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## COMMITTEE SERVICE

The College of Pharmacists of Manitoba (CPhM) regulates the pharmacy professions.

CPhM committees serve two basic roles:

1. Perform statutory functions, as described in the Pharmaceutical Act of Manitoba (the Act)
2. Support the work of Council.

Each committee reports to Council and may make recommendations to Council related to the particular mandate of the committee and current projects.

### Duty and Responsibilities

Committee members have a duty to carry out their responsibilities in a manner that serves and protects the public interest. Committee members are expected to conduct themselves respectfully, ethically, and professionally. Committee members must adhere to codes of conduct and confidentiality.

Committee members recognize that a conflict of interest or an appearance of a conflict of interest must be avoided. An individual who holds a position of decision-making influence with any other organization that has, within its mandate, the promotion of the pharmacy professions presents a conflict of interest. Committee members shall complete a declaration of current and recent affiliations and take necessary steps to cease any affiliations which present an actual or perceived conflict of interest.

Committee members are expected to prepare for meetings by familiarizing themselves with meeting package and materials prior to the meeting. Some projects will include additional literature review and comment between meetings.

### Education

Committee members receive initial orientation. As well, Committee members may be required to participate in educational activities and training (workshops, webinars, reading assignments), from time to time, which prepare and assist them to conduct the work of the committee.

### Committee Member Commitment

Registrants who are not Council members may be appointed to a committee for a two (2) year term. A registrant may serve on the same committee for three (3) consecutive terms.

Generally, committees meet four to six times annually. Meetings are typically two to four hours in length, scheduled between the hours of 9:00 a.m. to 9:00 p.m., Monday through Friday.

Committee meetings that are scheduled to be four or less hours in length are held by video conference. Committee meetings that are scheduled to be greater than four hours are held onsite, at the CPhM office, with the option to attend by video conference.



Anyone contemplating a committee appointment should discuss the matter with employers prior to submitting their name for consideration to ensure that the time commitments may be met.

### Remuneration and Expense Reimbursement

Committee members are eligible to receive remuneration for time while engaged in committee meetings and to be reimbursed for reasonable expenses incurred in the course of attending meetings (see [CPhM bylaw](#) and [supporting policies](#)).

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If you require clarification or have any questions, please contact [info@cphm.ca](mailto:info@cphm.ca).