

# AFPC Executive Director

## THE OPPORTUNITY

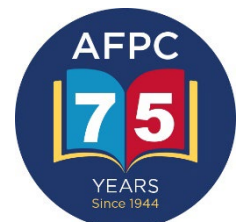
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The Association of Faculties of Pharmacy of Canada (AFPC) is seeking a new Executive Director to lead the organization and champion its mission of advancing pharmacy education and research in Canada. AFPC is the national voice for academic pharmacy, providing leadership and resources for faculty members across Canada. Its vision is better health for all Canadians through excellence in academic pharmacy. The Strategic Plan is built around four key strategic priorities: pharmacy education, scholarship of teaching and learning, innovation and research, and advocacy.

Founded in 1944, AFPC is a registered charity and is governed by a Board of Directors. Voting members are the Council of Deans and the Council of Faculties, which are made up of representatives from each of the 11 Canadian pharmacy schools. About 750 pharmacy faculty are associate members of AFPC. Almost 1,300 new pharmacists graduate each year and about 700 students are enrolled in graduate programs. AFPC is a member organization of the Canadian Pharmacists Association.

The new Executive Director will be responsible for advancing AFPC's mission and strategic plan. The ED serves as the chief staff executive and is responsible to the Board of Directors to effectively conduct the organization's affairs. The ED manages day-to-day operations and ensures sound financial control, anticipates and responds to the needs of AFPC's member schools of pharmacy, and liaises with key stakeholders. A positive and productive relationship with the Board of Directors, Councils, members and stakeholders is integral to the work of the Executive Director.

This position is 15 days per month (average), working from a home office. Two part-time administrative staff provide support. The ED will represent AFPC at a variety of events and meetings; some travel is required.



# EXECUTIVE DIRECTOR ROLE

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Reporting to the Board of Directors, through the President, the Executive Director is responsible for advancing AFPC's mission and strategic plan. The ED serves as the chief staff executive and is responsible for effectively conducting the organization's affairs. The ED manages day-to-day operations and ensures sound financial control, consistent with Board policy, anticipates and responds to the needs of AFPC's member schools of pharmacy, and liaises with governments, health and pharmacy organizations.

A positive and productive relationship with the Board of Directors, Council of Deans, Council of Faculties Councils, members and stakeholders is integral to the work of the Executive Director. Working relationships include the AFPC President and Board of Directors, Councils, chairs of AFPC standing committees, special interest groups and working groups, national pharmacy, health and education organizations, federal government and funding agencies.

## Key Responsibilities

### *Governance and leadership*

- Contribute to excellent organizational performance by providing sound business. direction, effective governance support and advice to the Board and Councils.
- Act as a resource to the Board of Directors, Council of Deans and Council of Faculties so that policy decisions are made on an informed basis.
- Keep the Board and Councils fully informed of all significant operational, financial and other matters relevant to the Association, including legal, regulatory and governmental policy developments.
- Organize, attend and participate in Board and Council meetings, including preparation of materials and recording minutes.
- Gather, interpret and articulate information to the Board and Councils about academic pharmacy trends and issues as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning.
- Provide an effective orientation for incoming Board and Council members.

### *Financial operations and stewardship*

- Ensure sound financial management and effective risk management of the association, including the annual audit, and in compliance with Canada Revenue Agency and Charities Canada requirements.
- Work with the Treasurer to develop and monitor the annual budget, within the context of the faculty fees model and other funding, and provide recommendations to the Board.
- Maintain AFPC's corporate and financial records, and keep current all corporate forms and by-laws.

- Develop, update and monitor strategic and business plans.
- Identify, prioritize and provide advice to aid the Board in accessing potential funding.
- Develop requests and proposals for funding, and adhere to requirements of contracts and agreements.
- Ensure appropriate contract staffing consistent with member needs and within the constraints of the organization’s financial resources.
- Recruit, select, orient, train and evaluate staff.
- Develop and maintain job descriptions for staff and the policy and procedures manual.

***Develop, deliver and monitor programs and services***

- Develop programs and services consistent with member needs and manage AFPC programs/initiatives, including but not limited to, the annual awards program, pharmacy education data, online learning modules, educational outcomes, and the academic electronic health record.
- Oversee the management of the AFPC annual Canadian Pharmacy Education and Research Conference (CPERC), including budget, contract process for venues and services, space and catering requirements, marketing, speaker program, software for registration and abstract/speaker management, and supporting the CPERC working group.
- Monitor member needs on an ongoing basis and be aware of changing context within which programs and services are provided.
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization.
- Annually prepare and provide to the Board and Councils, and other applicable bodies, summary reports of programs and services, including recommendations for future improvement and change.
- Support collaboration and scholarship across the 11 schools of pharmacy, through committees, special interest groups, research and education initiatives.
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Assist committees, special interest groups and working groups in defining and implementing terms of reference.

***Establish, maintain and advance interests and external relations***

- Develop and provide information about AFPC’s goals, programs and services.
- Initiate and develop relationships with a broad range of stakeholders, including national pharmacy organizations, other national health/education organizations, federal government and government agencies.
- Advocate and amplify the voice of pharmacy education in Canada by liaising with the national academic, pharmacy and health community.
- Represent the organization on appropriate external committees, networks and joint projects.

Note: The foregoing list of duties is not exhaustive, and additional related duties may be assigned by the Board.

# CANDIDATE PROFILE

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## Required Qualifications, Skills and Experience

- Related education (e.g., management degree, pharmacy or education professional degree) or equivalent experience
- A background in pharmacy and ability to communicate in French are assets
- Experience in governance and management of a not-for-profit health or educational organization
- Experience in initiating, planning, implementing and evaluating strategic plans, programs and services
- Financial acumen, with the ability to manage the AFPC budget and ensure financial stability of the organization
- Strong administration, management and leadership skills
- Superior communication abilities and a consultative leadership style, with the ability to network and collaborate with people at different levels and in different settings/ organizations
- Knowledge of issues facing post-secondary education, pharmacy, healthcare and not-for-profit associations
- Competency with respect to equity, diversity, inclusion, cultural safety, Indigenization and decolonization.

## TO APPLY

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To apply, please send a cover letter and current résumé to [admin@afpc.info](mailto:admin@afpc.info). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy. Applications received by September 5, 2024, will be given full consideration. However, applications will continue to be reviewed until the position is filled. We thank all applicants for their interest, however only those under consideration for the role will be contacted.

For more information, see <https://afpc.info/> or contact:

**Ms. Janet Cooper**  
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**Dr. Jane Alcorn**  
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