November 1,2023

# 

# Dear Pharmacy Technician:

# Re: Call for nominations: Pharmacy Technician Representative

Pursuant to the bylaws of the Ontario Pharmacists Association (OPA), I hereby present a Call for Nominations for candidates for the Governance and Nominating Committee to consider and recommend for approval by the OPA Board of Directors to fill a (one) vacancy at the Director-At-Large position and stand for a three-year term.

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 pharmacy technician to be appointed in the Director-At-Large position on the Board of Directors. 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. OPA has over 2,000 pharmacy technician members and this voice is vital to our advocacy efforts.

**Qualifications**

To be eligible for nomination, you must:

* be a current Pharmacy Technician member of OPA, and a regulated member in good standing of the Ontario College of Pharmacists (OCP)
* be free of any potential conflict of interest which could present an impediment to the Association’s business
* not have had a finding of professional misconduct and/or incompetence in the past three years
* not be the subject of any disciplinary proceedings by OCP
* be nominated in accordance with the procedures set out in the nomination form

**Term**

If appointed, you will serve a three-year term beginning upon approval of the Board of Directors.

**Roles and responsibilities**

The Pharmacy Technician representative of the Board is required to:

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

If appointed, 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](https://opatoday-my.sharepoint.com/:b:/p/ckirolous/EY7GhfpCmkxHsPS6Gzq6u-gByk7wReay8xcj2pxxS2jVOw?e=5JwPj7) and the Code of Conduct, and perform the tasks as outlined in the [Individual Director’s Job Description](https://opatoday-my.sharepoint.com/:b:/p/ckirolous/EQWfeAcNIBFGgJOgjiN1rxkBjDYt19Od25raq4P6cMuVdQ?e=oKD4Df). It is important that you review these documents before completing the application form.

**Benefits**

Serving as a Director of OPA offers several benefits. As a Director you are able to guide and provide leadership to those who manage the business and affairs of OPA and help shape the future of the pharmacy profession. Most importantly, you are able to give back to your professional community and network with other Board colleagues.

OPA has a reimbursement guideline that includes a per diem, meal allowance, overnight accommodation, travel/parking and mileage. If you would like information on these guidelines, please contact Chris Kirolous at [ckirolous@opatoday.com](mailto:ckirolous@opatoday.com) or 416-441-0788 ext. 4228

**Nomination deadline**

Please submit your completed nomination form together with the required documents by email to [ckirolous@opatoday.com](mailto:ckirolous@opatoday.com) no later than **November 30, 2023**

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**

**Pharmacy Technician Observer**

**2023 - 2025 Pharmacy Technician Representative Nomination Form**

**(RETURN THIS FORM NO LATER THAN - November 30, 2023)**

**NOMINEE INFORMATION:**

Name:       OPA member #:

Address:

Organization:

Position:

Telephone (work):       (cell):

Email:

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

(l) *(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 December 11, 2023.
2. All nominators must be current members of OPA from postal code district K, L M & P
3. Nominee certifies that he/she meets By-law Section 6.08.
4. Why do you want to become a member of the OPA Board of Directors?

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

Pharmacy practice  Advocacy

Strategy  Risk Management

Technology/Digital  Director training and development

Audit and finance  Third party payors, specific to pharmacy

Education  Media / Communications

Human resources, areas around legislation and regulatory compliance

Membership recruitment and retention

Other skills you feel may be an asset to OPA:

1. 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 five 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 are able to make?

YES  NO

1. 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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In order 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 [ckirolous@opatoday.com](mailto:ckirolous@opatoday.com) no later than **November 30, 2023**