COLLEGE OF PHARMACY
OF NEWFOUNDLAND AND LABRADOR

CALL FOR EXPRESSIONS OF INTEREST

Suite 201
145 Kelsey Drive
St. John's, NL, A1B 0L2

709-753-5877
1-877-453-5877
inforx@cpnl.ca
cpnl.ca

ABOUT THE BOARD

In accordance with Section 2.15 of the College of Pharmacy of Newfoundland and Labrador (CPNL) Bylaws, CPNL is currently seeking expressions of interest from members of the public for an appointment to the Board of Directors as a Board-appointed public representative.

CPNL, established by legislation in 1910, is the regulatory body for the practice of pharmacy in the province of Newfoundland and Labrador.

To fulfill its obligation of public protection, CPNL:

- registers pharmacists, pharmacy technicians, students, and interns, and licenses pharmacies.
- establishes and maintains a quality assurance program to promote high standards for the practice of pharmacy.
- develops standards, guidelines , and policies for the practice of pharmacy and the operation of pharmacies.
- responds to and manages complaints and discipline relating to the practice of pharmacy.

Vision

Quality pharmacy practice and patient-centred healthcare through leadership and collaboration.

Mission

The College of Pharmacy of Newfoundland and Labrador protects the public by regulating the profession of pharmacy to ensure quality and ethical care.

Values

CPNL's activities and decisions are based on the following values:



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RESPONSIBILITIES

BEING A BOARD MEMBER

Service to the profession through service on the Board.

BOARD MEMBER RESPONSIBILITIES

Term

Public representatives are appointed for a three-year term and are eligible to be re-appointed for up to nine consecutive years.

Commitment

- Prepare for and attend quarterly full-day board meetings for the duration of the appointment, the annual general meeting, and additional special meetings as needed.
- Participate in board committees and task forces, as needed.
- Actively participate in board communications and training.

Key Responsibilities

- Public Protection: Always act honestly, in good faith, and in the public interest.
- Compliance: Comply with the Act, Regulations, Bylaws, policies, and other governing documents of CPNL.
- Respect: Act in a respectful and courteous manner and foster an environment that is free from harassment and discrimination, culturally safe, and that values diversity.
- Ethics: Do not use information obtained through their position as a board member for personal gain and must not accept inappropriate gifts, entertainment, hospitality, or favours.
- Preparedness: Stay informed on matters relevant to governing CPNL and actively monitor for and review correspondence on board issues. Review all required materials in advance of board meetings and come prepared to fully participate in discussion on the matters listed on the meeting agenda.
- Participation: Participate actively and constructively in the business and discussions of the board and share ideas and opinions on relevant issues.
- Competence: Exercise the care, diligence, and skill of a reasonably prudent person in comparable circumstances.
- Confidentiality: Sign and adhere to the CPNL Confidentiality Agreement, and all confidentiality requirements established by law.
- Conflicts of Interest: Avoid and report all conflicts of interest, stepping back from relevant discussions or decisions as appropriate.
- Unity: Support decisions of the board, whether or not they voted in favour of the decision.
- Organizational Reputation: Avoid any conduct that may bring the reputation of CPNL into disrepute.

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QUALIFICATIONS

BOARD EOI

BOARD MEMBER QUALIFICATIONS

Competencies

Diversity in the backgrounds, skills, and experience of appointed board members can enhance the effectiveness of the board by bringing a wider range of perspectives and knowledge. Knowledge or experience in the following areas would be welcome:

- Board governance
- Regulatory oversight for public safety/ protection
- Financial management/oversight
- Law
- Healthcare delivery
- Government relations
- Strategic planning and decision-making
- Indigenous health
- Equity, diversity, and inclusion

Eligibility

An individual is ineligible to be appointed as a CPNL public board member if the individual:

- is currently or formerly registered as a pharmacy professional with CPNL.
- is an employee or a contractor that provides services to CPNL.
- is or has been an employee, officer, director, or board member of a professional association or labour union that represents CPNL registered pharmacy professionals within the previous twelve months.
- is a regulated professional and is the respondent in an outstanding allegation filed with another professional regulatory body within or outside of Newfoundland and Labrador.
- is charged with an offence under the provisions of the Controlled Drugs and Substances Act (Canada), the Criminal Code, or a similar penal statute of another country and the matter has not been resolved.
- is a regulated professional and has, within Newfoundland and Labrador or another jurisdiction:
    - been found guilty of conduct deserving of sanction by an adjudication tribunal or similar entity of a professional regulatory body where the decision or order suspends the individual; allows or directs the surrender of the individual's licence or registration; restricts the individual's practice; or specifies conditions for the continuing practice of the individual; or
    - has acknowledged engaging in conduct deserving of sanction pursuant to a settlement agreement, undertaking, voluntary agreement, or other agreement of a similar nature that suspends the individual; allows or directs the surrender of the individual's licence or registration; restricts the individual's practice; or specifies conditions for the continuing practice of the individual;

  unless a period of six years has passed since all suspensions, restrictions, and conditions in the decision, order, settlement agreement, undertaking, or voluntary order have been lifted.
- The individual has been convicted or found guilty of an offence under the provisions of the Controlled Drugs and Substances Act (Canada), the Criminal Code, or a similar penal statute of another country, for which the individual has not been pardoned.
- The individual is an adverse party in litigation or an appeal or judicial review application against CPNL, the board, a committee of CPNL or the board, a panel of a committee of CPNL or the board, or any of CPNL's or the board's members, officers, employees, or agents.

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EXPRESSION OF INTEREST FORM

BOARD EOI

_____
Full Name (Please Print)

_____ _____
Phone # Email Address

Please provide a short, 4-5 sentence, bio, including any relevant experience.

Why are you interested in serving on the CPNL Board of Directors?

Interested candidates must review the Becoming a Board Member orientation on cpnl.ca, which can be found by clicking the About tab on the home page, selecting the Meet the Board page and scrolling to the bottom of the page. Candidates must also submit a current résumé or C.V. (if available).

The completed Expression of Interest Form, Declarations, and résumé or C.V. must be received at the CPNL office no later than Wednesday, December 16, 2026.

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DECLARATIONS

BOARD EOI

Please complete this declaration form and submit it with your expression of interest.

I make the following declarations in support of my expression of interest for appointment to the College of Pharmacy of Newfoundland and Labrador (CPNL):

- ☐ I will make decisions in the public interest, completely setting aside my personal and professional interests.
- ☐ I have the moral courage to make difficult decisions that may be contrary to the interests of pharmacy professionals provided they are in the public interest.
- ☐ I am committed to the vision, mission, core values, and strategic goals of the board.
- ☐ I will abide by the *Pharmacy Act, 2024*, its regulations, CPNL Bylaws and all relevant governing documents approved by the board.
- ☐ I will commit the time required to fulfill my duties as a board member.
- ☐ I understand that the board is a governance board and is not involved with the day-to-day operations of CPNL.
- ☐ I am willing to enable the board to speak with one voice.
- ☐ I will comply with the *Board Member Code of Conduct* and all confidentiality and conflict of interest rules of the board.
- ☐ I have reviewed the CPNL *Becoming a Board Member* presentation.
- ☐ I am eligible to serve as a board member as per the *CPNL Bylaws*.

_____ _____

Signature of Candidate Date