

Dear Member:

**Re: Call for nominations: District Representatives**

Pursuant to the bylaws of the Ontario Pharmacists Association, I hereby present a Call for Nominations for candidates to run for election as a board member nominated from Districts M, L, K & P to serve on the Board of Directors for a three-year term beginning at the 2024 Annual General Meeting.

The Ontario pharmacy sector is undergoing significant financial pressures and competitive challenges that affect pharmacists' ability to deliver quality and innovative care to their patients.

Your Board of Directors is seeking passionate and enthusiastic pharmacists to run for election. Possessing the qualifications that follow, you are ready to contribute to OPA in fulfilling its mission to advance the pharmacy profession as a vital healthcare provider through advocacy, innovation, and support services.

**Qualifications**

To be eligible for nomination, you must:

- have voting status outline in [OPA By-Law No. 1](#) (Owner's Bundle, Owner/Manager, Staff/Relief, New Practitioner, Other Pharmacist or Honorary member of OPA);
- be a member in good standing with the Association as well as the Ontario College of Pharmacists (OCP);
- have three nominators who are full (voting) members of OPA and are from the same electoral district;
- be nominated in accordance with the procedures set out in the nomination form;
- be free of any real or potential conflicts of interest which could present an impediment to the Association's business;
- on or before February 29, 2024, live or work in the district as identified in the Correspondence Address in the OPA membership database as their designated district. For greater clarity, this address represents that of the primary residence or the primary place of practice of the Member to which postal communications to the Member are made as set out in the Association database and declared by the Member as their preferred address;
- not have had a finding of professional misconduct and/or incompetence in the previous three years leading up to the date of declared candidacy;
- not be the subject of any current/ongoing disciplinary proceedings by the OCP, and
- if the candidate has resigned or was removed from the Board or has resigned or was removed as an employee of the Association, said person cannot run for office for a period of three years after their resignation or removal.
- be nominated in accordance with the procedures set out in the nomination form

**Term**

If elected, you will serve a three-year term beginning at the 2024 Annual General Meeting and ending at the 2027 Annual General Meeting.

**Roles and responsibilities**

The District Representative is required to:

- attend, in person, four to six Board meetings per board year;
- attend the Annual General Meeting;
- liaise with members on an on-going basis;
- serve on at least one Board committee; and
- be available for teleconferences and other Association work as required.

If elected, you will become a Director of a not-for-profit organization incorporated in Ontario. All Board members are required to comply with the Board of Directors Charter and the Code of Conduct, and perform the tasks as outlined in the [Individual Director's Job Description](#).

**Benefits**

Serving as a director of the OPA Board offers several benefits. You will have the opportunity to guide and provide leadership to those who manage the business affairs of OPA and help shape the future of the pharmacy profession. Most importantly, you can give back to your professional community and network with other Board colleagues.

Recognizing that your time is volunteered, OPA has a reimbursement guideline that includes a per diem, meal allowance, overnight accommodation, travel/parking and mileage.

**Nomination deadline**

Please submit your completed nomination form together with the required documents by email to [elections@opatoday.com](mailto:elections@opatoday.com) no later than **Friday April 5<sup>th</sup>, 2024 at 5:00pm**.

Thank you in advance for considering this important opportunity to help shape the future of the pharmacy profession in Ontario.

Sincerely,

Justin Bates  
Chief Executive Officer



**Ontario Pharmacists Association Board of Directors  
2024 - 2027 District Representative Nomination Form**

(RETURN THIS FORM to [elections@opatoday.com](mailto:elections@opatoday.com) NO LATER THAN April 5, 2024 at 5:00pm)

**NOMINEE INFORMATION:**

Name: \_\_\_\_\_ OPA member #: \_\_\_\_\_

District:  Central Ontario (Postal Code M)  Central Ontario (Postal Code L)  Eastern Ontario (Postal Code K)  Northern Ontario (Postal Code P)

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ (cell): \_\_\_\_\_

Email: \_\_\_\_\_

**SIGNATURES OF NOMINATORS:** *(Please print your full name)*

(1) *(sign)* \_\_\_\_\_ Email/Tel: \_\_\_\_\_

*(print)* \_\_\_\_\_ OPA member #: \_\_\_\_\_

(2) *(sign)* \_\_\_\_\_ Email/Tel: \_\_\_\_\_

*(print)* \_\_\_\_\_ OPA member #: \_\_\_\_\_

(3) *(sign)* \_\_\_\_\_ Email/Tel: \_\_\_\_\_

*(print)* \_\_\_\_\_ OPA member #: \_\_\_\_\_

**This nomination is placed with my consent:**

\_\_\_\_\_

*(SIGNATURE OF NOMINEE)*

**Important Notes:**

1. The nominee must be a current member of the Ontario Pharmacists Association (OPA) and must commit to serving a full three-year term beginning at the 2024 Annual General Meeting.
2. All nominators must be current voting members of OPA whose primary address with the Association is within the nominee's Postal Code District.
3. Nominee certifies that he/she meets By-law Section 6.08.



**NOMINEE QUESTIONNAIRE:**

1. Why do you want to become a member of the OPA Board of Directors?

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2. What specific skills, competencies or expertise would you bring to the Board?

- |  |   |
|--|---|
| <input type="checkbox"/> Pharmacy practice   | <input type="checkbox"/> Advocacy                                 |
| <input type="checkbox"/> Strategy  | <input type="checkbox"/> Risk Management                          |
| <input type="checkbox"/> Technology/Digital  | <input type="checkbox"/> Director training and development        |
| <input type="checkbox"/> Audit and finance   | <input type="checkbox"/> Third party payors, specific to pharmacy |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Media / Communications                   |
| <input type="checkbox"/> Human resources, areas around legislation and regulatory compliance |   |
| <input type="checkbox"/> Membership recruitment and retention                                |   |
| <input type="checkbox"/> Other skills you feel may be an asset to OPA: _____                 |   |

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3. Describe any previous Board experience (organization, role and years of service):

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4. Describe your volunteer experience (organization, role and years of service):

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5. Board members are required to: prepare for and attend in person four to six Board meetings per year; prepare for and attend the Annual General Meeting; liaise with their district members on an on-going basis; serve on at least one Board committee; and be available for teleconferences and other Association work as needed. Is this a commitment you can make?

- YES                       NO



6. Please indicate which board committee(s) is/are of most interest to you:

- Audit and Finance
- Governance and Nominating
- Human Resource and Compensation

7. Please describe any other experience you consider relevant:

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For this application to be valid, please submit the following documents together with this form.

- a head and shoulder shot of the nominee (colour and/or black and white)
- a statement of not more than 120 words (including headings, titles, etc.) containing biographical information about the nominee
- an election statement of not more than 500 words (including headings, titles, etc.)

Completed nomination form together with the required documents should be submitted by email to [elections@opatoday.com](mailto:elections@opatoday.com) no later than **Friday, April 5<sup>th</sup> 2024 at 5:00pm**