

**ALBERTA COLLEGE OF PHARMACY
COUNCIL GOVERNANCE POLICY**

Policy Name: **Council Duties**

Policy Number: **GP-4**

Policy Type: **Governance Process**

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December 5, 2013

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Councillor Duties

To support governance of the Alberta College of Pharmacy, Councillors are expected to actively fulfill the following duties:

1. **Knowledge:** Councillors understand the role of pharmacy teams in Alberta's health system and how they contribute to patient care.
 - 1.1 This includes understanding the dynamics, issues and trends surrounding the ACP, the registrants, the pharmacies, and the recipients of pharmacy services in Alberta.
 - 1.2 Councillors gain this knowledge through reading various resources (governance policies, bylaws, standards of practice, other meeting materials, news articles), direct interaction with stakeholders, including but not limited to: recipients of pharmacy care and regulated members.
2. **Care:** Councillors carry themselves honestly, ethically, and transparently.
 - 2.1 Councillors act in good faith and in the best interests of both the ACP as well as the public receiving pharmacy services as a whole.
 - 2.2 Councillors hold themselves to the highest standard of professional and personal conduct. Councillors respect fellow Councillors and ACP staff.
3. **Diligence:** Councillors keep informed about the business of ACP, particularly with respect to its strategic plan and core programs, and environmental factors that may impact these such as political, economic, social technological, and organizational risks¹.
 - 3.1 Councillors personally prepare for council meetings, actively participate in dialogue inside and outside of council meetings, endeavor to attend all council meetings (if not possible, inform President and Registrar), and makes informed decisions on the issues/challenges faced by the ACP.

¹ The Challenge to Govern Well ©-Banff Executive Leadership Inc. 2006, 2014

4. Management/Delegation: Council is ultimately responsible for all acts of ACP.
 - 4.1 Administrative and operational responsibilities are delegated to the Registrar.
 - 4.2 Accountability is achieved through the monitoring of reports defined in Council's governance policies (E, CR, GP, EL).
 - 4.3 Council and ACP management establish joint outcomes measures to monitor and report on the activities of ACP toward achieving the goals in ACP's strategic plan.

5. Fiduciary: Councillors must act honestly and in good faith.
 - 5.1 Councillors must be loyal to and act in the best interests of the College (they cannot represent a constituency, negotiate for specific interest groups or interested parties over others).
 - 5.2 Councillors must act in the best interest of the organization, over their own personal interest.
 - 5.3 Councillors respect the process for debate and discussion on issues and honor the collective decisions of Council.