

Frequently Asked Questions

Why Is Canada's Drug Agency Introducing a Patient Member Position on Its Board?

The Patient Member position is being introduced to advance our commitment to involve people with lived and living experience accessing or engaging with health care systems in Canada throughout our organization and all aspects of our work, including governance.

What are the Roles and Responsibilities of the Patient Member?

The Patient Member will have the same roles and responsibilities as other Board Members. Each director is responsible for acting honestly, in good faith, and in the best interest of the organization, and for assisting with exercising the duties and responsibilities of the Board and, in so doing, supporting the organization in fulfilling its mission and discharging its accountabilities. Additional information can be found in the [link](#).

What Does a Board Member Generally Do?

The Board Charter and Patient Member [role description](#) contain more details, but the responsibilities of a member will include providing their perspective in conversations and decision-making. All members participate in 1 of the 2 Board standing committees, either the Finance and Audit Committee or the Governance and Nominations Committee. Members are accountable for learning and growing throughout their tenure, by way of organized development sessions and independent study.

How Will the Patient Member Prepare for Meetings?

Consistent with expectations for all Board Members, the Patient Member will be expected to prepare for each meeting by reviewing the meeting materials sent in advance of the meeting by staff. Members are eligible for remuneration for their involvement.

The organization will reimburse members' travel expenses to attend Board meetings, in accordance with the Travel Policy. Meetings will be held in English and materials will be provided in English.

What Support Will I Receive?

You will receive a comprehensive onboarding to the organization in a series of virtual sessions that provide an overview to our business units along with an orientation to the Board of Directors. Board Members participate in ongoing learning, which includes formalized training opportunities in areas related to those identified in their skills matrix.

The organization will work with the Patient Member to identify solutions to accommodate any medical or cultural needs to support their full participation on the Board of Directors.

Who Should Submit a Nomination?

We welcome candidates who see themselves in the Patient Member [role description](#) and are inspired to contribute to the organizational purpose and strategic plan of Canada's Drug Agency.

If you're drawn to this role but your past experience doesn't align perfectly with every qualification or requirement, we encourage you to submit a nomination — you may be a great fit for the inaugural Patient Member position!

Who Is Eligible for This Role? What Qualifications Are Needed?

In addition to your own lived experience as a patient and/or caregiver, having professional skills, such as a financial background or any of the other skills listed in the Patient Member role description, would be beneficial. As previously noted, even if your experience doesn't align with every qualification, we encourage you to consider submitting a nomination. More details are available in the Patient Member [role description](#).

Canada's Drug Agency actively celebrates, supports, and flourishes through our differences. Our Board Members are people with different strengths, experiences, and backgrounds who share a passion for building the future of health care. We highly encourage all qualified applicants to apply, including people of all places of origin and religions, people with disabilities, people who are neurodivergent, people who are Black or racialized, Indigenous people, women, and people from the 2SLGBTQ+ community.

How Can I Apply?

Nominees need to complete and submit the Statement of Interest and Qualifications form along with a CV or bio, as well as completing the online nomination form. Upon submission, a message will display on your screen to confirm your nomination has been submitted. Please note that nominees will not receive an email confirmation. Only candidates proceeding in the process will be contacted further.

Please refer to the [Call for Nominations](#) page for additional information regarding the nomination process and the documents required to complete your submission.

Are Accommodations Available?

Accommodations are available during all phases of the nomination process.

If you require any accommodation or have any questions, please [contact Arni Ahronson](#), Vice President, People and Culture.

What Are the Steps in the Recruitment Process? When Will the New Board Member Be Named?

Candidates selected to proceed in the process will be contacted in mid-August to schedule a pre-interview meeting and confirm availability for an interview. Please refer to the anticipated timeline on the [Call for Nominations](#) page for an overview of the process.

Board Members will be identified on our [website](#), along with a short biography and a photograph.

When Is the Deadline?

The deadline is 6 p.m. ET on Tuesday, July 30, 2024.

What Happens After I Send in My Nomination Materials?

We will contact short-listed individuals for a virtual interview. Short-listed candidates will be asked to complete a conflict of interest disclosure form and confirm their willingness to abide by the [Board Mutual Commitments on Conduct](#).

If I'm Not Short-Listed, or This Opportunity Is Not For Me, How Else Can I Be Involved in the Work of the Organization?

Canada's Drug Agency has many opportunities to involve patients, caregivers, and interested individuals or groups in our work. For more information, visit our [Patient and Community Engagement page](#) or [email us](#).