

ASSOCIATION OF FACULTIES OF PHARMACY OF CANADA

ASSOCIATION DES FACULTÉS DE
PHARMACIE DU CANADA

REFERENCE MANUAL

January 1998

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1.0 - INTRODUCTION

ASSOCIATION OF FACULTIES OF PHARMACY OF CANADA

ASSOCIATION DES FACULTÉS DE PHARMACIE DU CANADA

POLICY AND PROCEDURE MANUAL

1.0 INTRODUCTION

This manual serves as an information source for the AFPC Executive and Councillors, Committee Chairs, Representatives, Delegates, and Appointees. It outlines the structure of the Association and the roles and responsibilities of individuals in the positions mentioned above. This manual supplements the Association By-Laws.

AFPC Mission Statement

To develop and implement policies and programs which will provide a forum for exchange of ideas, ensure a liaison with other organizations, and foster and promote excellence in pharmaceutical education and research in Canada.

Goals

To foster and promote progress in pharmaceutical education and research.

To stimulate and provide opportunity for exchange of ideas and discussion among pharmaceutical educators with a view to improving curricula and teaching methods.

To encourage high and uniform standards of education in pharmacy throughout Canada by assuming an advisory role for the development of policies and standards used for the accreditation of programs of pharmaceutical education.

To establish and maintain liaison with pharmacy and appropriate educational associations, other health professions, governmental agencies, and members of the pharmaceutical industry that may further the development, support, and improvement of pharmaceutical education, practice, and research.

To represent, support, and protect the interests of members and to give recognition for achievement.

2.0 - ORIGINS AND HISTORY

2.0 ORIGINS AND HISTORY

- 1944 Organization was established as the Canadian Conference of Pharmaceutical Faculties (CCPF).
- 1947 First Constitution and By-Laws were adopted with the following characteristics:
- Definition: voluntary organization of Canadian Faculties of Pharmacy, working in conjunction with the CPhA
- Membership: all instructional staff of constituent faculties were non-dues paying members
- Officers: Chairman, Vice-Chairman, Secretary-Treasurer and Past-Chairman
- Distribution of Powers: for the transaction of business, each constituent faculty was entitled to one elected, voting representative. Other members had the right to engage in debate without vote
- Member Voting Privileges: limited to the election of respective faculty representative to Council and to the election of officers
- Committees: used as the main method of carrying out the goals and objectives of the organization
- 1957 Amendment of By-Laws to allow for establishment of affiliate membership for AACP member colleges.
- 1960 Amendment of By-Laws to update listing of constituent faculties.
- 1962 Amendment of By-Laws to update listing of constituent faculties.
- 1966 Amendment of By-Laws to allow for the establishment of the position of Recording Secretary, bringing the number of officers to five. Changes were made in the job description of the Secretary-Treasurer.
- 1969 The organization changed its name and its relationship to CPhA. Thus the CCPF became the Association of Faculties of Pharmacy of Canada /Association des Facultés de Pharmacie du Canada (AFPC). The role of the Council was clearly defined as being responsible for decisions on all matters of policy of the AFPC. Voting remained on a "one faculty - one vote" basis through the elected representative for all matters, except the election of officers, honorary members, and respective faculty representatives, which were the privilege of all members.
- 1971 Council composition was redefined to introduce the possibility of sending an alternate representative to the annual meeting in the case of the absence of an elected representative. Such alternate representatives had full voting privileges.

- 1975 The terminology for executive officers was changed as follows:
 from: Chairman to President, Vice-Chairman to Vice-President, Past-Chairman to Past-President
 Job descriptions for executive officers were redefined.
- 1977 Secretary-Treasurer position was abolished as well as the affiliate membership category.
- 1978 Appointment, by Council, of an Executive Director with definition of duties and responsibilities.
- 1979 Council composition changed to include one representative, with voting privileges, from among the Deans of Pharmacy. Deans of Pharmacy formed a standing committee of the AFPC. Affiliate membership category was reinstated. Individual membership fees were levied for the first time.
- 1982 Membership categories were redefined to include:
 individual
 associate individual
 associate (AACP member colleges, other organizations)
- 1990 Revised Constitution adopted at the Annual General Meeting.
- 1991 Revised By-Laws adopted at the Annual General Meeting and on December 9, 1991, the AFPC became incorporated under Federal law.
- Executive Officers:
 President
 President-Elect
 Immediate Past President
 Secretary
 Appointee of the Association of Deans of Pharmacy of Canada (ADPC)
 Executive Director (Ex- Officio)
- Membership Categories:
 Constituent Faculty - Canadian faculty
 Regular Member - member of instructional staff of a Canadian faculty
 Associate Member - does not fulfill criteria of Regular Member
 Affiliate Member - member of a parallel non-profit organization, institution, or business corporation
 Student Member - undergraduate or graduate pharmacy student

Honored Life Member - nominated by the membership, elected by Executive and Council

1993 Pharmaceutical Biotechnology Conference
Adoption of a Mission Statement for Pharmaceutical Education in Canada
(Appendix A)

1994 50th Annual General Meeting, May 28, Charlottetown, P.E.I.

1995 Annual General Meeting, May 13, Montréal, Québec

1996 Annual General Meeting, May 28, Calgary, Alberta

By-Law 6.0 was changed to read:

The head office of AFPC shall be in the City of Saskatoon in the province of Saskatchewan, and at such place therein as AFPC may determine by resolution from time to time.

By-Law 11.3 was changed to read:

The officers shall remain in office for one year or until their successors shall be elected or appointed, with the exception of the Secretary, whose term shall be two years and the Executive Director, whose term, by resolution of the Council, shall be subject to terms and conditions of employment. The President, President-Elect, and the Immediate Past President shall, in no event, remain in the same office for more than one term. The Secretary shall serve no more than three consecutive terms. In no event shall any officer remain in office if such officer ceases to be a voting member.

1997 Annual General Meeting, September 6, Vancouver, British Columbia, coinciding with the FIP International Congress.

3.0 - BY-LAWS

4.0 - ORGANIZATIONAL STRUCTURE

4.0 ORGANIZATIONAL STRUCTURE

Membership

The members of AFPC include Faculties of Pharmacy, faculty members, students, parallel non-profit organizations, institutions, or business corporations. Categories and rights of membership are outlined in the By-Laws.

Council

The Council shall be comprised of one member duly elected by each Constituent Faculty, the four officers and one appointee from the Association of Deans of Pharmacy of Canada (ADPC). The Executive Director shall serve as an ex-officio member of Council without vote. The election procedure for Councillors from each Constituent Faculty is left to the discretion of each Faculty.

The affairs of the AFPC shall be governed by the Council, which shall supervise, control, and direct all activities of the Association, its committees and publications, the disbursement of its funds, and the determination of its policies. The Council shall actively pursue the mission and goals of the AFPC and may adopt such rules and regulations for the conduct of its business as may be deemed advisable. The Council may delegate to any committee or officer any or all powers, duties, and authority of the Council which may be lawfully granted. Council members shall serve in a representative capacity and, as such, are expected to express the general policies and positions of their electoral or appointing group, but shall act in accordance with personal best judgment and initiative after hearing and participating in debate on issues with the lawful authority of the Council. Council members are responsible for informing the group they represent about decisions that have been made and the reasons for those decisions.

Executive Committee

The Executive Committee is composed of the President, the President-Elect, the Immediate Past President, the Secretary and the Appointee from the Association of Deans of Pharmacy of Canada. The Executive Director shall serve on the committee without vote.

Committees

Committees may be a Standing Committee or a Special Committee or Task Force. The Standing Committees of AFPC are:

- By-Laws
- Planning
- Nominating
- Education
- Research
- Awards

The President shall designate a chair who may in turn, add additional members to the committee.

Special Committees and Task Forces are formed for a particular purpose and disbanded when that purpose has been accomplished.

Representatives, Delegates, and Appointees

Representatives and Delegates to other organizations shall be appointed by the Council of the Association. Such representatives are appointed to other pharmacy and related health care organizations to ensure close working relationships with these groups. In some cases, the term of appointment is specified by the other organization(s). The Executive Committee annually reviews all existing and possible new appointments to other organizations. Prior to the expiration of a term, the Executive and Council decide whether and by whom the delegate will be replaced. All appointments will be made on the basis of a vote of Council.

Current Representatives, Delegates, and Appointees are:

CPhA Board of Directors
PEBC (2 appointees, one French-speaking)
CCAPP Council (2 AFPC appointees)
CCCEP Representative

National Office

The national office is located in the city of Saskatoon, Saskatchewan.

ORGANIZATIONAL STRUCTURE

PRESIDENT

EXECUTIVE
DIRECTOR

PRESIDENT
ELECT

PAST
PRESIDENT

SECRETARY

ADPC
REPRESENTATIVE

COUNCILLORS

REPRESENTATIVES
DELEGATES AND
APPOINTEES

COMMITTEE CHAIRS

MEMBERS

5.0 - AFPC EXECUTIVE

5.0 AFPC EXECUTIVE

Composition

The AFPC Executive Committee shall consist of the President, President-Elect, Immediate Past President, Secretary, Appointee from ADPC, and Executive Director (Ex Officio).

The two-year Executive positions are filled by election by the membership at the Annual General Meeting (AGM).

Terms of Reference

Executive Committee

1. Membership

The committee shall be composed of the President, President-Elect, Secretary, Immediate Past President, Appointee from ADPC, and Executive Director.

2. Functions

- (a) To carry out the responsibilities of the Association between Council meetings.
- (b) To identify trends and developments for consideration by the Council for action.
- (c) To prepare the agenda for Council meetings.
- (d) To act as liaison with other organizations concerned with pharmacy education and research.

3. Terms of Reference for Executive Committee Members

President

1. Exercise personal leadership and motivation in relationship to the Executive Committee and Council members, Committee Chairs, and the membership.
2. Serve as the chief operating officer responsible for the overall supervision and administration of AFPC in accordance with policies and procedures established by the Council.
3. Act as the official spokesperson, personally or through the Executive Director, for the Association to the press, the public, legislative bodies, related organizations, and the membership.
4. Establish and maintain lines of communication with the Canadian Pharmaceutical Association (CPhA), the Canadian Council for Accreditation of Pharmacy Programs

(CCAPP), the Canadian Council on Continuing Professional Education (CCCEP), the Pharmaceutical Examining Board of Canada (PEBC), the Canadian Society of Hospital Pharmacists (CSHP), the Canadian Association of Pharmacy Students and Interns (CAPSI), the Canadian Foundation for Pharmacy (CFP), the American Association of Colleges of Pharmacy (AACP), and any other appropriate organizations/ associations.

5. Report to the membership via a "President's Message" in each issue of the AFPC COMMUNICATION.
6. Address the membership at the Annual General Meeting, outlining accomplishments of the preceding year, and the direction for the coming year.
7. Ensure that the Executive and Council are informed of significant activities on behalf of the Association.
8. Introduce realistic goals and objectives for AFPC each year and be responsible for planning activities to pursue the Mission and Goals of the Association.
9. Be responsible, in conjunction with the Executive Committee and Council, for monitoring and evaluating organizational performance and effectiveness.
10. Chair meetings of the General Assembly, of Council, and of the Executive Committee in accordance with the By-laws.
11. In consultation with the Executive Director and Secretary, prepare agendas for meetings of the General Assembly and of Council and Executive.
12. Review and revise (if necessary) the minutes of each AFPC Meeting prior to distribution.
13. Ensure that all policies and actions approved by the General Assembly and by Executive and Council are properly implemented. With the Executive and Council, review the previous year's recommendations and resolutions and how these were carried out or disposed of.
14. Serve as an ex-officio member of all committees except the Nominating Committee.
15. Appoint and dismiss, with approval of the Executive and Council, all committees and committee Chairs, with the exception of Nominating Committee.
16. Notify the Executive and Council of the names of the Committee Chairs at the earliest opportunity following their appointment.
17. Establish the terms of reference for all committees in accordance with the By-Laws and directions from Council and provide direction for Committee Chairs.
18. Be responsible, in conjunction with the Council, for reviewing requirements for all Committees.

19. Be responsible, in conjunction with the Council for appointment of Representatives, Delegates, and Appointees to other organizations for which an official representative from AFPC is designated.
20. Send letters of welcome to new Executive and Council members, Committee Chairs, and Representatives, Delegates, and Appointees and letters of thanks to resigning/retiring Executive and Council members, Committee Chairs, and Representatives, Delegates, and Appointees.
21. Be responsible, in conjunction with the President-Elect and the Immediate Past President, for reviewing the performance of the Executive Director.
22. Present a summary of the performance review, in the presence of the Executive Director, to an in-camera session of Council.
23. Ensure that appointments to fill established professional staff positions are made by the Council and that the remuneration and terms of service are stated in contracts between the Association and those appointed.
24. Encourage individuals to become members of AFPC.
25. Prepare and conduct correspondence, as required, on behalf of AFPC.

President-Elect

1. Assume all Presidential duties in the absence of the President.
2. Serve as a member of the Executive Committee.
3. Attend all meetings of the Council and Executive Committee.
4. Perform all specific duties assigned by the President or requested by the Council or the General Assembly.
5. Act as the official parliamentarian at all Executive and Council and Annual General Meetings.
6. Assume the function of Chair when the President is speaking.
7. Officially represent the Association, on behalf of the President, at meetings when required.
8. Assist in the performance appraisal of the Executive Director.
9. With the President and Executive Director, conduct an annual review of Policies and Procedures for AFPC and implement or maintain a strategic planning process.

Immediate Past President

1. Chair the Nominating and By-Laws Committees.
2. Perform all specific duties assigned by the President or requested by the Council or General Assembly.
3. Meet with the incoming President to ensure smooth transition from office of President-Elect to President.
4. Assist the Executive Committee and Council through use of past experience and knowledge of the organization.
5. Attend all meetings of the Council and Executive Committee.
6. Assist in the performance appraisal of the Executive Director.
7. Assume the functions of the Chair of the Council in the absence of the President and President-Elect.
8. Represent the Association at official functions in the absence of the President and President-Elect.

Appointee of ADPC

1. Perform all specific duties assigned by the President or requested by the Council or General Assembly.
2. Assist the Executive Committee and Council through use of past experience and knowledge of the organization.
3. Attend all meetings of the Council and Executive Committee.

Secretary

The Secretary shall:

1. In collaboration with the Executive Director, be responsible for circulating notices, agenda and minutes of the General Assembly, the Council, and of the Executive committee;
2. Ensure that minutes are prepared and that minute books are properly maintained for meetings of the General Assembly, the Council and of the Executive Committee;
3. In collaboration with the President and the Executive Director, be responsible for correspondence with the membership and for maintaining internal communication with the Association;
4. Prepare and distribute the Proceedings of the Association of Faculties of Pharmacy of Canada, using the distribution list provided by the Executive Director;
5. Subsequent to the Annual General Meeting, distribute the Schedule A Forms to the Deans for inclusion in the Proceedings and as a mechanism for obtaining the required data for the Research Funding Report prepared by the Research Committee;
6. Prepare, maintain and circulate the listing of the phone numbers, addresses and fax numbers for AFPC Councillors and Executive;
7. Distribute the minutes of the Annual General Meeting to all members, regardless of attendance at the AGM or request for the full Proceedings.

Executive Director

1. Act as spokesperson for the Association, on behalf of the President and according to established policy, to the press, legislative bodies, and related organizations.
2. Officially represent the Association, on behalf of the President, at meetings of other organizations and government, as required.
3. Serve as chief operating officer responsible for the office.

4. Attend all meetings of the Executive and Council and the General Assembly.
5. Conduct the business and affairs of the Association in accordance with Council policy and within established budgetary guidelines.
6. Be responsible for maintenance of all financial records of the Association.
7. Prepare an annual budget for approval by Executive and Council at the Mid-Year Meeting.
8. Prepare an Income/Expenses statement for the previous year for presentation with the new budget to the membership at the Annual General Meeting.
9. Arrange for an auditor for the coming year and make the motion for the approval of the auditor at the AGM.
10. Arrange to have the Association books audited prior to the AGM.
11. Thank the auditor for providing that service.
12. Plan the investment of reserve funds.
13. With the Executive Committee, prepare guidelines for funding AFPC activities.
14. Assist with all Public Relations and fundraising efforts on behalf of AFPC.
15. Develop and implement a financial policy for AFPC.
16. Reimburse Executive and Council members for expenses associated with AFPC business (see Appendix E for Guidelines for General and Travel Expenses and a sample Expense Claim Form).
17. Pay all AFPC bills.
18. With the Chair of the Conference Host Committee, coordinate funding for the annual conference of the Association.
19. With the Conference Host Committee, establish a conference budget and ensure all conference bills are paid.
20. Be responsible for membership and collection of all membership dues.
21. Ensure that all members receive a receipt for membership dues.
22. Ensure maintenance and safekeeping of all official records and instruments of the Association.
23. In consultation with the President and Secretary, prepare agendas for all meetings of the

Council and Executive Committee and the General Assembly.

24. Collect annual committee reports about six weeks prior to the AGM, make enough copies for each Executive and Council member and distribute to ensure adequate time for review and discussion with the membership prior to the AGM.
25. Ensure that each new Executive and Council member, Committee Chair, and Representative, Delegate, and Appointee receives a copy of this AFPC Policy and Procedure Manual.
26. Provide information, guidance and assistance to members of the Association.
27. Review, revise and distribute copies of all awards, nomination forms, and applications that are the responsibility of the Association.
28. Receive and distribute, according to Council policy, all applications for awards, nomination forms, and applications and receive and transmit such information as required.
29. Act as chief returning officer for all nominations to the Association.
30. Act as a resource person to assist the Executive Committee, Council, and Committee Chairs.
31. Serve as an ex-officio member of all committees.

6.0 - AFPC COUNCIL

6.0 AFPC COUNCIL

Composition

The AFPC Council shall consist of one (1) representative from each Constituent Faculty.

The three-year Council positions are filled by election, according to the specifications at the Constituent Faculty.

Terms of Reference

AFPC Council

1. Membership

The AFPC Council shall be composed of the representatives from each of the Constituent Faculties of Pharmacy of Canada.

2. Functions

- (a) To carry out the responsibilities of the Association.
- (b) To identify trends and developments for consideration for action.
- (c) To act as liaison between the Constituent Faculties and AFPC Executive and Council.

3. Terms of Reference for Council Members

Councillors

- 1. To attend all meetings of the AFPC Council and the General Assembly.
- 2. Represent the policies and positions of their Constituent Faculty, but act in accordance with personal judgement and initiative after participating in discussion/debate at the Council table.
- 3. Ensure that the represented constituency is kept informed of AFPC business, policies, and decisions.
- 4. Serve as a liaison between the Constituent Faculty and the AFPC Executive and Council.
- 5. Serve as a Committee Chair, as requested by the President and Executive Committee.

7.0 - COMMITTEES

7.0 COMMITTEES

Introduction

When carrying out verbal or written communication on behalf of the Association, notification must be provided to the President and the Executive Director.

Committees

Standing Committees

The Standing Committees of the Association are listed in the By-Laws of the Association.

Standing Committees of the Association shall be established by the Council to conduct such business and perform such duties as may, from time to time, be determined. Standing Committees shall report annually to the Council.

Chairs of Standing Committees shall be appointed by the President from among the voting membership of the Association and shall normally serve a two-year term, subject to ratification by the Council. Such Chairs may, but need not be, members of the Council.

Other members of Standing Committees may be appointed by the Chair, in consultation with the President, and may, but need not be, members of the Council.

Standing Committees shall serve until discharged or until a successor has been appointed.

The President and Executive Director of the Association shall serve as ex-officio members of all Standing Committees

Special Committees

Special Committees are formed from time to time to address particular aspects of the Association. Chairs are appointed in the same manner as for Standing Committees.

Members of Special Committees may be appointed by the Chair, in consultation with the President, and may, but need not be, members of the Council.

The President and Executive Director of the Association shall serve as ex-officio members of all Special Committees

Role of Committee Chairperson

1. The Chair will be a member of AFPC and be appointed by the President.
2. With the President, the Chair will recruit committee members from the general membership.
3. The Chair will write to each committee member expressing appreciation for serving and include a copy of the committee Terms of Reference and previous recommendations for consideration.
4. The Chair will assume responsibility for the Terms of Reference of the Committee.
5. The Chair will review the recommendations of the previous committee, and with the President and committee members, develop objectives for the coming year.
6. The Chair will call committee meetings as necessary throughout the year.
7. The Chair will notify the President and Executive Director of all committee meetings. The President and Executive Director are members *ex-officio* of all committees.
8. The Chair will provide (to the Executive Director SIX weeks prior) a written semi-annual and annual report for the Executive and Council Mid-Year and Annual Meetings. A verbal report to the membership may also be required at the AGM.
9. The Chair will attend, if possible, Executive and Council Meetings.
10. If the Chair cannot attend an Executive and Council Meeting, the President must be notified in advance and the written report discussed with the President.
11. The Chair will provide copy of the written annual report to the Secretary for inclusion in the Proceedings.
12. The outgoing Chair will assist the incoming Chair, with respect to responsibilities when the term of office is completed.
13. The outgoing Chair will thank committee members for service during the year.

Committee Terms of Reference

Planning Committee

The Planning Committee was established to develop action plans to effectively pursue the Mission and Goals of the Association.

It is Chaired by the President and all members of Executive and Council are members of this committee.

Nominating Committee

The Nominating Committee was established to review nominations for the elected positions on the Executive Committee and/or to suggest candidates for these positions to the Executive Committee, as outlined in the By-Laws of the Association.

The Chair of the Nominating Committee shall be the Immediate Past President of the Association.

In addition, the Nominating Committee shall scrutinize all ballots for elected office of the Executive Committee. The Chair of the Nominating committee shall inform the President and Executive Director of the results of all ballots.

Refer to the By-Laws for more detail about the nomination/election procedures.

Education Committee

The Education Committee was formed to foster growth and explore new areas of Pharmaceutical Education in Canada with respect to undergraduate, graduate, and post-graduate programs.

The Education Committee will be requested to undertake continuing and/or special tasks relating to Pharmaceutical Education by the President of the Association.

The Education Committee shall provide interim and final reports to the President and Executive Director prior to the Mid-Year and Annual Meetings of the Executive and Council of the Association. Specific dates for receipt of reports shall be provided to the Chair of the Committee.

Research Committee

The Research Committee was formed to foster and promote Pharmaceutical Research at Faculties of Pharmacy in Canada. In addition, the committee shall be cognizant of research guidelines, trends, and policies of national and, (where appropriate) provincial, and international research organizations and funding agencies.

The Research Committee will be required to undertake continuing and/or special tasks relating to Pharmaceutical Research by the President of the Association.

The Research Committee shall provide interim and final reports to the President and Executive Director prior to the Mid-Year and Annual Meetings of the Executive and Council of the Association. Specific dates for receipt of reports shall be provided to the Chair of the Committee.

Awards Committee

The Awards Committee was formed to review existing awards administered by the Association and to make recommendations regarding these awards and the annual recipients, and to identify and promote new awards.

Directives to the Awards Committee shall be forwarded by the President of the Association.

As specified in the Terms of Reference of each award, completed application forms shall be forwarded by the Executive Director to the Chair of the Awards Committee.

The Awards Committee shall provide interim and final reports to the President and Executive Director prior to the Mid-Year and Annual Meetings of the Executive and Council of the Association. Specific dates for receipt of reports shall be provided to the Chair of the Committee.

By-Laws Committee

The By-Laws Committee was formed to review the existing By-Laws of the Association and to make recommendations regarding the By-Laws to the Council.

8.0 - EDITOR OF THE AFPC COMMUNICATION

8.0 EDITOR OF THE AFPC COMMUNICATION

Terms of Reference

The Editor of the AFPC Communication newsletter shall:

1. establish deadlines for submissions to the newsletter:

January 15	for the February issue
April 15	for the May issue
August 1	for the September AGM issue
October 15	for the November issue
2. two weeks prior to the next newsletter deadline (at the latest), write and/or fax Council and Executive members with a reminder of the up-coming deadline
3. establish a Faculty Spot Light schedule for focused submissions on issues of interest by two faculties per newsletter edition
4. in collaboration with the Executive Director, maintain a current listing of AFPC Affiliate Members to be included in a highlighted box with each edition of the newsletter
5. incorporate information from other organizations (eg. PMAC, CFP, CAPSI) based on submissions or publications forwarded to AFPC by those organizations
6. with each newsletter edition, forward a memorandum to each Councillor stating: the contents of the package with which the newsletter were sent (eg. floppy disk); an updated list of the AFPC members at that Councillor's faculty to whom the newsletters should be distributed; a faculty information submission form with guidelines for items for the newsletter; and deadlines for the next edition
7. contact the Manager of Pharmaceutical Relations, Bristol Meyers Squibb (BMS), each September (December?) to verify the inclusion of the BMS Teachers Award advertisement in the February (May?) issue of AFPC Communication. The fee for this advertisement should be paid directly to the Executive Director - AFPC.
8. while at the AGM, make contact with the faculty member responsible for photographs of the award recipients, etc.; and indicate to that person the deadline for receipt of photographs to go into the September AGM edition
9. ensure prompt production of the newsletter such that newsletters are set, printed and mailed within approximately two weeks after the submission deadline (where possible)
10. regarding the AGM issue (ie. September), have the newsletter typeset to ensure appropriate quality of the issue
11. submit receipts for the cost of printing and mailing the newsletter to the Executive

Director

12. follow the steps outlined in newsletter policies and procedures for advertisements, pharmaceutical industry award recognition, and research abstracts
13. with the printing of each issue, obtain mailing labels from the Executive Director for distribution of newsletters to those members not directly associated with a faculty
14. maintain a supply of bulk, pre-printed AFPC Communication masthead to facilitate printing of each individual issue of the newsletter, ensuring that sufficient matching paper stock is available for the printing of the inner pages
15. the following components make up a typical newsletter issue:
 - President's Message (often the President's Address from the AGM in the September issue)
 - Boxes with Contents and Affiliate Members
 - Faculty Spot Lights
 - Faculty News
 - Taking Note
 - Executive Director's Corner
 - From the Editor
 - Contributors box

9.0 - REPRESENTATIVES, DELEGATES, AND APPOINTEES

9.0 REPRESENTATIVES, DELEGATES, AND APPOINTEES

Selection and Duration of Terms

Representatives and Delegates

AFPC is currently officially represented to the following Organizations:

Canadian Pharmacists Association Board of Directors
Canadian Council on Continuing Education in Pharmacy
Pharmacy Examining Board of Canada (two representatives, one of which must be fluent in the French language)

The terms of reference for Representatives and Delegates may be specified in the By-Laws of the organization to which they are appointed. (See Appendix C for relevant documentation).

The term of appointment for the Canadian Pharmacists Association Board of Directors is two years, the Pharmacy Examining Board of Canada is three years, and the term of appointment for the Canadian Council on Continuing Education in Pharmacy is three years.

Appointees

The Association appoints two members to the Canadian Council for Accreditation of Pharmacy Programs (one appointee must be French-speaking).

The terms of reference for the Appointee to the Canadian Council for Accreditation of Pharmacy Programs are specified in the By-Laws of the Council. The term of appointment shall be not more than two three-year terms, which could be a total of six years. Initially, the terms of appointment shall be staggered with three Directors appointed for three years, two for two years and two for one year.

Responsibilities

All AFPC Representatives, Delegates, and Appointees are expected to attend the meetings of the organization to which they represent AFPC, as well as the AFPC Annual General Meeting.

They are to comply with the requirements of the organization to which they represent AFPC, according to that organization's By-Laws.

They must provide a written report annually to the AFPC Secretary for inclusion in the Proceedings and make a brief verbal report to the membership at the AGM.

If input from the AFPC membership is required, Representatives, Delegates, and Appointees should request such input through the Executive Director and the President of AFPC.

All expenses (for reimbursement) that may be incurred on behalf of AFPC by a Representative, Delegate, or Appointee should be cleared by the Executive Director in advance.

10.0 - MEETINGS

10.0 MEETINGS

Executive and Council

Annual and Mid-Year Executive and Council and Special Meetings

Only Council Members in attendance at any meeting of the Council may vote, except for the President and the Executive Director, who may not vote. In the case of an equality of votes, the President may cast the deciding vote. Proxies are not accepted at meetings of the Council.

At meetings of the Executive Committee, all members of the Committee in attendance may vote, except for the President and the Executive Director, who may not vote. In the case of an equality of votes, the President may cast the deciding vote. Proxies are not accepted at meetings of the Executive Committee.

Special meetings of the Council may be called by the Executive Committee or at the request of at least seven members (in good standing) of the Council. Notice of any special meetings shall contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken. No other business shall be considered at such meetings.

A written notice of any meeting of the Council shall be sent to each member at least 21 days before the meeting is to take place. Notice of such meeting or any irregularity in the calling or conduct thereof, can only be waived by the unanimous consent of all members of the Council.

At any meeting of the Council, a quorum shall consist of a majority of those entitled to be present and vote, unless otherwise specifically provided. Such quorum of Council members present, shall be competent to do and perform all acts which are or shall be directed to be done at any such meeting. Provided a quorum is present at the beginning of a meeting, the meeting may continue or adjourn even though members leaving reduce the number to less than a quorum. The President, as well as members who have declared a conflict of interest, shall be counted in determining a quorum.

Agenda Items

The items normally included on the Agenda at meetings of the Council (except for Special Meetings) include:

Mid-Year Executive and Council Agenda

- Call to Order
- Terms of Office
- Past AFPC Conference
- Coming AFPC Conference
- Next Year's AFPC Conference
- AFPC Financial Statement to date
- AFPC Budget (for the coming year)
- Committee Interim Reports

Member Services
AFPC Award of Recognition and Special Service Award
AFPC business/relations with:
PMAC
CPhA
Other organizations
AFPC Submissions/Statements/Comments provided to date
Proceedings from past year
Adjournment

Annual Executive and Council Agenda

Call to Order
Chair Remarks
Roll Call of Council
Reports from Standing Committees
Reports from Special Committees
Report of the Appointee from ADPC
Publications and Member Services
AFPC Submissions
Business arising from the minutes
New business
Adjournment

Annual General Meeting

According to the By-Laws of the Association, members in attendance at the Annual General Meeting may vote on issues brought forward for decision. These issues typically are:

Approval or rejection of audited financial statements
Budgets
Fee structure
Amendment of the By-Laws
Appointment of Auditors.

Agenda Items

The items normally included on the agenda at the Annual General Meeting include:

Call to Order and Chair's Remarks
Acceptance of the previous year's Proceedings
Host Committee Announcements
Greetings from Other Organizations
 Host Faculty Dean
 AACP
 CPhA
 CSHP
 CAPSI
 CFP
 PMAC
 CDMA
Memorial for Deceased Members
President's Address
Nomination's Committee Report/Election Results
Reports from Representatives, Delegates, and Appointees
 CPhA
 CCAPP
 CCCEP
 PEBC
Report from the Executive Director
Audited Financial Statement and Budget for coming year
Auditor's Report
AFPC Awards
 Honored Life Member(s)
 Award of Recognition
 Special Service Award
New Business
New President's address
Confirmation of signing authority
Adjournment

11.0 - FINANCIAL POLICIES

11.0 FINANCIAL POLICIES

Financial Policy

The Executive and Council shall recover reasonable costs for expenses incurred in the performance of their duties. These shall include:

General Expenses

Members of the Executive and Council shall be eligible to charge up to \$50 per year (May-May) for expenses incurred on behalf of the Association. Sums in excess of this amount must receive prior approval from the Executive Director. Expenses for the National office shall be as outlined in the yearly budget of the Association.

Travel

The Executive, Council, and Representatives, whose expenses are not reimbursed by the Representatives' Organizations to which they report on behalf of the Association, shall be eligible to charge for transportation to any meeting called in accord with the By-Laws of the Association or as required by the Representatives' Organization.

Accommodation

The Executive, Council, and Representatives, whose expenses are not reimbursed by the Representatives' Organizations to which they report on behalf of the Association, shall be eligible to charge for accommodation for the duration of any meetings called in accord with the By-Laws of the Association or as required by the Representatives' Organization.

Meals

The Executive, Council, and Representatives, whose expenses are not reimbursed by the Organizations, shall receive a per-diem for each day of any meetings called in accord with the By-Laws of the Association or as required by the Representatives' Organization.

Registration at Conferences

Registration fees for the annual AFPC Conference are not reimbursed by the Association.

Registration fees for meetings of other Associations at which a member of the Executive or Council is required to attend (as directed by the President of the AFPC) will be reimbursed by the Association, however, such reimbursement will not include social events unless included in the basic registration fee.

Expenses incurred by Standing Committees or Special Committees shall be covered under the general guidelines above, but all such expenses must receive prior approval from the Executive Director of the Association.

Guidelines

The guidelines contained in Appendix E are provided to assist members in claiming reimbursement.

12.0 - AWARDS

12.0 AWARDS

AFPC Award of Recognition

The AFPC Executive and Council instituted, in 1991, an award to recognize an organization or individual who has consistently supported the mission and goals of AFPC over an extended period of time.

The AFPC Executive and Council consider potential candidates at the Mid-Year Meeting. If a worthy candidate is identified and agreed upon, the President or the Executive Director will notify the recipient. The Recipient is offered a complimentary registration to the AFPC Annual Conference, where the award is presented by the President at either the Annual General Meeting or the AFPC Banquet.

The Award recipient receives a plaque and the name is added to the AFPC Master plaque for the award.

AFPC Special Service Award

The AFPC Executive and Council instituted, in 1992, an award to be given to an individual or group of individuals who are members of AFPC and who have provided exceptional service to the Association.

The AFPC Executive and Council consider potential candidates at the Mid-Year Meeting. If a worthy candidate(s) is identified and agreed upon, the President or the Executive Director will notify the recipient. The award is presented by the President at either the Annual General Meeting or the AFPC Banquet.

The Award recipient receives a plaque.

13.0 - APPENDICES

APPENDIX A

AFPC MISSION STATEMENT FOR PHARMACY EDUCATION IN CANADA

AFPC MISSION STATEMENT FOR PHARMACY EDUCATION IN CANADA

The mission of pharmacy education is to provide programs of excellent quality which by their content and presentation produce graduates who contribute significantly to societal, professional and patient care responsibilities, and who are committed to life-long learning.

To achieve this mission:

- a spectrum of educational programs is required in Canada, B.Sc., residency, Pharm.D., M.Sc. and Ph.D., to provide graduates with the knowledge, skills and values needed to carry out these responsibilities with the goal of decreasing drug-related morbidity and mortality, promoting health and preventing disease;
- the direct patient care responsibility is the primary practice responsibility of pharmacists and this responsibility can be met through the provision of pharmaceutical care;
- close cooperation among all pharmacy organizations (academic, licensing, voluntary) is required in all areas of education, including continuing education.

Since pharmacy education is part of the larger profession of pharmacy, the mission of pharmacy education must be consistent with the mission of the profession. It is suggested that the profession has societal, professional and practice responsibilities. Pharmacists fulfil their societal responsibilities through service, education and research, and by developing and implementing health care policies and practices which promote health and well-being. Professional responsibility would be achieved by advancing the profession through shaping the policies, practices and education of the profession and integrating the profession into the health care system and society.

The primary practice responsibility is direct patient care. This responsibility should be met through the provision of pharmaceutical care. Support services such as drug distribution systems and drug information are essential for the pharmacist providing pharmaceutical care. A management system must be in place to facilitate the provision of pharmaceutical care, to ensure the quality of care and to assure the necessary support services are available. Therefore, pharmacy educators are responsible for providing high quality education to students so that these students, upon graduation, have the knowledge, skills and values necessary to meet their societal, professional and practice responsibilities. A resulting framework for curriculum development is attached.

Given that the focal responsibility of pharmacists is the provision of pharmaceutical care, then graduates must be able to provide this care. To do this, graduates must have the patient, drug and disease knowledge and the skills necessary to apply a process by which drug-related problems are identified, solved and prevented. This process requires the graduate to have the knowledge, skills and values necessary to -

- establish a covenantal relationship with the patient
- collect relevant drug, disease and patient information

- interpret this information to identify if the patient is experiencing any drug-related problems
- prioritize the patient's drug-related problems
- determine which of the patient's drug-related problems the pharmacist will accept responsibility for solving or preventing
- determine appropriate clinical and pharmacotherapeutic outcomes for each drug-related problem
- develop appropriate therapeutic plans for each drug-related problem
- develop a monitoring plan (complete with positive and negative endpoints) for each drug-related problem
- implement and follow-up the pharmacy care plan (which includes the therapeutic and monitoring plans)

To meet the societal, professional and practice responsibilities will require the knowledge and insight gained from a broad background in the pharmaceutical, medical, managerial, basic and social sciences, humanities and in population health. Skills required include communication, collaboration, problem identification and resolution, critical thinking, self-assessment and ethical decision-making, while values such as honesty, fairness, responsibility, caring, empathy and respect need to be considered. With the identification and solution of problems being a major activity of the graduate, the methods of teaching/learning and assessment must have a significant focus on problem identification and resolution. In addition, since drug and disease information is being produced at an ever increasing rate, and it is not possible for students to know the information required to solve all of today's drug related problems, students must begin taking responsibility for their learning and develop the skills to become life-long learners.

Curricula must be dynamic, continually anticipating what society needs from the profession and always striving for improvement. Pharmacy education transcends the boundaries of our academic institutions. Progressive practice sites are essential if our students are to receive the best education possible. Academia needs to be a major source of continuing and re-education to facilitate the continued enhancement of professional practice

Postgraduate educational programs should provide high quality advanced education in pharmacy practice and in the pharmaceutical sciences. The goals are to provide students with the opportunity for advanced study, preparing them for careers in academia, pharmacy practice, industry and government. Students should acquire skills in one or more of the following: research methodology, grant writing, teaching, administration and/or advanced professional practice. The goal is to prepare advanced practitioners and pharmaceutical scientists to perform independent, creative scholarly work that answers important questions in the pharmaceutical sciences and in health care.

APPENDIX B

AFPC COMMUNICATION - POLICIES AND PROCEDURES

AFPC COMMUNICATION - POLICIES AND PROCEDURES
Draft Document

Advertising

Policy

AFPC Communication will accept specific items for the purposes of advertising to AFPC members.

Procedures

1. Note that this policy does not apply to pharmaceutical industry awards.
2. Advertising will be accepted by AFPC Communication for the following purposes:

faculty positions
graduate student positions
postdoctoral fellowship positions (academic, industrial)
industrial pharmacy opportunities (ie. positions, grants, meetings, etc.)
3. An advertisement may be 1/4, 1/2 or one full page in length, with advertising rates (per issue) as follows:

1/4 page \$125.00
1/2 page \$250.00
full page \$500.00

Advertisements submitted by corporate members and AFPC member faculties will be charged one-half of the rate listed.
4. A maximum of one full page of each issue will be devoted for this purpose.
5. Requests for advertising should be directed to the Editor. Fees for advertisements will be paid directly to the Executive Director, preferably at the same time that the text is submitted. The deadline for text submission is 7 days prior to the deadline for normal submissions to the Editor. This will ensure that there is no delay in the process of publishing the newsletter.
6. Inclusion of this section in the newsletter may mandate expansion from 8 to 12 pages (i.e. one 11 x 17 inch leaf) per regular issue (16 pages for the AGM issue), according to the content of each issue; or it may be accomplished by the insertion of a leaflet as an addendum to the issue. The additional costs associated with any expansion should be offset by the revenue generated.

AFPC COMMUNICATION - POLICIES AND PROCEDURES
Draft Document

Pharmaceutical Industry Award Recognition

Policy

Any pharmaceutical manufacturer may recognize recipients of Pharmaceutical Industry awards via the AFPC Communication.

Procedures

1. Joint AFPC/Pharmaceutical Industry, as well as independent Pharmaceutical Industry awards, granted to AFPC members may be recognized in the newsletter.
2. In most cases, Joint awards as noted in point 1) will be recognized in the newsletter free of charge. However, if any special lithographs are submitted by the company involved, the additional cost of typesetting the photograph should be charged to the pharmaceutical firm.
3. The pharmaceutical manufacturer may submit pictures with any accompanying text. (See conditions outlined in point 2), where applicable.)
4. Photographs submitted by AFPC members as part of the AGM activities are not subject to the procedures outlined in this policy.
5. The cost (per issue) for including Independent Industry award recognition in AFPC Communication is:

½ page	\$500.00
full page	\$1000.00

Advertisements submitted by corporate members will be charged one-half of the rate listed.

6. Requests for photographic advertising should be directed to the Editor. Fees for advertisements (as outlined above) will be paid directly to the Executive Director, usually at the same time that the negative and text is submitted to the Editor. The deadline for submission is 14 days prior to the deadline for normal submissions to the Editor. This will ensure that there is no delay in the process of publishing the newsletter.
7. A maximum of two full pages of each issue will be devoted for this purpose.
8. Inclusion of this section in the newsletter may mandate expansion from 8 to 12 pages (ie. one 11 x 17 inch leaf) per regular issue (16 pages for the AGM issue), according to the content of each issue; or it may be accomplished by the insertion of a leaflet as an addendum to the issue. The additional costs associated with any expansion should be offset by the revenue generated (where applicable).

APPENDIX C

**TERMS OF REFERENCE FROM OTHER ORGANIZATIONS, BY-LAWS FOR
REPRESENTATIVES, DELEGATES AND APPOINTEES**

CANADIAN PHARMACISTS ASSOCIATION

Board of Director's Job Description

CPhA's Mission

The Canadian Pharmacists Association is the national voluntary organization of pharmacists committed to providing leadership for the profession of pharmacy.

CPhA's Vision

The Vision of the Canadian Pharmacists Association is to establish the pharmacist as the health professional whose practice, based on unique knowledge and skills, ensures optimal patient outcomes.

CPhA will achieve its Vision by serving its members through:

- * advocacy
- * facilitation
- * provision of knowledge
- * participation in partnerships
- * research and innovation
- * education
- * health promotion

CPhA Board members are responsible for conducting themselves, and the affairs of the Association, in a manner that helps to achieve CPhA's mission and vision. Although Board members bring the perspective of their constituents to the deliberations of the Board, they must, after consideration of all the facts and opinions presented on an issue, act in a manner that best serves CPhA and its mission. To avoid misunderstandings with other pharmacy organizations in Canada (e.g., provincial pharmacy licensing bodies, provincial pharmacists' associations or specialty practice associations such as the Canadian Society of Hospital Pharmacists and the Association of Faculties of Pharmacy of Canada), each CPhA Board member must also appreciate that he/she does not represent, or speak on behalf of, those organizations or their members.

1.0 General Role and Responsibilities

- 1.1 Members of the Board are legally and morally responsible for all activities of the Association.
- 1.2 The Board has the authority to direct the activities and business of the Association.
- 1.3 The Board may enact, amend or repeal any Bylaws or Regulations of the Association.
- 1.4 The Board is responsible for determining the recipients of Association awards.
- 1.5 Each Board member is responsible for assuming a responsible advocacy role on behalf of the membership, the profession and the Association.

2.0 *Key Responsibility Area - Policy Development*

2.1 The Board is responsible for policy development, approval and implementation.

3.0 *Key Responsibility Area - Issues Management*

3.1 The Board is responsible for identifying and examining issues that may have an impact on the profession, the Association or its members.

3.2 The Board is responsible for determining the most appropriate course of action to be taken in order to address issues that may have an impact on the profession, the Association or its members.

4.0 *Key Responsibility Area - Planning*

4.1 The Board is responsible for developing, approving and prioritizing strategic plans that will contribute to the fulfilment of the Association's mission.

4.2 The Board is responsible for the planning, organization and delivery of the Association's Annual Conference and General Meetings(s).

5.0 *Key Responsibility Area - Communication*

5.1 Board members are expected to represent their constituents in the discussion and debate on issues brought before the Board. In order to effectively do so, Board members are expected to work with CPhA staff and members of Association committees in developing and maintaining effective communication channels with their constituents.

5.2 Board members are expected to play an important role in keeping their constituents informed of the initiatives being undertaken on their behalf by CPhA as well as the results that are being achieved for the members, the profession and the Association.

5.3 In recognition of the overlap in membership and interests that will exist between a CPhA Board member's constituency and that of his/her provincial or specialty practice pharmacy organization, each Board member is encouraged to be an active, involved member of those associations. CPhA encourages participation in other provincial health care organizations to foster better inter-organizational relations.

6.0 *Key Responsibility Area - Administration*

6.1 Board members are responsible for ensuring that the Association operates within its Bylaws and Regulations.

6.2 Board members are responsible for protecting the assets of the Association by ensuring that sound business and financial practices are adhered to by staff and volunteers working on behalf of the Association.

7.0 *Key Responsibility Area - Monitoring and Evaluation*

- 7.1 Board members review, monitor and evaluate the activities of the Association to ensure that they are consistent with the mission of the Association and are being conducted in a manner that maximizes their contribution to the realization of CPhA's mission.

8.0 *Key Responsibility Area - Public, Professional and Industry Relations*

- 8.1 Board members understand and interpret the work of the Association to the community; namely, the general public, the profession, the membership, pharmacy faculties, students, the media, industry and other associations and organizations.
- 8.2 Board members emphasize, wherever possible, how the services and work of the Association complement the work of other pharmacy and related health care organizations.

9.0 *Key Responsibility Area - Personnel (Staff and Volunteer)*

- 9.1 The Board delegates tasks and responsibilities to staff and volunteers.
- 9.2 The Board evaluates, oversees and monitors all activities of the Association, its volunteers and employees.
- 9.3 The Board approves all policies and procedures.
- 9.4 The Board approves the terms of reference for all committees.
- 9.5 The Board appoints an auditor.
- 9.6 The Board appoints a solicitor.
- 9.7 The Board selects and appoints the Executive Director.
- 9.8 The Board, through a review committee composed of the President (Chairman), the President-Elect and the Past President, carries out an annual confidential evaluation of the Executive Director and sets the salary for the Executive Director.
- 9.9 The Board elects the Officers of the Association.

10.0 *Key Responsibility Area - Finance*

- 10.1 The Board develops and approves an annual budget.
- 10.2 The Board monitors and evaluates the financial performance of the Association on a regular, ongoing basis.
- 10.3 The Board reviews the annual auditor's report and presents it to the general

membership for approval at the time of the Annual General Meeting.

11.0 *Voting*

11.1 Ex-officio and elected members of the Board are entitled to one vote each, excepting the Executive Director who does not have a vote.

12.0 *Eligibility for Office*

12.1 Excepting students, individuals seeking Board positions must be Active or Honorary Life Members.

13.0 *Term of Office*

13.1 The term of office for elected Board members is two years, except for Executive Committee members who serve one-year terms.

13.2 Ex-officio members of the Board serve on the Board during the Association year in which they hold office.

14.0 *Vacancy*

14.1 A vacancy on the Board may occur due to death, illness, resignation, inability to serve or declaration by the Board.

14.2 A declaration that an office or position is vacated may be made by the Board for inability, or failure, to attend to the Association's business. Such action may take place at any meeting of the Board provided that the declaration has approval of at least three quarters of the members in attendance.

14.3 A vacancy on the Board is filled as defined in the Association's Bylaws and Regulations.

ASSOCIATION OF FACULTIES OF PHARMACY OF CANADA (AFPC) REPRESENTATIVE
TO CANADIAN COUNCIL FOR ACCREDITATION
OF PHARMACY PROGRAMS (CCAPP)

Terms of Reference

Required Commitment

1. Prepare for, travel to and attend the Annual General Meeting and Meetings of the Board of Directors. This is approximately three days per year, including travel time.
2. Assigned committee work takes approximately two days per year.
3. Participate in on-site visits and evaluations. This takes approximately 5 to 7 days per visit to prepare for and conduct the visit. Each board member could be asked to participate in one on-site visit during his/her term.

Payment of Expenses

At the present time, all expenses are covered by CCAPP.

Information Needed from AFPC

AFPC's views on the accreditation process and procedures.

Dissemination of Information from CCAPP

Annual reports to AFPC and perhaps from time to time reports on special issues in the Newsletter.

Length of Appointment to CCAPP

Not more than two three-year terms, which could be a total of six years.

Role

To represent the views of faculty across Canada with respect to the accreditation of undergraduate pharmacy programs.

GENERAL INFORMATION CONCERNING MEMBERSHIP ON THE PHARMACY EXAMINING BOARD OF CANADA (PEBC)

Eligibility (Section 9 of the Act)

Registration under the Act is a prerequisite for the Board membership with the exception of the ex-officio members (i.e. the President and the Executive Director of CPhA).

Term of Office (Section 6(3) - 6(8) of the Act)

With the exception of the ex-officio members, each Board member shall have a term of office of three years and shall be eligible for reappointment.

No Board member shall serve more than two consecutive terms or serve as a member in more than one capacity at any one time.

The term of office of a Board member is defined as a period commencing after the close of an Annual Board meeting to the close of the Annual Board meeting following the expiration of the member's term.

Duties and Responsibilities (By-Law 5.3)

The Board shall be responsible for the control and direction of all activities of the Board, its committees, the disbursement of its funds and the determination of its policies. It may adopt such rules and regulations for the conduct of its business as may be deemed advisable. The Board may delegate to any committee or officer such specific powers, duties and authority of the Board as may lawfully be granted.

Board members shall:

- (a) promote the purpose of the Board as defined by the Act,
- (b) present their respective appointing bodies' opinions and concerns regarding the activities of the Board,
- (c) serve on various Board committees,
- (d) attend the Annual Board meeting and other meetings of the Board,
- (e) give input towards the development of Board policy, and
- (f) report regularly to their respective appointing bodies on Board policies and activities.

Standard of Care (By-Law 5.4)

Every member and officer of the Board shall exercise the powers and discharge the duties of his office honestly, in good faith and in the best interests of the Board, and in connection therewith shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable

circumstances. Notwithstanding that a member may be the nominee of a body, group or organization, he shall not be required to act as a delegate thereof and shall act in accordance with his own best judgment.

Meetings

Annual Meeting (By-Law 5.5)

The Annual Board meeting shall be held at the head office or elsewhere, as the Board may from time to time determine.

Whenever possible, the Annual meeting is scheduled over the weekend and is generally held on the first Saturday in February in Toronto.

At the time of the Annual meeting, the various standing committees of the Board meet.

**SPECIFIC INFORMATION CONCERNING THE AFPC APPOINTEES TO
THE PHARMACY EXAMINING BOARD OF CANADA (PEBC)**

Bilingual Member

One of the two AFPC appointees must be fluent in both the English and French languages.

Committee Assignments and Responsibilities

Both AFPC appointees are members of the Panel of Examiners and one chairs a subgroup of the Panel.

As such, they are required to submit and review examination questions throughout the year and usually each member appointee would attend one meeting annually in addition to the Annual Board and committee meetings. An honorarium and reimbursement of meeting expenses are provided to each appointee.

The AFPC appointees are also members of, and one chairs, the Committee on Examinations, which is responsible for making policy recommendations concerning the examinations to the Board.

APPENDIX D

BASICS OF PARLIAMENTARY PROCEDURES

BASICS OF PARLIAMENTARY PROCEDURE FOR AFPC MEETINGS

All Mid-Year and Annual Meetings of the AFPC Executive and Council, the Annual General Meeting, and any special meetings of the Association follow Bourinot's Rules of Order. Under the rules of parliamentary law, a deliberative body is a free agent -- free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members. The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on a maximum number of questions of varying complexity in a minimum time.

In keeping with these principles, the following procedures are used at all AFPC meetings:

1. All matters requiring action must be duly moved and seconded.
2. Recommendations will be the only part of a report which will be read at the meeting. If a recommendation is to be acted upon, a motion for acceptance or approval is required.
3. Only those reports submitted to the Executive Director and distributed to Executive and Council prior to the meeting will be considered. For procedural reasons, reports from the Nominating Committee and Executive Director may be exceptions to these rules. The date of submission (usually SIX weeks prior to the meeting) of all reports shall be specified by the President of the Association and this information will be transmitted to the Chair of the Committee.
4. Verbal Reports from Committees will not be received.
5. The purpose of seconding a motion is to allow the topic to be discussed at the meeting. Without a second, the topic is not brought forward. Seconding the motion does not imply agreement with the motion; the seconder merely agrees that the topic shall be discussed.
6. The Chair of a committee (if a Council member) usually moves the receipt/acceptance of the report for discussion, as well as the recommendations contained therein. If the Chair is not a Council Member, a Council Member shall move the receipt/acceptance of the report. If the Chair or committee members are not at the meeting, members of Council must move/second recommendations in the report prior to discussion. Receiving a report and its recommendations for discussion does not imply Council endorsement of such report.
7. A Council member may not speak to a motion a second time until all members present have had an opportunity to be heard.
8. All questions must be addressed to the presiding officer.
9. New or incidental matters will not be entertained during discussion of established agenda items but can be introduced under New Business.

APPENDIX E

GUIDELINES FOR GENERAL AND TRAVEL EXPENSES

GUIDELINES FOR GENERAL AND TRAVEL EXPENSES

All members of the Executive, Council and Representatives to other Organizations will be provided with an expense form to be completed prior to, or following, travel.

As a general policy the following guidelines apply to all expenses:

Transportation

Ground transportation	-	Taxi or public Transport
Airfare	-	Economy*
Car travel	-	\$0.35/km (up to the value of economy* airfare).
Other Public transport	-	Actual costs (up to the value of economy* airfare)
Parking	-	Daily rate

(Receipts are required for the above expenses)

*NOTE: Due to the need to control expenses and the fluctuating nature of airfares, members are required to obtain the lowest available airfare and are thus instructed to arrange for transportation early.

Accommodation

Hotel	Daily single room rate
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(Receipts are required for the above expenses)

Meals

A per-diem of \$35.00 will be provided, including travel days, unless include with registration or reimbursed by another organization. Receipts are not required.

Other Expenses

Telephone expenses will be reimbursed if required as part of the duties on behalf of the Association by a member of the Executive, Council or Representatives. Receipts are required.

Other expenses shall not be reimbursed unless prior approval has been obtained from the Executive Director.

ASSOCIATION OF FACULTIES OF PHARMACY OF CANADA

STATEMENT OF EXPENSES

Travel Costs (Air): Air: _____
(Return airfare, plus ground transportation;
attach receipts)

Ground: _____

Travel Costs (Automobile):
_____ Km at \$0.35/Km _____

Hotel Room (Attach receipts): _____

Per Diem:
_____ Days at \$35.00/day _____

Total Expenses _____

Less Advance (if any) _____

Balance Owing _____

or

Residual Amount Remaining from Advance (if any) _____

Name: _____

Faculty: _____

Date: _____

Signature: _____