



GP 01: Appointments Committee – Terms of Reference

Policy Type:
Council

Policy No:
GP 01

Effective Date:
February 23, 2024

Last Approval/Revision Date:
February 23, 2024

Policy Review Frequency:
Every Five Years

Purpose

The Appointments Committee is a Council committee that is responsible for recommending appointments to Council. The Council aims to have a diverse and inclusive membership on Council.

Composition

The Appointments Committee will be comprised of three members of the Council:

- two of whom shall be public representatives
- one pharmacy professional

One member shall be from the previous appointments committee.

Eligibility

Individual pharmacy professional Council members are not eligible to be a member of the Appointments Committee within the year they are seeking appointment to Council.

Chair

The Council shall appoint the Committee Chair.

Term of Service

Each member will serve a one-year term. No individual member shall serve more than three consecutive terms.

Quorum:

Quorum for the Committee is two Committee Members.

Duties and Responsibilities

The committee is responsible for, but not limited to:

- Ensure an appropriate request for candidates is circulated when vacancies for Council occur.
- Review and evaluate candidate applications for positions and determining if the candidates have the suitable competencies to serve effectively (based on the Council Competencies Policy).
- Recommend specific appointments to Council for confirmation.

Note: Appointment processes related to Statutory and Council committees will be undertaken by the Executive Committee.

Authority and Reporting

This committee reports to Council and makes recommendations to the full Council.

Meeting Schedule

Meetings will be held at the call of the Chair.

Staff Support

The Appointments Committee is supported by the Director of Operations and Director of Policy and Legislation and other staff as needed.