



Council Appointments FAQ

1. How long is the term a selected council member is expected to serve?

The successful candidate will serve out the remainder of a three-year term, expiring May 2027.

2. What is the time commitment to serve on Council?

General meetings of Council are held five times a year (February, May, June, September, December). Meetings are typically held on a weekday between the hours of 9:00 a.m. and 4:30 p.m. Council members also attend topic – specific meetings from time to time as well as other planning and education events.

In addition to attending Council meetings, Council members are expected to serve on statutory or standing committees of CPhM. The number of committee meetings per year varies according to committee workload.

Council members are also required to spend time preparing for meetings.

3. Will I be reimbursed for my time and service on Council?

Council service is not paid employment. Council members are eligible to receive remuneration for time while engaged in Council and some committee meetings in accordance with CPhM Schedule of Remuneration. As well, Council members are reimbursed for reasonable expenses incurred in the course of attending meetings according to CPhM policy.

4. How does the Council operate?

Council members speak as one voice in setting the strategic direction of the organization. Council debates and decides on matters of high-level policy and direction which are then implemented by the CPhM Registrar / CEO at an operational level.

5. Where can I view the bylaws and related policies?

CPhM bylaws and policies can be viewed [here](#)



6. What examples should I provide to demonstrate that I possess the competencies being sought on Council?

Please use current or previous examples from:

- Council and committee experience
- Work experience
- Volunteer experience with community boards and organizations

7. Why is the Appointments Committee seeking registrants with specific attributes, skills, and experience?

As the pharmacy-profession regulator, the Council uses a competency-based model to identify Council members. The model identifies the attributes, skills, and experience required on Council. The Appointments Committee seeks candidates who possess competencies in order to form a council that is best able to represent the public interest. This is different from a traditional association-model, where board members elect someone to represent a group of members as their constituents.

Since all Council members are required to represent the public interest, this model incorporates best practice, reflects Council's accountability to the public, and recognizes that Council functions best when there are individuals with diverse attributes, skills, and perspectives.

8. Who is the Appointments Committee?

The Appointments Committee was established by Council to oversee the application process and select a slate of candidates for confirmation by Council. The committee must include two public representatives and one pharmacy professional of the current Council. In 2024, members of the Appointments Committee were elected by Council. The Appointments Committee members are: Don Himbeault, Liz Reimer, and Ryan Buffie.

9. What materials will I need to submit as part of the application?

All interested registrants are required to:



1. Complete the [APPLICATION FORM](#), which includes a self-assessment of the competency matrix and provides opportunity for you to describe examples of how you meet the competencies outlined therein.
2. Submit a resume that describes your current or previous governance experience, other applicable work or volunteer experience.

If you have any questions on submission requirements or the process, please contact info@cphm.ca.

10. How do I apply and when is the application deadline?

To apply, complete the [application form](#) and submit it and your resume by Friday, December 6, 2024

If you have any questions on submission requirements or the process, please contact info@cphm.ca.

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