

To the CPS Member Organisations
representatives

Elections for the Executive Committee (ExCo) of the Community Pharmacy Section.

We are pleased to inform you that there will be 3 vacancies -

- one as President and,
- two as Ordinary members of the Executive Committee

- to be filled at the **meeting of the Steering Committee Tuesday 13 September 2022** since Mr Daragh Connolly, President (Ireland), and Ms Leonila Ocampo (the Philippines) and Dr R (Sham) Moodley (South Africa), ordinary members, will have completed their terms of office.

The election for President will be contested prior to the election for the Executive Committee vacancies.

If a current Executive Committee member is elected as President, his/her position will have to be filled in during the meeting.

According to the Statutes, the members of the Executive Committee shall be from different countries. You can see the nationalities of the current ExCo members at: <https://www.fip.org/community-pharmacy>

The roles of the ExCo Ordinary Member may vary according to the internal decision of the ExCo, while the President shall represent the Section on the Council of FIP. The President (and the Secretary) shall represent the Section on the Board of Pharmaceutical Practice. The President shall be elected for a single term of 4 years. Members of the Executive Committee shall be elected by the Steering Committee for a 4-year term and may be re-elected for one additional 4-year term.

We hereby invite you to nominate a candidate on behalf of your Association.

If you wish to accept the invitation, we kindly ask you to submit your nomination to the Secretariat (email: cps@fip.org / j.acostapharm@gmail.com) **no later than 24 July 2022**.

The nomination must provide detailed information in English on the candidate, including:

1. a short **biography** (max. one A4 page)
2. a **photo** of the candidate
3. a **statement** (max. two A4 pages) from the candidate with a short outline of the expected contribution the candidate will bring to the Community Pharmacy Section.
4. a reference to which **position** your proposed candidate is applying for (President or Ordinary Member).
5. a **letter of support** from the nominating FIP-CPS Member Organization.

Candidates will have the opportunity to give a **3-minute presentation** to the Steering Committee as part of the election process. Candidates can send in advance a **recording** of their 3 min presentation (**deadline 14 of August 2022**; email: cps@fip.org / j.acostapharm@gmail.com), or present **live online** during the Steering Committee meeting.

Please find attached a Q&A, which you might find useful in understanding the roles and responsibilities of Community Pharmacy Section ExCo members.

Please note that candidates must be **individual members of FIP and of the Community Pharmacy Section** at the time of nomination, and that it is expected that expenses incurred by elected representatives be met by the national pharmaceutical organisations/FIP Member organization submitting the nomination, or by private arrangements made by the representative. The Section will not be responsible for financial reimbursement.

The Executive Committee usually meets three times annually - twice in connection with the annual FIP Congress (prior to and following the Congress) and at a two-day Midyear meeting in February/March.

It is expected that the members of the Executive Committee take an active part in the professional activities of the Community Pharmacy Section, in the planning and implementation of the sessions of the annual Congress, and in other educational activities as well as contributing to working groups set up by the Section.

You will later be notified of the list of candidates nominated to contest the election and of the rules governing this procedure.

Yours sincerely,

Jaime Acosta-Gómez
Professional Secretary

QUESTIONS AND ANSWERS FOR CPS EXCO MEMBERSHIP AND ELECTION

Q: Do I need to be a community pharmacist to be involved with CPS?

A: Ideally yes. The work undertaken by CPS is essentially about Community Pharmacy. In order to contribute in an appropriate manner, Community Pharmacy should be the primary focus of your pharmacy practice.

Q: Who can nominate me for election?

A: Candidates can only be nominated by their national organization that is a member of FIP (e.g. The Pharmaceutical Association of your country or the organization representing community pharmacy in your country)

Q: Do you need to be an individual member of FIP?

A: Yes, all candidates should be individual members of FIP at the time of their nomination. To join FIP please see www.fip.org

Q: Is being a member of the CPS Exco a paid position?

A: No, all office bearers in FIP are volunteers and are not remunerated for their service.

Elected members of the Exco should seek a commitment for financial support from their national organization as part of the nomination process.

Q: How many meetings will I attend?

A: The CPS Exco meets face to face three times a year. Two meetings occur at the annual congress, one a day or two prior to the Congress opening, and the second normally the day after the close of the congress. The third face-to-face meeting is normally hosted in the country of an Exco member in February or March each year.

Costs associated with travel to and attendance at these meetings are borne by the individual member (or with the support of the member's national organization)

Skype meetings of the Exco may be held between face-to-face meetings on an as needed basis.

Q: What is the scope of the Exco's work?

A: The Exco is involved in providing services to its members including:

- Contribution to our quarterly members' e-newsletter ZOOM
- Contribution to projects undertaken by CPS
- Being actively involved in various working groups as determined by the Board of Pharmaceutical Practice or FIP. Recent examples include working groups on Antimicrobial Resistance, Pharmacy workforce and Pharmacy as the Gateway to Care.
- Helping promote good pharmacy practice in all marketplaces, and in particular in developing countries.
- Contribution to production and delivery of webinars of particular interest to community pharmacy
- Helping promote pharmacy worldwide.

Q: How long is my CPS Exco term?

A: members are normally elected for a four year term and are eligible to be elected for a maximum of one further four year term.

Q: Where can I find out more information about CPS?

A: Please go to www.fip.org/community_pharmacy to view the CPS statutes and other information