

CSHP Board and Branch Reference Manual

CATEGORY: 1.4 Standing Committees	PAGES: 5
NUMBER: 1.4.5	EFFECTIVE: August 10, 2007
TITLE: Nominating Committee DRAFT	REVISED: Approved, Oct 30, 2022 January 2022 November 2015 (Appendix added) September 2015 (Procedures) August 2014 (Policy) August 2009

POLICY

The Nominating Committee shall present a slate of candidates at the Mid-term Board Meeting for nomination to the positions of President-Elect and Treasurer, as the term comes to an end or a vacancy occurs prematurely - Delegate to the Pharmacy Examining Board of Canada, Treasurer, President-Elect, Representative to the Canadian Council for the Accreditation of Pharmacy Programs and Representative to the Canadian Council on Continuing Education in Pharmacy.

The Nominating Committee shall introduce a motion at the New Board Meeting to select one nominee for the position of President-Elect and when applicable, for the position of Treasurer, who will stand for election as Additional Director at the Annual General Meeting.

The Nominating Committee shall introduce an omnibus motion at the Annual General Meeting to elect those Directors who are to be elected at such meeting.

This policy applies to CSHP National.

PROCEDURES

May/June

1. Office informs the incoming Chair of the Nominating Committee of those members of the Nominating Committee vacating positions on the Committee.
2. Incoming Chair recruits new members of the Nominating Committee and communicates with them to clarify roles, expectations, and timelines.
3. The Board reviews Appendix: *Criteria and Competencies for Board Members* annually and is given the opportunity to provide specific/additional instructions to the Committee as to what skills/ experience/ qualities are sought to complement the existing executive or Board members.

November to December

4. Office provides the Chair with a list of past delegates and branch presidents as potential candidates for the President Elect position. If the Treasurer position is up for renewal or replacement, a list of current and past branch treasurers/finance committee chairs is also prepared.
5. Chair informs the Nominating Committee of the open positions and shares the ongoing list of potential Executive candidates identified during previous searches plus the list of past branch delegates, presidents and treasurers.

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6. Committee develops a shortlist of individuals to pursue for the open positions.

January to March

7. Call for nominations (January) for Executive positions is issued to the CSHP membership: 3 times via CSHP member communications. Deadline for submissions is two months prior to the Mid-term Board Meeting.
8. Committee members initiate contact with identified individuals on their shortlist to determine their interest in the open positions and encourage submission of a nomination. Interested candidates are provided with background information on the positions. Refer to Appendix attached to this document for *Criteria and Competencies for Board Members*.
9. Nominees must submit:
 - 9.1. Nomination form signed by two active members and the nominee. Nominees may choose to indicate whether they belong to an equity-seeking group(s).
 - 9.2. Copy of their curriculum vitae.
 - 9.3. Names and contact information for two professional references, with at least one reference that has direct knowledge of the nominee's CSHP experience.
 - 9.4. One page statement describing their reasons for seeking the position and their past involvement in CSHP. The statement should indicate how the candidate's skills and experience complement CSHP's Strategic Plan and/or the criteria and competencies required for the position sought (see Appendix *Criteria and Competencies for Board Members*).
10. Committee reviews and confirms questions to which eligible nominees to the Executive positions will be asked to respond to in an interview to be held at the Mid-term Board Meeting. The questions should explore a nominee's fit for the position and the strategic plan.
11. Nominating Committee reviews the nominees' applications for eligibility, ability to serve in the open position(s) and potential conflicts of interest with CSHP Executive responsibilities.
12. Nominating Committee connects with professional references supplied and may conduct supplemental checks and verifications related to information shared in nominees CV and application statement.
13. Office reviews/confirms best method of interviewing the candidates during the Mid-term Board Meeting.
14. Eligible candidates to Executive positions are provided the questions developed earlier by the Nominating Committee in preparation for the interview.
15. Office provides the complete nomination packages received from all candidates to the Board Directors for their review prior to the Mid-term Board Meeting. Evaluation forms and information on criteria and competencies for the positions are provided to all Board Directors to assist with the decision process. Board Directors are to treat these submissions as confidential and not share them with their branch Council members.

Mid-Term Board Meeting (April)

16. Chair of the Nominating Committee officially presents to the Board the nominees for the President Elect and Treasurer positions.
17. Dedicated time *in camera* is scheduled at the meeting for the Board to discuss nominees prior to voting.
18. Even if there is only one candidate per position, a vote will be conducted according to the procedures outlined in the CSHP Bylaw to select one nominee per position who will stand for election as

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Additional Director at the Annual General Meeting.

19. As soon as possible following the vote, the Chair of the Nominating Committee informs all candidates by phone or email of the result of the vote. Subsequently, the office prepares formal letters, to be signed by the Chair, notifying all candidates of the outcome of the vote.

Annual General Meeting (September/October)

20. At the Annual General Meeting (AGM), the outgoing Chair of the Nominating Committee presents a report to the members and nominates those Directors who are to be elected at the AGM.
21. At the New Board Meeting:
 - 19.1 The Chair of the Nominating Committee is officially appointed by the Board.
 - 19.2 The new Chair of the Nominating Committee nominates the President Elect and the Treasurer who are to be elected at such meeting.
22. The office prepares formal letters, to be signed by the Chair, welcoming the new Officers.

WITH CHANGES MARKED

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PROCEDURES

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- 24. Incoming Chair recruits new members of the Nominating Committee and communicates with them to clarify roles, expectations, and timelines.
- 25. The Board reviews *Appendix: Criteria and Competencies for Board Members* annually and is given the opportunity to provide specific/additional instructions to the Committee as to what skills/ experience/ qualities are sought to complement the existing executive or Board members.

November to December

- 26. Office provides the Chair with a list of past delegates and branch presidents as potential candidates for the President Elect position. If the Treasurer position is up for renewal or replacement, a list of current and past

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branch treasurers/finance committee chairs is also prepared.

27. Chair informs the Nominating Committee of the open positions and shares the ongoing list of potential Executive candidates identified during previous searches plus the list of past branch delegates, presidents and treasurers.
28. Committee develops a shortlist of individuals to pursue for the open positions.

January to March

29. Call for nominations (January) for Executive positions is issued to the CSHP membership: 3 times via CSHP member communications. Deadline for submissions is two months prior to the Mid-term Board Meeting.
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32. Committee reviews and confirms questions to which eligible nominees to the Executive positions will be asked to respond to in an interview to be held at the Mid-term Board Meeting. The questions should explore a nominee's fit for the position and the strategic plan.
33. Nominating Committee reviews the nominees' applications for eligibility, ability to serve in the open position(s) and potential conflicts of interest with CSHP Executive responsibilities.
34. Nominating Committee connects with professional references supplied and may conduct supplemental checks and verifications related to information shared in nominees CV and application statement.
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39. Dedicated time *in camera* is scheduled at the meeting for the Board to discuss nominees prior to voting.
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41. As soon as possible following the vote, the Chair of the Nominating Committee informs all candidates by phone or email of the result of the vote. Subsequently, the office prepares formal letters, to be signed by the Chair, notifying all candidates of the outcome of the vote.

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APPENDIX

Criteria and Competencies for Board Members

The criteria outlined below are guidelines for Branch Councils and the Board when selecting Branch Delegates and national Executive Officers of the Society. They are also intended to serve as a tool for prospective leaders who are considering service to help them understand the commitment required in the office and to facilitate a self-evaluation of their skills, abilities, and fit with the role. The criteria provide a general overview of the skill sets required; it is recognized that individual candidates may possess varying degrees of experience in each area. CSHP is made up of volunteers and, as such, needs to balance the desire for effective participatory volunteerism with a defined skill set inventory. Skill sets of Delegates and Executive Officers should complement each other and provide an effective leadership team.

On an annual basis, Board members will participate in a skills self-assessment. Results of this self-assessment will be presented to the Board at the Fall Board Meetings. The results can then be used by the Branches and the Nominating Committee to recruit Delegates and the incoming Executive Officers, respectively.

General criteria:

- Previous Board experience, with pharmacy or non-pharmacy organizations
- The Board should include CSHP members with:
 - a variety of work experience within the profession of pharmacy, both in terms of positions held and practice environments;
 - familiarity with and dedication to the Society's vision, mission and values;
 - previous experience as a member of the Board, a Branch council, or as chair of a national or Branch committee;
 - sufficient availability to prepare for and attend meetings of the Board, committees, task forces, and working groups.

Specific skills:

The Board should comprise members who have a variety of the skills listed below. Not every Board member must possess each skill; rather the Board as a group should possess all of the skills.

Leadership

- Experience in identifying, anticipating, and satisfying stakeholder expectations for products and services
- Understanding of the workings of multiple levels of government and knowledge and/or willingness to access government officials
- Ability to articulate an opinion or a position in a manner appropriate for the intended audience and consistent with the requirements of the situation

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Organizational effectiveness/Risk management

- Ability to understand conceptually the financial position of the organization as presented in its financial statements
- Capacity to think innovatively about how to seize opportunities and mitigate risks
- Experience in monitoring and evaluating quality and safety initiatives
- Knowledge of the principles of change leadership, process improvement (e.g., Lean Six Sigma), and project management
- Experience in enabling a group to meet its objectives

Governance

- Experience of governance principles and practices
- Ownership and support, outside of meetings, of the actions taken by the Board, even when not in agreement with the specific decisions

Vision

- Strategic understanding of the economy, trends and broad business issues, including new developments in healthcare
- Ability to think critically about systemic issues and the role of the Society in the healthcare system in Canada
- Comprehension of the reasons for ongoing organizational and system behaviour, and the underlying problems, opportunities or political forces affecting the Society and the health system
- Understanding of the principles and process of funding for health care and the administration of funding relationships
- Knowledge of how public policy is developed

Personal skills

- Understanding of how pharmacy professionals can engage with patient and family in delivering high-quality care
- Ability to work well with others, provide critique in a respectful manner, and listen to those whose opinions differ from one's own
- Ability to see different perspectives and assist in identifying the common ground
- Ability to discern and propose responses or approaches to issues that are different from those already identified
- Analytical ability applied appropriately in a variety of situations
- Ability to act appropriately with people from different perspectives, backgrounds, sectors, education levels, etc.
- Ability to act consistently in accordance with a value system
- Commitment to life-long learning as exemplified by specific activities in the recent past