



<b>GP 01: Appointments Committee - Terms of Reference</b>		
<b>Policy Type:</b> Council	<b>Policy No:</b> GP 01	
<b>Effective Date:</b> February 23, 2024	<b>Last Approval/Revision Date:</b> February 23, 2024	<b>Policy Review Frequency:</b> 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 Chief Operations Officer and other staff as needed.