



MEDICINES ACCESS COALITION – BRITISH COLUMBIA (MEDACCESSBC)
BOARD OF DIRECTORS
TERMS OF REFERENCE

1. Mission

The mission of the Medicines Access Coalition – British Columbia (“MedAccessBC”) is to be a significant resource to non-profit and charitable patient organization members and to advocate together for improved access to safe and effective medicines.

2. Who We Are

MedAccessBC has been advocating for appropriate and timely access to evidence-based prescription medications through the BC PharmaCare program since 1997. Together, we are raising awareness of medicine access issues, providing training and education to our members, developing resources, delivering stakeholder activities, conducting research, providing education, supporting our members’ activities, and are active in advocacy.

3. Position

The Board of Directors (“the Board”) supports the work of MedAccessBC and provides mission-based leadership and strategic governance. Board responsibilities include:

4. Leadership, Governance & Oversight

- a. Reviews agendas and supporting materials before Board and committee meetings;
- b. Approves MedAccessBC’s annual budget, audit reports, and material business decisions; being informed of, and meeting, all legal and fiduciary responsibilities;
- c. Hires, directs, and oversees all contractors and vendors to help execute the organization’s mission.
- d. Assists in identifying and recruiting other Directors while striving to reflect the diversity of the organizations we serve;
- e. Partners with the Board Chair and other Directors to ensure that Board resolutions are carried out;
- f. Serves on committees or task forces and takes on special assignments;
- g. Represents MedAccessBC to stakeholders and acts as an ambassador for the organization.

5. Director Terms & Participation

MedAccessBC’s Directors will serve as decreed in MedAccessBC’s by-laws. Board meetings will be held regularly (e.g., bimonthly or as deemed necessary by the Board), and committee meetings will also be held regularly (e.g., monthly or at the discretion of the committee chairs) and in coordination with full Board meetings.



6. Non-Compensation of Directors

No MedAccessBC Director is entitled to receive, either directly or indirectly, any salary, wages, fees, commissions, honoraria, or other amount for services rendered to MedAccessBC in their capacity as a Director.

7. Director Qualifications

Directorship is an opportunity for an individual who is passionate about MedAccessBC's mission and has demonstrated commitment and professional experience to serve in a leadership role on the Board. Board directors are elected from the general membership and must represent a patient organization member.

8. Individual Director Responsibilities

- a. Become familiar with other committee members and build a collegial working relationship that contributes to consensus;
- b. Be well informed about MedAccessBC's mission, services, policies, and programs;
- c. Review agenda and supporting materials before Board and committee meetings, and be prepared to approve the consent agenda;
- d. Serve on committees or other related groups and offer to take on special assignments;
- e. Attend MedAccessBC Board and committee meetings and functions, such as special events;
- f. Support advocacy and awareness as it relates to MedAccessBC and equitable access to medicines;
- g. Remain current on developments in health care and the reimbursement landscape;
- h. Be familiar with identified risks to the organization, as well as open to recognition of novel and future risks
- i. Follow all organizational policies;
- j. Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

9. Personal Characteristics to Consider

- a. Abilities to listen, analyze, think clearly and creatively, and work well with people individually and in a group;
- b. Willingness to prepare for and attend Board and committee meetings, ask questions, take responsibility and follow through on given assignments, and open doors in the community;
- c. Possess honesty, tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, strong values, concern for our non-profit's development, and a sense of humour.