



## **GP 02: Appointments Committee – Council Member Selection Process**

**Policy Type:**  
Council

**Policy No:**  
GP 02

**Effective Date:**  
February 23, 2024

**Last Approval/Revision Date:**  
February 23, 2024

**Policy Review Frequency:**  
Every Five Years

### **Purpose:**

To provide details on the process for application and selection of the pharmacy professional Council members for the College of Pharmacists of Manitoba (CPhM).

Note: Public representatives to Council are appointed by the government through the Minister responsible for Health.

### **Process:**

#### 1. Council Member Applications

In addition to completing an application form, applicants are asked to provide a resumé and an affiliations form. These documents may be submitted via email to the CPhM office.

Applications are to be received by the end of March each year, unless there is a mid-term replacement required due to resignation or disqualification. Separate timeframes will be provided for these applications based on the required timing for replacement.

Applications will remain on file for two years. After two years a new application will be required.

#### 2. Evaluation Process

The Appointments Committee will determine a slate of recommended Council members by:

- Screening of applicants using the identified set of criteria as laid out in the Council Competencies policy.
- Ensuring the alignment of prior knowledge, skills, practices and attributes with the Council's current makeup.
- Overall balance of demographic diversity (geographic location, gender, self-identified diversity representation) on the Council.

The Committee may choose to follow up with individual applicants as deemed necessary.

#### 3. Council Confirmation

All recommendations by the Appointments Committee will be submitted to the Council in May of each year (need based on the identified Council vacancies). As noted above, when vacancies occur due to mid-year resignations and/or disqualification, the Appointments Committee and Council will establish application timeframes as needed.

Unless Council members identify an issue not previously recognized by the Appointments Committee that would result in a candidate being ineligible for Council membership, the Council will confirm the recommended slate of new Council members as presented.

#### 4. Timeline

##### *March 1: Applications Open*

- Notification will be provided via CPhM's regular publications for registrants, email and online as well as announcements in other media as recommended by staff.

##### *March 31: Application Deadline*

- Deadline will be no later than 11:59 pm on March 31 via email.

##### *April: Appointments Committee reviews and evaluates received applications.*

- The slate of recommendations is prepared for Council's confirmation.
- Meetings to be called by the Appointments Committee Chair.

##### *May: Slate of Selected Candidates is presented to Council for confirmation.*

- The Appointments Committee Chair presents the slate of new Council members as recommended by the Committee for formal confirmation.

##### *May: Council Member results announced.*

- The Council Chair notifies all registrants of the new Council members.
- Executive elections will take place as soon as possible following Council appointments to allow the new Council to hold its first meeting in June of the same year.
- A fulsome orientation to the role of the College and the Council will be provided to all Council members prior to the June Council meeting.

##### *June 1: All Council members and Executive Committee members begin their terms of service.*

- The first Council meeting of the term will be held in June of each year.