



Ontario College  
of Pharmacists

Putting patients first since 1871

# Board of Directors

## 2024 Director Profile

*Board of Directors 2024-2025*

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## About the College

The Ontario College of Pharmacists is the registering and regulating body for the profession of pharmacy in Ontario. The mandate of the College is to serve and protect the public and hold Ontario's pharmacists and pharmacy technicians accountable to the established legislation, Standards of Practice, Code of Ethics, policies, and guidelines relevant to pharmacy practice. The College also ensures that pharmacies within the province meet certain standards for operation and are accredited by the College.

### The Role of the Board of Directors

The Board of Directors manages and administers its affairs in the public interest and ensures that the College achieves its [objects](#) in a manner that serves and protects the public interest.

The Board of Directors is the oversight and policy-making body for the College. The College's administrative staff are responsible for carrying out these policies and administering the *Regulated Health Professions Act*, the *Pharmacy Act* and the *Drug and Pharmacies Regulation Act* and associated [regulations](#).

### The Role of a Board Director

Board Directors have a fiduciary duty to the mandate of the College, which is to regulate the pharmacy sector in the public interest.

A Director is expected to:

- Comply with the Code of Conduct, schedule B of the [Laws](#).
- Demonstrate a Duty of Care by taking appropriate steps so that they can make sound, informed decisions. Including:
  - Being Diligent – being prepared for meetings, reviewing materials, arriving on time and participating in discussions.
  - Being Civil – respecting the process and fellow committee members, paying attention (e.g., no mobile devices during the meetings), genuine listening and consideration and adopting an objective approach to decision making.
  - Being Ethical – using College resources appropriately, being aware of the facts (e.g., reading provided materials on every matter).
  - Being cognizant of and declaring Conflicts of Interest (e.g. financial, adjudicative, and organizational).
- Demonstrate accountability to the public through decision making that is grounded in the public interest.
- Understand and support the respective roles and responsibilities of the Board, Committees and staff.
- Maintain constructive, collaborative and mutually respectful relations with others.
- Conduct themselves professionally in person and on all social media, upholding their fiduciary duty to the College and acting as an ambassador of the OCP.
- Acquire knowledge of policies and procedures, including relevant legislation, strategic directions and Board values.
- Participate in Board orientation, training and governance education.
- Hold joint responsibility for board and committee decisions and actions - even in their absence.

### Discipline Committee Appointment

The *Regulated Health Professions Act* requires Elected Directors to serve on adjudicatory panels of the Discipline Committee. While hearings for uncontested matters may be concluded in a single day, contested hearings may require multiple days attendance and may happen throughout the year.

**It is crucial that applicants understand the obligation to serve on Discipline Committee panels and to factor it into their decision to run for a seat on the Board.**

# 2024 Board Election

## Number of seats to be elected in 2024

The Ontario College of Pharmacists will be holding elections for:

- three (3) Pharmacists
- one (1) Pharmacy Technician

## 2024 Terms of Office

The terms of office of the three (3) Pharmacist Directors elected in August 2024 will commence at the first meeting of the Board following the election for a three (3)-year term.

The term of office for the one (1) Pharmacy Technician Director elected in August 2024 will commence at the first meeting of the Board following the election for a one (1)-year term.

## Confirmation of Eligibility to Stand for Election

A Registrant who holds a valid Certificate of Registration and lives and/or works in Ontario is eligible to seek to be a candidate for election to the Board if they meet the following criteria:

- The Registrant is not in default of payment of any fees prescribed in the By-Laws.
- The Registrant is not the subject of any disciplinary or incapacity proceeding.
- The Registrant has not been found to have committed an act of professional misconduct or to be incompetent by a panel of the Discipline Committee.
- The Registrant is not a registered pharmacy student or intern.
- The Registrant's Certificate of Registration is not subject to a term, condition, or limitation other than one prescribed by regulation.
- The Registrant is not and has not, within the three (3) years immediately preceding the election, been an employee, officer, or director of a Professional Advocacy Association, except for Associations whose mission, vision and mandate are primarily to mitigate systemic barriers to access to the pharmacy profession for diverse populations, marginalized groups and individuals with disabilities.
- The Registrant has not been disqualified from serving on the Board or a Committee within the six (6) years immediately preceding the election. Where the Registrant has served two (2) consecutive, three (3) year terms for a total of six (6) years, it has been at least three (3) years since they were a Director. (Some exceptions apply. \*)

*\* Registrants elected prior to 2020 who have served continuously since that time are eligible to complete three (3) consecutive three (3) year terms for a total of nine (9) years. The Registrant is not an adverse party in litigation against the College, the Board, a committee or any of the College's officers, employees or agents.*

- The Registrant commits to devoting sufficient time in their schedule to participating in all required Board and Committee activities.
- The Registrant has not, in the opinion of the Screening Committee, engaged in conduct unbecoming a Director.
- The Registrant is not the Owner or Designated Manager of a pharmacy that, within the six (6) years immediately preceding the election, has undergone a re-inspection, as a result of deficiencies noted in an initial inspection, for a third time or more after the initial inspection.

## 2024 Director Profile

The Governance Committee of the College has conducted a thorough assessment of the skills and practice environment inventory of the current Board.

This information was used to create the Board Director Profile. Competency-based selection ensures that the Board has a diverse mix of knowledge, skills, experience, and attributes. The Screening Committee will review applications with consideration to the specific competencies and practice experience required to round out the Board.

**For the 2024/2025 Board Year the College is particularly encouraging Pharmacist and Pharmacy Technician applicants who:**

- Have availability of at least one to three days a month;
- Have competency in financial oversight;
- Are from diverse populations, marginalized groups, and individuals with disabilities, and/or those with experience working with diverse populations.

The College does not require the Board to be comprised of individuals who have all the competencies but instead endeavors to ensure the Board is made up of a collection of individuals who bring different strengths to the table.

## The Application Process

### Review Information

Registrants interested in applying to be a candidate in the Board of Directors elections are asked to consider the responsibilities, skills, and time commitment required to fulfill a director role before submitting their application.

### Submit Application Form

The application form includes several sections for applicants to complete. These include:

- A. Confirmation of Eligibility
- B. Declaration of Application
- C. Equity, Diversity and Inclusion
- D. Core Governance Competencies
- E. Core Attributes
- F. Candidate Statement and Resume/CV (to be uploaded)
- G. Three References (to be uploaded)

**It is recommended that you gather all these documents before starting the application.**

#### A. Confirmation of Eligibility

Candidates must confirm their eligibility to seek election by answering several questions.

#### B. Declaration of Application

Candidates must provide their contact details.

#### C. Equity, Diversity and Inclusion

Candidates must demonstrate their experience levels in serving, protecting or considering the profession of Pharmacy from the perspective of Equity, Diversity, and Inclusion.

#### D. Core Governance Competencies

Board Governance Competencies are assessed annually to understand the collective competence of the current Board and inform them of the need to address gaps either through training or recruitment. There is no expectation that every Board Director be advanced in every competency; only that all competencies are collectively present. Refer to article 5.9 [Director Competencies](#) within the By-Laws.

#### E. Core Behavioural Attributes

Attributes are defined attitudes and behaviours of individuals. Candidates are to describe how they demonstrate the attributes that will enable them to serve as a Director and provide examples. Answers to this section will be used by the Screening Committee and not published.

#### F. Candidate Statement and Resume/CV

Candidates must provide a statement outlining their strengths, achievements, and professional contributions, which they believe qualify them for a position on the Board of Directors. **Candidate statements will be distributed to eligible voters and must:**

- Include the candidate's reason for wanting to serve on the Board of Directors.
- Must not promote or advocate for the self-interest of the profession.
- Must not contain any negative criticism of other candidates.
- Must not make libelous or slanderous comments.
- Must not be more than 300 words.

#### G. References

Applications must be accompanied by reference letters from three individuals who support the application. The references must:

- provide their name, email address and OCP number (if applicable);
- be peers or supervisors;
- speak to your governance and/or leadership experience.

In summary, candidates will be required to include the following to complete their application:

- three reference letters (from your peers or supervisor) *(to be uploaded in Word or PDF format)*
- current CV/Resume *(to be uploaded in Word or PDF format)*
- candidate statement of 300 words or less indicating why you wish to be on the Board of Directors.

## Remuneration

Elected Directors receive an honorarium for time spent participating in College activity and will be compensated in accordance with the [College's Remuneration Policy](#).

## The Screening Process

### Screening of Applications

If you meet the basic eligibility requirements, your application will be reviewed by an external governance consultant who will conduct the initial screen against the competencies and qualifications set out in the Director Profile.

### Next Steps

A Screening Committee will review the list of candidates. You may be invited to an interview to determine if you meet the essential criteria and/or desired competencies.

In addition to verifying the required competencies, skills and diversity elements (e.g., gender, age, cultural backgrounds, etc.) are met, the Screening Committee will ensure that selected candidates complement the Board's existing experiences, disciplines and expertise.

Finally, the Screening Committee will identify the candidate(s) qualified to seek Board election. All candidates will be notified of the outcome of the screening process.

### Voting

The slate of candidates for election will be posted on the Ontario College of Pharmacists website. Voting will be conducted via a secure web-based system.

### Eligibility to Vote

Every Registrant who holds a valid Certificate of Registration as a pharmacist or Pharmacy Technician who practices or resides in Ontario, and who is not in default of payment of the annual fee and does not have a shared email address is entitled to vote in elections of Directors. Through a service provider specializing in secure and protected e-voting, the College will send all voters notification on how to access the electronic ballot and vote.

### Results

The Registrar will oversee the results of the vote.

Following the closing of voting, the results will be tabulated and ballots will be verified by Scrutineers. The successful candidate(s) will be the individual(s) who receive(s) the greatest number of votes. In the case of a tie vote, lots will be drawn to determine the outcome.

All candidates will be informed of the election outcome before a general announcement.