



## GP 08: Executive Committee – Terms of Reference

**Policy Type:**

Council Governance

**Policy No:**

GP 08

**Effective Date:**

February 23, 2024

**Last Approval/Revision Date:****Policy Review Frequency:**

Every Five Years

### Purpose

The Executive Committee is a standing committee of Council that is responsible for governance, committee structures, and succession planning for both Council and senior management, as well as other duties as delegated to it by Council.

### Composition

The Executive Committee shall be composed of:

- i. The Chair of Council
- ii. The Vice Chair of Council
- iii. Two other members of Council

At least one member of Executive Committee shall be:

- A pharmacist
- A public representative appointed by the Minister.

### Chair

The Chair of Council shall be the Chair of Executive Committee.

### Term of Service

A term of service shall be one year.

An individual may serve three consecutive one-year terms of service in the same role on Executive Committee.

### Quorum

Quorum is three members of the Committee.

### Duties and Responsibilities

Executive Committee shall:

1. Maintain the relationship with the Registrar & Chief Executive Officer
  - Ongoing deliberation of pertinent, current matters
  - Annual performance appraisals, including design and development of the appraisal tool, in conjunction with the Registrar & Chief Executive Officer
  - Contract negotiations, as required
  - Succession planning for Registrar & CEO position
2. Oversee committee function.
  - Recommend appointments to statutory and standing committees

- Recommend appointments for committee chairs, as required per committee terms of reference
  - Review committee terms of reference to ensure currency and relevance
3. Manage governance matters.
    - Review and make recommendation regarding Council governance framework
    - Draft new policy statements for Council consideration
  4. Oversee Council and Committee Education and Succession Planning
    - Propose orientation for new slates of Council and committee members
    - Propose training and education programs for Council, annually
    - Succession planning for Council and committees to encourage credible applications and expressions of interest are always available
      - Review the lists of required competencies for Council members
      - Ensure the competencies remain relevant
      - Take recommendations to Council regarding the required lists of competencies in any upcoming call for applications to Council
      - Cultivate a keen pool of potential candidates who may submit applications to answer any upcoming call for applications to be considered for appointment to Council
      - Ensure calls for expressions of interest are made regularly to generate a strong pool of potential candidates to constitute committees
  5. Liaise with partner and stakeholder groups.
    - In conjunction with the Joint Executive Committee
    - In other venues and collaborative opportunities

### **Authority and Reporting**

The Executive Committee reports to the full Council.

Executive Committee has authority to:

- i. make recommendations to Council.
- ii. manage and direct the affairs of the Council of the CPhM with respect to any matter that, in the Committee's opinion, requires immediate attention between Council meetings.

This excludes the power to revoke, amend, or pass bylaws and such other powers as are specifically reserved to Council in the Act or bylaws of the CPhM.

As part of its commitment to retaining the wholeness of its decision-making, Council will do all in its power to avoid the need for the Executive Committee to act in this capacity.

### **Meeting Schedule**

The Executive Committee will hold at least four (4) meetings per year.

### **Staff Support**

The Executive Committee will be supported by:

- Registrar & Chief Executive Officer