

CSHP Board and Branch Reference Manual

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TITLE: Nominating Committee	REVISED: 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.

November to December

3. 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.
4. 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.
5. Committee develops a shortlist of individuals to pursue for the open positions.

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January to March

6. Call for nominations (January) for Executive positions is issued to the CSHP membership: 3 inserts in the eBulletin, plus an e-Announcement. Deadline for submissions is two months prior to the Mid-term Board Meeting.
7. 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 Branch Delegates and Executive Officers.*
8. Nominees must submit:
 - 8.1. Nomination form signed by two Active members and the nominee.
 - 8.2. Copy of their curriculum vitae.
 - 8.3. One page statement describing their reasons for seeking the position and their past involvement in CSHP. The statement should indicate how the candidates' skills and experience complement the criteria and competencies outlined in either the *Criteria or Competencies for Branch Delegates and Executive Officers* or the *Criteria and Time Commitment for CSHP Representatives*, whichever is relevant.
9. Committee reviews and confirms three questions to which eligible nominees to the Executive positions will be asked to respond in an interview to be held at the Mid-term Board Meeting.
10. 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.
11. Office reviews/confirms best method of interviewing the candidates during the Mid-term Board Meeting.
12. Eligible candidates to Executive positions are provided the three questions developed earlier by the Nominating Committee in preparation for the interview.
13. Office provides the complete nomination packages received from all candidates to the Board Directors for their review at least one month 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)

14. Chair of the Nominating Committee officially presents to the Board the nominees for the President Elect and Treasurer positions.
15. 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 Additional Director at the Annual General Meeting.
16. During the first week 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)

17. 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.
18. At the New Board Meeting:

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- 18.1 The Chair of the Nominating Committee is officially appointed by the Board.
18.2 The new Chair of the Nominating Committee nominates the President Elect and the Treasurer who are to be elected at such meeting.
19. The office prepares formal letters, to be signed by the Chair, welcoming the new Officers.

APPENDIX

Criteria and Competencies for Branch Delegates and Executive Officers

The criteria outlined below are guidelines for Branch Councils and National 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.

General Criteria

- Demonstrated commitment to CSHP.
- Demonstrated understanding of the role and scope of the practice of pharmacists in hospital settings.
- Respected in the health-care and pharmacy communities.
- No continuing conflicts of interest.
- Ability to attend required meetings and respond to requests for information and input in a timely manner.
- An understanding of the political and industry-related issues of the day.
- Some level of connection within the pharmacy, governmental, regulatory, and industry sectors.
- Ethics and integrity.
- Active CSHP member in good standing.

General Competencies

- Leadership, consensus, and team building.
- Meeting preparation and participation.
- Policy development and issue management.
- Insight and critical thinking skills.
- Communication skills and willingness to serve as a spokesperson/ambassador for the Society.
- Understanding of the constituency/membership and two-way communication.
- Understanding of performance measurement, performance indicators, and accountability.
- Understanding of the rules of the game (organization, roles and responsibilities, confidentiality, etc.).
- Understanding of big-picture trends and issues.

Additional Competencies for Executive Officers

- Understanding of the governance role of the Board in a not-for-profit organization.
- Understanding of the legal implications – decision-making, liability, fiduciary responsibility, and regulatory considerations.
- Competency with developing plans and strategic outcomes, strategic and business communication, marketing, fund-raising, advocacy, and public relations.

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- ❑ Effective facilitator and consensus builder.
- ❑ Ability to exercise personal leadership in the motivation of other officers, board members, committee members, staff, and membership.
- ❑ Ability to influence strategic direction and play a key role in monitoring and evaluating organizational performance and effectiveness.

Branch Delegates and Executive Officers may also possess specific competencies in a variety of the areas listed below. Competency in each of these areas is not required, but this list is provided to give potential Branch Delegates and Executive Officers the opportunity to reflect on their own competencies and those that will enhance the effectiveness of CSHP Board.

Process Competency Areas

- ❑ Strategic thinking / strategic planning / priority setting / problem solving / performance measurement / decision making / systems thinking
- ❑ Business plans and budgets / business analysis / product and service evaluation / financial management
- ❑ Risk management / insurance and investments
- ❑ Working with change
- ❑ Governance / accountability / performance evaluation
- ❑ Association awareness / fundraising
- ❑ Advocacy / working with issues / political awareness
- ❑ Business writing / presentations
- ❑ Meetings management
- ❑ Partnerships and alliances
- ❑ Board and staff relations
- ❑ Continuous improvement / Innovation and creativity

People Competency Areas

- ❑ Performance evaluation
- ❑ Career planning and development
- ❑ Succession planning
- ❑ Working with people
- ❑ Consensus-building
- ❑ Negotiation / Conflict resolution
- ❑ Dealing with difficult people / team work
- ❑ Leadership and motivation
- ❑ Ambassadorship
- ❑ Marketing
- ❑ Research methods
- ❑ Recruitment
- ❑ Sales and networking / Communication

Policy Competency Areas

- ❑ Policy development, clarification, monitoring and management
- ❑ Legal and fiduciary
- ❑ Ethical conduct and conflict of interest / Role of governance
- ❑ Grievance administration and appeals
- ❑ Financial management

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- ❑ Business analysis
- ❑ Grievance administration and appeals

Property Competency Areas

- ❑ Risk Management
- ❑ Intellectual property
- ❑ Technology
- ❑ Purchasing and leasing