get to the meeting.

Other information:

Conflict of Interest: Board members must not vote on, or participate in discussions about, any matters where they have a direct or indirect financial interest that is not shared with the broader community.

Confidentiality: The College falls under the *Freedom of Information and Protection of Privacy Act*.

Oath of Office: Board members are required to take and sign an Oath of Office indicating their understanding and commitment to their role.

I do swear or solemnly affirm that:

- *I will abide by the Health Professions Act and I will faithfully discharge the duties of the position, according to the best of my ability;*
- *I will act in accordance with the law and the public trust placed in me;*
- *I will act in the interests of the College as a whole;*
- *I will uphold the objects of the College and ensure that I am guided by the public interest in the performance of my duties;*
- *I have a duty to act honestly;*
- *I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest;*
- *I will ensure that other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing my duty as a board member;*

So help me God.[omit this phrase in an affirmation]

Nomination for Board Members Districts 1, 3, 5 and 7

Please print your name as it is written on College correspondence.

Any three registrants in good standing in Districts 1, 3, 5 and 7 can nominate any other registrant in the same district for election. The Registrar must receive the nomination **no later than 5:00 PM (PDT) on August 18, 2017.**

This nomination form must also be signed by the nominee to indicate his/her consent to the nomination.

NOMINATION

Nominator

I, _____ of District # _____, a registrant in good standing,
hereby nominate _____ for the position of Board member for
the said district for the ensuing two years.

Date: _____ Endorsed: _____

Nominator

I, _____ of District # _____, a registrant in good standing,
hereby nominate _____ for the position of Board member for
the said district for the ensuing two years.

Date: _____ Endorsed: _____

Nominator

I, _____ of District # _____, a registrant in good standing,
hereby nominate _____ for the position of Board member for
the said district for the ensuing two years.

Date: _____ Endorsed: _____

NOMINEE CONSENT

I, _____, a registrant in good standing, hereby consent to the
nomination for Board member of District # _____, and I declare that I will abide by the *Health
Professions Act* (HPA), the *Pharmacists Regulation* and the bylaws to the HPA and the procedures
related to the election.

Date: _____ Signed: _____