COLLEGE OF PHARMACISTS OF MANITOBA

GP 04: Role of the Council and Officers of Council

Policy Type:	Policy No:	
Council	GP 04	
Effective Date:	**Last Approval/Revision Date:**	**Policy Review Frequency:**
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Purpose

To outline the roles of the Council and the Council Chair.

Policy

Council has a mandate to govern the College of Pharmacists of Manitoba (CPhM) in the fulfillment of its obligations set out in the Pharmaceutical Act. Acting on behalf of the people of Manitoba, Council provides oversight and ensures that the CPhM achieves appropriate outcomes, at an appropriate cost, while avoiding unacceptable activities, conditions, and decisions.

1. Council

Council's primary areas of responsibility include:

Setting Policy Direction

Council is responsible for setting strategic direction, developing governing policies for, and the ongoing governance of, the CPhM.

This includes:

a. Directing the Registrar & CEO to achieve the CPhM mandate and specific strategic outcomes (Strategic Plan);
b. Directing the Registrar & CEO to operate within specific boundaries related to ethics, prudence, and lawfulness.
c. Committing Council to an ethical, effective governance approach; and
d. Delegating authority to the Registrar & CEO and establishing boundaries and expectations to effectively manage this relationship (Council-Registrar & CEO Relationship Policies).

Council is responsible for staying informed about current and anticipated environmental factors that could impact the organization and applying this knowledge in setting policy direction. This will be achieved by concentrating part of its work on understanding and evaluating emerging trends, issues and needs in the regulation of pharmacy professionals locally, provincially and nationally.

Ensuring Effective Performance

Council is responsible for monitoring the organization's performance (via the Registrar & CEO). This includes:

a. Appointing a Registrar & CEO;
b. Ensuring that the CPhM is fulfilling its mandate and achieving its strategic outcomes (i.e. monitoring the performance of the Registrar & CEO annually through the Executive Committee);
c. Ensuring that the organization is operating ethically and prudently; and
d. Supporting the Registrar & CEO to be effective in leading the CPhM.

Stakeholder Engagement

Council is responsible for building connections with key stakeholders, including the Manitoba public and registrants, with the goals

of:

a. Seeking input on public perspective on the regulation of pharmacy professionals;
b. Providing insight, education, and context for the public; and
c. Being transparent with and accountable to the public on the achieved outcomes of the CPhM.

Other Duties

Council shall ensure it has qualified legal counsel.

The Council Chair is accountable for ensuring the integrity of Council's process and for representing Council to the public and registrants. The Council Chair is the only Council member authorized to speak for Council (beyond simply reporting Council decisions) other than in specifically authorized instances.

2. Council Chair

The Council Chair's key responsibilities include:

Policy Compliance

a. Ensuring that Council complies with its own policies.

Chairing Meetings

a. Chairing Council meetings, annual general meetings, and other special meetings of Council.
b. Chairing Executive Committee meetings.
c. Ensuring topics of discussion belong to Council and Executive Committee for decision.
d. Facilitating participation in discussions at Council and Executive Committee meetings.
e. Ensuring that deliberation is fair, open, thorough, and also timely and efficient.
f. Recognizing and utilizing the individual strengths and expertise of Council Members.
g. Ensuring the integrity and efficiency of the Council process by presiding in a manner which:
    i. fairly but firmly directs the group;
    ii. promotes participation;
    iii. promotes adherence to the rules of order; and
    iv. maintains focus on the intended outcomes.

Committee Participation

a. Serving as a member of Council committees, as required by their terms of reference.
b. Serving on other ad hoc committees.

Council Facilitation

a. Overseeing the development of a long-term Strategic Plan, which sets goals and priorities for the Council.
b. Ensuring Council meeting agendas are aligned with Council's Strategic Plan.
c. Supporting the Council in consulting with registrants and members of the public.
d. Exercising signing authority for Council related matters.

Relationships and Communication

a. Representing Council matters to the public, registrants, senior government officials, elected officials, media, the governing bodies of other organizations, and in other instances as determined by the Council or requested by the Registrar & CEO.
b. Reflecting the position of Council when speaking on behalf of the Council and the CPhM. This includes representing the perspectives and best interests of the CPhM as a whole, rather than the position of any interest group.
c. Maintaining an effective working relationship with the Registrar & CEO, other Council officers,

and Council members to ensure the free flow of information.