

Trustee – Commonwealth Pharmacists Association

Job type – Voluntary

Category – Trustees

As demonstrated by the tremendous activity around the Commonwealth Heads of Government Meeting (CHOGM) held in London earlier this year – the Commonwealth is going from strength to strength and so are we! To reflect this, we are expanding our team and re-structuring our board of Trustees.

The Commonwealth Pharmacists Association (CPA) is looking for up to three supportive, innovative and experienced people to join the board of Trustees. The Trustees are to provide expert input and oversight into specific aspects of the CPA's work and are expected to commit to a two-year tenure.

Representing close to a million pharmacists throughout the Commonwealth in some of the poorest countries, the CPA advances health, promotes wellbeing and improves medicines-related education and use for the benefit of the people of the Commonwealth. By supporting the development of safe and effective systems of medicines management, maximizing the skill level and encouraging the better utilization of the pharmacy workforce, the CPA seeks to encourage the optimization of medicines and health-related advice given to the public, with the aim of improving health outcomes and reducing health inequalities throughout the Commonwealth.

The CPA's membership base consists of National Pharmacy Associations of the Commonwealth, and as an affiliated organisation of the Commonwealth, the CPA has a key advocacy role at government level. Originally founded by the Royal Pharmaceutical Society in 1970, the CPA became an independent charity in 2015 and a Charitable Incorporated Organisation (CIO) in 2017.

Responsibilities

All CPA trustees are required to:

- Provide a strategic vision for the charity
- Be responsible for the CPA complying with all legal and regulatory requirements
- Taking due care of CPA employees including providing HR support

Other required skills for these positions include:

- Governance
 - Knowledge of Charity Commission requirements
 - Experience of developing organisational policies
- Membership and partnerships
 - Experience of developing partnerships
 - Experience of membership organisations
- Marketing and fundraising
 - Knowledge of fundraising
 - Experience of marketing in the charity and/or healthcare sector
 - Understanding of social media

Practical considerations

An understanding of pharmacy and/or international development is preferred but is not essential. Any legal, strategic and/or high level advocacy background would also be advantageous. All applicants will require references and to attend quarterly Trustee meetings – these can be attended in person in central London or via Skype. This is a voluntary position but all reasonable expenses will be reimbursed.

How to apply

To apply please send a CV and covering letter to Victoria Rutter, CPA Executive Director at victoria.rutter@commonwealthpharmacy.org by 9am on Monday 9th July, highlighting the role that you are applying for. Interviews for those shortlisted will be held in Central London w/c 18th July.