
FIP Rules of Procedure

BU-B3: Position Profile FIP Vice President

A Guidance Document

This document aims to provide background information to assist those thinking of forwarding themselves as a candidate for nomination for the position of Vice President of FIP. It is intended to provide information as to what are the roles, responsibilities and expectations of a Vice President. This document should be read together with the Handbook of FIP Officers and the pertinent statutes of FIP.

This guidance is divided into four sections: Bureau functions, scope, mandate and roles and responsibilities of the position of a Vice President. In addition, it should be appreciated that there are two entry avenues for a Vice President.

- Of the 7 Vice Presidents, two are nominated by the Boards of Pharmaceutical Sciences (BPS) and Pharmaceutical Practice (BPP), one from each. Their election by the Board is subject to ratification by the Council. Ideally they have been actively involved with activities of the Board of Pharmaceutical Science, or the Board of Pharmaceutical Practice, respectively.
- The remaining five Vice Presidents are nominated by the Member Organizations (MOs) and subject to approval by the Bureau, followed by election by the Council. The candidates being proposed by a MO may be much less familiar with the activities of FIP, and need to make themselves familiar with the activities before deciding whether they wish to have their name put forward by an MO.

An applicant for the position of Vice President is expected to have demonstrated leadership qualities and a sustained commitment to either the pharmaceutical sciences or pharmaceutical practice.



According to the FIP statutes (article 26.2), all FIP officers must be individual members of FIP. Candidates to a position of FIP Vice-President should confirm that in case of election they become or remain individual members of FIP.

The Bureau usually meets on two occasions, once for 2 days during the year, sometime between March and May, and once at the Annual Congress immediately before the main Council meeting. A Vice President, as a member of the Bureau, is a member of the Council, which first meets before the start of Congress, and usually again on the last day of the Congress. It implies that a Vice President is expected to normally commit a total of 7 days in conjunction with the FIP Annual Congress (FIP Bureau meeting + FIP council meetings + FIP Congress).

FIP Vice Presidents attending a Bureau meeting will not be reimbursed for their travel costs. Only the Vice-Presidents from Category B and C countries may be reimbursed for their travel on the basis of travelling economy/coach class, Apex or any discount fare whichever is the cheapest. The travel costs of Vice-Presidents elected through the BPP or BPS may be covered by the respective Board.

FIP will take care of lodging, meal and meeting costs. In special cases, sponsorship for lodging and/or meal costs might be offered by hosting Bureau Members or other interested parties.

On the request from the President, a Vice President can be expected to substitute for the President for certain activities during the year, which could implicate travel.

Any potential applicant should resolve financial matters relating to the position of Vice President with the FIP CEO prior to making a formal submission.

In addition to general activities on the Bureau, a Vice President can be expected to be assigned primary responsibility for a particular activity, which includes:

- Membership
- Advocacy
- Education
- Inter professional and or industrial liaison
- Forum/Section

Position	FIP Vice President
Peers	Other Vice Presidents



Reporting to	FIP President
Reportees	None

The Vice President, along-with other Bureau members, is accountable for helping the President and the CEO in planning and implementing the operations of FIP in the assigned global/regional segments to achieve the targeted outcomes, visibility and influence for FIP.

Bureau Functions

The Role of the Vice President of the Bureau should be seen in the context of the functions for the Bureau. Namely to:

- Implement the decisions of the Council;
- Facilitate relations between the Council and those persons or structures having been assigned a special task;
- Appoint the CEO;
- Propose to the Council candidates for the five FIP Vice Presidents positions;
- Determine the venues of FIP Congresses;
- Recommend to Council the scale of annual membership dues for Member Organisations;
- Determine the scale of annual membership dues for all other members;
- Forward to the Council the reports of the various structures of FIP as well as any proposals it receives when it deems them of general interest, including rules of procedure for FIP structures;
- Receive reports on the cancellation of the membership of individual or supporting members by the FIP Head office, as provided for in Article 10.6;
- Award of the title of Honorary Member to persons who have rendered significant service to FIP;
- Give other awards and recognition as defined by relevant Rules of Procedure;
- Remove an FIP officer in the event of violation of the Code of Conduct, in accordance with the relevant Rules of Procedure and subject to ratification by the Council at the next meeting after such a decision is actioned;
- Ratify Section Statutes, as approved by the General Assembly of the Section and recommended by the respective Board;
- Ratify any statutes from the Boards or their rules of procedure or governance.



Scope

1. The challenges that FIP faces require that a Vice President attends all meetings of the Bureau and supports all activities to implement the Vision, Mission and Values set out in the strategies and objectives of FIP.
2. The Vice President's position requires a substantial and sustained commitment in terms of passion and time to achieving the success of FIP activities and of FIP itself. It is this voluntary public service that is expected to bring about a paradigm shift towards betterment of Public Health.
3. Increasing membership and generating resources of FIP are part of the mandate for a Vice President.
4. In short, the position of a Vice President is not on a fringe basis but is rather commitment oriented, requiring initiatives and strategies to meet challenges with time allocation for fulfilling objectives of leveraging and prioritizing financial and human resources.

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Mandate for the position of Vice President

FIP is an NGO and depends financially primarily on membership fees and income from Congresses, as well as support and contributions from member organisations, WHO and other international agencies. The Vice President participates on a voluntary basis and helps generate resources to meet FIP objectives.

- Develop and execute a strategy for assigned activities to achieve the stated vision, mission and values of FIP.
- Help develop human and financial resources to meet outcomes and goals and lever resources based on priorities.
- Assist in strengthening the Regional Forums to achieve their short and long term goals in a timely manner.
- In consultation with the President ensure, establish, and execute short and long term outcomes and goals in the areas of Pharmaceutical Sciences, Practice and Education through the Boards, Committees or Special Interest Groups of FIP.
- Comply and adhere to the governance policies of duty of care, conflict of interest, and loyalty of an officer of FIP.



Roles & Responsibilities as Vice President:

The deliverables expected from this position and the corresponding activities performed are as follows:

Roles & Responsibilities	Challenges
Accountable for generating resources for FIP	<ul style="list-style-type: none"> • Provide inputs for formulation of short and long term strategic objectives and participate with other Bureau members in the formulation of annual and long term strategic plans to be approved by the Bureau. • Network with MOs to understand the geographical and functional imperatives to increase participation from membership of different constituencies. • Work with both individual and MOs for formulation of relevant and appropriate initiatives and interventions to achieve short and long term strategies identified by the Bureau. • Identify key stakeholders at the national or regional level and influence and persuade them to own and finance the initiatives and interventions.
Build organisational capability to support the achievement of the strategic objectives.	<ul style="list-style-type: none"> • Help the Bureau to establish an optimal structure designed to enable FIP to achieve its objectives working through Committees, or Working Groups and to review the same to ensure suitability on an ongoing basis. • Influence and persuade key stakeholders to provide representation on Committees and Working Groups, as appropriate. • Help direct the establishment of Committee or Working Group specific outcomes and milestones - keeping in mind the challenges facing Public Health by the developed and developing world, including disease burden and population growth. • Work towards building human resource for health as there is shortage of trained and qualified health workers • Help the Bureau to review and monitor effective implementation of FIP strategies, policies, statements and plans. Intervene proactively to monitor implementation of issues.
Establish constructive partnerships with international and national agencies to form a collaborative network to integrate pharmacy and pharmaceutical sciences within the healthcare arena	<ul style="list-style-type: none"> • Help the Bureau to develop criteria for selection of partners. Identify, evaluate and engage with specific objectives. • Identify areas of collaboration with national and international agencies and develop plans and programs for joint working, to include events, workshops, platforms, and forums, to foster sharing of knowledge, education, and service. • Ensure that existing partnerships are mutually beneficial without any conflict of interest and within overall policies and duty of care and loyalty guidelines of FIP.

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<u>Roles & Responsibilities</u>	Challenges
Increase the visibility of FIP	<ul style="list-style-type: none"> • Identify strategies with other Bureau members lead development of a specific communication strategy. • Assist in developing promotional plans primarily involving MOs.
Improve standards and avenues of pharmaceutical education and training	<ul style="list-style-type: none"> • Assist in the formulation and implementation of guidelines for pharmacy practice and pharmaceutical sciences for pharmaceutical education. • Help to monitor and ensure compliance and adherence of education and training programs. • With other members of the Bureau, together with WHO and other appropriate organizations, develop platforms for sharing best practices. • Involve and network with pharmacy institutions to review and update the curriculum, and explore opportunities for training of trainers. • Participate and network with member organizations and governmental agencies to seek resources to improve existing educational infrastructure and development.
Financial Management	<ul style="list-style-type: none"> • Review the financial statements and monitor financial planning and operations to ensure financial prudence and sound ethical practices and optimal leveraging of resources.