



Who We Are

Founded in 1891, the College of Pharmacists of British Columbia is located on the traditional, ancestral and unceded lands of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh). The College is a BC health regulatory body and is a vital link in the chain of trust between patients, pharmacists, and pharmacy technicians; Its job is to protect the health and safety of the public by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. The College is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

Achieving Excellence Canada's Gold Certification further establishes the College as a modern, relevant, and progressive organization, which can continue to fulfill its duty to protect the public within an ever-changing provincial health landscape. The College believes in integrity, transparency, and excellence. As part of our team, you can expect to be treated professionally and with respect. We strive to work hard as a team to succeed, while supporting our staff in achieving a healthy work-life balance.

Our Values

Accountability

- *We value the importance of our work and take responsibility for our decision, words and actions.*

Integrity

- *We act ethically, honestly and in good faith.*

Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

Our Diversity, Equity and Inclusion Commitment

The College is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report, and acknowledged as a gap in our staff complement at the College, we are very interested in recruiting Indigenous individuals and encourage their applications.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The College seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair, and honest. The College also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

About the Role

Based in the BC lower mainland, the College is seeking a proactive, resourceful, and diligent individual with over 5 years of work experience supporting executives in a regulatory or professional organization to take on a temporary term as **Board Governance Specialist**. This position is responsible for providing support to the Registrar's office on Board Governance deliverables such as drafting correspondence, reviewing board materials and coordinating board governance initiatives. This role will be assisting the Board Governance Lead and the Registrar and CEO to ensure the College's Board meets its governance, legal and fiduciary requirements under the Health Professions Act (HPA) (and future Health Professions and Occupations Act (HPOA)) in order to fulfill the College's mandate.

The successful candidate will have exceptional written and verbal communication skills and has a broad knowledge of governance models. The individual has strong business acumen and can decipher priorities. As well, it would be an asset for the candidate to have a governance professional designation and have undertaken training related to Indigenous Cultural Safety, anti-racism and/or diversity, equity and inclusion.

Essential Duties

Support to the Registrar/CEO

- Assists the Board Governance Lead and/or the Registrar and CEO in the completion of outstanding action items and deliverables.
- Drafts and reviews documents including correspondence, briefing materials, and confidential materials (e.g. sensitive business information and personnel matters, etc.) for the Board Governance Lead or the Registrar and CEO.
- Tracks completion of any other actions resulting from the Registrar and CEO's mail and other incoming correspondence.
- Works with the Communications Department to draft, review, and coordinate presentations as directed by the Board Governance Lead and/or the Registrar and CEO.

Support to the Board

- Liaises, supports and engages with Board members to fulfill requests for information related to Board governance; and facilitates the flow of relevant information between the Board and the Registrar and CEO.
- Maintains a record of Board decisions and how they have been implemented.
- Maintains up to date knowledge of the College's business and its operations, and the Board's strategic plan, commitment statements, mission, vision and values to advise College staff on content of briefing material and presentations as directed by the Board Governance Lead and/or the Registrar and CEO, as necessary.
- Together with the Board Governance Lead, receives all Board briefing materials, prepared by other departments and staff, from the Executive Assistant and Board Coordinator and reviews, edits as necessary, and provides feedback to ensure consistency and completeness; reviewed briefing materials are provided back to the Executive Assistant and Board Coordinator to compile and provide to the Registrar and CEO for their final review.
- Drafts and reviews Board meeting presentations.
- Works with the Executive Assistant and Board Coordinator as required and acts as the backup, to make the arrangements for Board meetings, Annual General Meetings and other Board events as required.
- Attends all Board meetings and acts as a backup to the Executive Assistant and Board Coordinator to record accurate meeting minutes.
- Attends all Board meeting dry runs (pre) and debriefs (post) and provides, tracks, and applies meaningful feedback.
- Together with the Board Governance Lead, maintains the Board Handbook and Policies and other Board resources as required and ensures they are reviewed on a regular pre-determined cadence to ensure best practice.

Essential Duties (*continued*)

- Together with the Board Governance Lead, acts as collaborator and process expert between the Board and the College staff.
- Works with the Executive Assistant and Board Coordinator as needed to assist with the coordination of the annual Board election process– from the nomination phase to post election phase.

Support to the Governance Committee

- At the direction of the Board Governance Lead or the Registrar and CEO, works with the Executive Assistant and Board Coordinator to support the Governance Committee, and any other Board committees with items that are governance and/or advisory related.
- Works with the Governance Committee to ensure Board Meeting Evaluation feedback is tracked, reviewed, and acted upon appropriately.
- Reviews, updates, and maintains the Committee volunteer selection process on a regular yearly basis.
- Works with the Executive Assistant and Board Coordinator to ensure that College Committee volunteer applications are vetted and managed appropriately for recommendation to the Governance Committee.
- conducts environmental scans of other health/pharmacy regulatory Colleges and other relevant bodies regarding governance best practices and provides recommendations for improvements to the Registrar/CEO and the Governance Committee.

Qualifications, Skills and Knowledge

- Post-secondary education with at least 5 years of relevant work experience in supporting an executive position (or an equivalent combination of education and experience).
- Experience working in a regulatory/professional organization.
- Certificate or designation as a governance professional is an asset.
- Anti-racism and/or diversity, equity and inclusion training or equivalent self-directed training is an asset.
- Indigenous Cultural Safety training or equivalent self-directed training is an asset.
- Exceptional written and verbal communication skills.
- Broad knowledge of governance models and their application.
- Exceptional ability to organize work duties, set priorities and deliver results under pressure.
- Ability to manage multiple partners in achievement of goals within deadlines.
- Strong interpersonal skills with the ability to manage own emotions.
- Ability to work individually and in collaborative teams.
- Proficient in Microsoft Office (Intermediate to Advanced level in Outlook, Word, Excel, PowerPoint).
- Digital acumen with an understanding of adopting or using appropriate technologies.
- Extensive skills in schedule management and meeting coordination.
- Good knowledge of office procedures.
- Ability to exercise diplomacy, tact and discretion when working with confidential and/or sensitive information.
- Ability to build and maintain effective working relationships with all stakeholders.
- Ability to maintain tact when dealing with diverse groups of people with different personalities.
- Ability to use a commonsense approach and demonstrate sound judgement.
- Strong detail orientation and drive for accuracy
- Ability to problem solve and analyze situations to recommend solutions.
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve.
- Commitment to excellence.

Salary and Benefits

The compensation for this position is \$72,000 to \$85,000 annually based on a 35-hour work week. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

The College provides a competitive compensation; an attractive paid-time off package that gives annual vacation, personal days, and additional days off during the year-end office closure; and extended benefits that include healthcare a defined benefit plan with the Municipal Pension Plan. We have a flexible work environment that includes a hybrid work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

How to Apply

The College offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to hr@bcpharmacists.org by end of day **Monday, April 29, 2024**. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

**Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*