

Criteria for selecting committee members

Background

The Alberta College of Pharmacy is a non-profit organization and benefits from the function of internal and external committees in fulfilling its mandate.

Internal committees include college statutory and standing committees, as well as others that are unclassified. The president makes appointments to these committees after consultation with the registrar and the committee chair. The only exceptions to this are the Hearings Tribunal, practice review committee, and the investigating committees that must be appointed by council. It has been observed that task forces that are project focused are more flexible, focused, and productive than many standing committees. Therefore, organizations are reviewing the feasibility and roles of standing committees.

External committees may include board appointments to other provincial or national organizations (e.g., NAPRA) or participation on working groups or task forces to which ACP has partnered. Our bylaws dictate that external board appointments are a responsibility of council. The president makes appointments to external working groups/task forces that are project oriented.

Council is solely responsible for establishing policies for the governance of the organization. The registrar is responsible for establishing administrative policies. The productivity of committee structures must synergize to assist council in fulfilling its mandate. Some of these have a “working” mandate, while others are advisory in scope.

Selection process

1. The selection process must be transparent to the membership, providing all members the opportunity to participate; the selection will be made based on clearly defined criteria.
2. The terms of reference of the committee/ task force will dictate the qualities of candidates ideally suited for appointment to the committee.
3. Committee membership requires balance between expertise and representation; the relative balance will be determined by the mandate of the committee.
4. Committee membership must be rotated to invite new idea, expertise and energy to the work of the college.

Conduct

1. Regular evaluation of committee performance must occur. This includes self evaluation and evaluation of the committee as a whole.
2. Committee chairs and standing committee members must be provided board development training, similar to council members.

Selection criteria

- Good communication skills
- Ability to work on a team
- Knowledge and/or experience unique to the responsibility of the committee
- Leadership and vision – especially for committees of council