

The Canadian Nursing Student's Association



Governing Documents

CNSA Committee's
Terms of Reference



Informatics Committee CNSA Standing Committee

Mandate

To distribute information from the Board of Directors, to CNSA membership and the public through information technology and social media.

Terms of Reference

- Committee members will update all official information technology and social media accounts.
- Committee members will share their opinion and suggestion through track changes in a word document regarding the website development. This includes what students would want to see on the website, layout, design, timeline etc.
- All updates from the board of directors will be disseminated to all committee members through e-mail.

Term of Office and Membership

The term of office will be one year, with the option to review. The Informatics Committee consists of;

- The chair of the Informatics Committee will be the Informatics Committee Chair for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee. The Director of Communications will serve as a permanent committee member and supervisor of the Informatics Committee Chair.
- Maximum of seven (7) board members or general associates of the association

Meetings

Meetings of the Informatics Committee will take place at minimum of one every two months, or at the discretion of the chair. Meetings will be held via Skype, email or phone.

2014-2015 Goals

- To release an official CNSA video for the 2014 National Nursing Students Week through official CNSA website and social media.
- Committee members will hand in a video proposal suggestions or feedback documents regarding the CNSA Nursing Students Week Video by the end of September 2014.
- To release conference information within three business days after receiving the information on CNSA's website and social media
- To update the CNSA websites and social media accounts with content from the Board of Directors on an as needed basis, and to share relevant nursing informatics information with our membership
- To assist the Administrative Office with the website redevelopment

Reporting Structure

The committee chair will report to the BOD through the "Committee Quarterly Report Form" prior to each BOD meeting, and National Assembly. If unable to be present at the meetings the Director of Communications will present the report on behalf of the committee chair. The Committee Chair will surrender all documents pertaining to the committee to the incoming committee chair and the Administrative Officer.

Approved by CNSA Board of Directors ()



Diversity Committee CNSA Standing Committee

Mandate

To ensure that diversity is maintained within the association by recognizing issues surrounding marginalized groups, including but not limited to advocating for cultural diversity, aboriginal health and women's health.

Terms of Reference

- Attend relevant events to bring awareness and recognition to diverse populations and/or minorities
- Collaborate with interdisciplinary professionals to provide educational information and tools for nursing students on how to properly provide safe and compassionate care according to best practice guidelines for all patient's including minorities (ex. Aboriginals, LGBTQ, Women and children, homeless populations, etc.)
- Collaborate with the Director of Membership Services to recruit LPN/Francophone schools to become involved with the Canadian Nursing Students' Association to further diversify the organization

Term of Office and Membership

The term of office will be one year, with the option to review. The Diversity Committee consists of;

- The chair of the Diversity Committee will be the Diversity Committee Chair for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee.
- The Director of Bilingualism and Translation will serve as a permanent committee member and the supervisor of the Diversity Committee Chair.
- Maximum of seven (7) board members or general associates of the association

Meetings

Meetings of the Diversity Committee will take place at minimum of one every two months, or at the discretion of the chair. Meetings will be held via Skype, email or phone.

2014-2015 Goals

- To recruit one nursing student per province to sit on the CNSA Diversity Committee.
- Collaborate with other local and national organizations and stakeholders to emphasize the importance of diversity issues in Canada, and Canadian nursing.
- Fundraise money to be donated on behalf of our organization to groups representing diverse and marginalized populations in need
- Collaborate with Regional and National Conference Directors to bring awareness diverse and marginalized populations in their respective regions

Reporting Structure

The committee chair will report to the BOD through the "Committee Quarterly Report Form" prior to each BOD meeting, and National Assembly. If unable to be present at the meetings the Director of Bilingualism and Translation will present the report on behalf of the committee chair. The Committee Chair will surrender all documents pertaining to the committee to the incoming committee chair and the Administrative Officer.

Approved by CNSA Board of Directors ()



Education and Scholarship Committee CNSA Standing Committee

Mandate

The purpose of this committee is to provide educational resources for our membership, along with research opportunities, scholarship and relevant literature sources.

Terms of Reference

- Collaborate with the Informatics Committee Chair to maintain the “Research” tab, and all subheadings under it on the CNSA website
- Approve all relevant research to be posted on the CNSA website
- Update the “How to” guidelines for writing position statements and resolution statements as needed
- Provide research opportunities for the CNSA membership
- To Coordinate the planning and running of the National Conference Scholarly Showcase with the National Conference Planning Committee

Term of Office and Membership

The term of office will be one year, with the option to review. The Education and Scholarship Committee consists of;

- The chair of the Education and Scholarship Committee will be the Educational and Scholarship Committee Chair for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee.
- The Vice President will serve as a permanent committee member and the supervisor of the Education and Scholarship Committee Chair.
- Maximum of seven (7) board members or general associates of the association. Specific titles may be given to these members on an as needed basis.

Meetings

Meetings will occur will take place at minimum of once a month, or at the discretion of the chair. Information will be circulated through email between and in preparation for meetings. Meetings will take place via Skype and/or through email.

2014-2015 Goals

- To make appropriate revision to the guidelines for creating Position Statements and Resolutions
- To create an “Online Scholarly Showcase” under a “Research” tab on the official CNSA website.
- To create guidelines for approving research that will be displayed in the Online Scholarly Showcase
- To approve research that will be displayed in the Online Scholarly Showcase
- Coordinate the Scholarly Showcase at National Conference.
- Develop a scholarship for nursing students participating in nursing research

Reporting Structure

The committee chair will report to the BOD through the “Committee Quarterly Report Form” prior to each BOD meeting, and National Assembly. If unable to be present at the meetings the Vice President will present the report on behalf of the committee chair. The Committee Chair will surrender all documents pertaining to the committee to the incoming committee chair and the Administrative Officer.

Approved by CNSA Board of Directors ()



International Health and Outreach Committee CNSA Standing Committee

Mandate

The purpose of the International Health and Outreach Committee is to engage nursing students across Canada to become actively involved in global health issues.

Terms of Reference

- Raise awareness among students about relevant global health issues via social media and active participation in campaigns.
- Encourage student engagement on the local, national and international global health stage.
- Recognize the efforts of students across Canada involved in global health issues on the local, national, and international level and share their experiences with students across Canada.
- Support students in advocating for social justice and global health equity.

Term of Office and Membership

The term of office will be one year, with the option to review. The International Health and Outreach Committee consists of;

- The chair of the International Health and Outreach Committee will be the International Health and Outreach Committee Chair for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee.
- The Director of Membership Services will serve as a permanent committee member and the supervisor of the International Health and Outreach Committee Chair.
- The remainder of the members will be board members or general associates of the association.
- Applications for positions on the committee must be emailed to the International Health and Outreach Committee Chair by 1700 on the Tuesday before the closing ceremonies of the National Conference. Successful applicants are announced at the closing ceremonies of the National Conference. Coordinator positions must be in attendance at the National Conference, Members at Large are not mandated to attend.
 - *Advocacy Coordinator* – They plans and guide advocacy activities that take a stance on key issues outlined in committees strategic plan. They maintain a working knowledge of the related legislation on these issues and other relevant policy issues and translate this information into clear goals and strategies for student advocacy. They plan and implements one national advocacy campaign. They will also craft relevant and timely e-alerts that will be posted on the CNSA website.
 - *Fundraising Coordinator* – They will work closely with the Chair early in the term to determine fundraising goals for the year. They will work with Regional Directors, Official and Associate Delegates to implement a fundraiser in each chapter school. They are responsible for tracking the money raised, and submitting this to the chair.
 - *Education, Curriculum and Research Coordinator* – They will advocate for classes and lectures regarding global health and culturally competent care to be included in the nursing curriculum. They will be aware of new emerging research related to the issues outlined in the committee's strategic plan and disseminate this information to members. They will partner with Canadian Coalition for Global Health Research and engage nursing students in researching international health issues and presenting their findings at the National Conference.
 - *International Exchange Coordinator* – They are responsible for researching and establishing an international exchange program within CNSA. They will be knowledgeable about different exchange programs and organizations that have exchange programs. They will present this information to the Committee Chair who will then inform the board on the various options that are available.
 - *Member at Large* – They are responsible for attending the quarterly meetings and offering advice, expertise and skills to the coordinators.



Canadian Nursing Students' Association Association des étudiant(e)s infirmier(ère)s du Canada

- *Member at Large* – They are responsible for attending the quarterly meetings and offering advice, expertise and skills to the coordinator.

Meetings

- There will be an annual meeting at each National Conference where the outgoing International Health and Outreach Committee Chair and Coordinators of the committee will meet to finalize the years' business. On the Sunday of the National Conference the outgoing International Health and Outreach Committee Chair will chair an orientation meeting with the incoming International Health and Outreach Committee Chair, outgoing and incoming Coordinators in attendance. This is a mandatory meeting.
- Teleconferences or Skype meetings will be held on a quarterly basis (June, August, October, January) throughout the year.
- More meetings may be scheduled based on the needs of the committee.

2014-2015 Goals

- Raise awareness among students about relevant global health issues via social media and active participation in campaigns.
- Encourage student engagement on the local, national and international global health stage.
- Recognize the efforts of students across Canada involved in global health issues on the local, national, and international level and share their experiences with students across Canada.
- Support students in advocating for social justice and global health equity.

Reporting Structure

The committee chair will report to the BOD through the "Committee Quarterly Report Form" prior to each BOD meeting, and National Assembly. If unable to be present at the meetings the Director of Membership Services will present the report on behalf of the committee chair. Committee members holding a Coordinator position will report to the Chair at the quarterly schedule teleconference/Skype meetings. The Committee Chair will surrender all documents pertaining to the committee to the incoming Committee Chair and the Administrative Officer.

Approved by CNSA Board of Directors ()



Community and Public Health Committee CNSA Standing Committee

Mandate

The purpose of this committee is to liaise with key national stakeholders that deal with community and public health in Canada and bring relevant information back to the board and general membership.

Terms of Reference

- Provide information to chapter schools on multiple current issues in community and public health
- Encourage student participation in stakeholder campaigns related community and public health
- Approach potential stakeholders related to community and public health to develop new partnerships
- Advise the association on issues related to Community and Public Health

Term of Office and Membership

The term of office will be one year, with the option to review. The Community and Public Health Committee consists of;

- The chair of the Community and Public Health Committee will be the Community and Public Health Committee Chair for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee as well as the supervisor of the committee chair.
- Maximum of seven (7) board members or general associates of the association. Specific titles may be given to these members on an as needed basis.

Meetings

Meetings will occur will take place at minimum of once a month, or at the discretion of the chair. The meetings will take place in person, on Skype or via telephone.

2014-2015 Goals

- Advocate for the restructuring of Public Health Competencies in Baccalaureate Nursing Student Education.
- Liaise with all key national stakeholders that are outlined in the Rules and Regulations
- Raising student awareness about Harm Reduction
- Enhancing Social Justice in Community Health
- Recruit committee members from each province for diverse representation.

Reporting Structure

The committee chair will report to the BOD through the "Committee Quarterly Report Form" prior to each BOD meeting, and National Assembly. If unable to be present at the meetings the President will present the report on behalf of the committee chair. The Committee Chair will surrender all documents pertaining to the committee to the incoming committee chair and the Administrative Officer.

Approved by CNSA Board of Directors ()



Advocacy Committee CNSA Standing Committee

Mandate

The Advocacy Committee supports students by raising awareness about issues, exploring and providing resources, advancing goals for the association, and working with stakeholders to create a better experience for students and ensure an academically enriching environment.

Terms of Reference

- Develops strategic initiatives for CNSA to influence policy and respond to issues relating to nursing, and nursing education.
- Establishes partnerships with CNSA stakeholder and other national nursing organizations to advance the voice and position of nursing students.
- Review and develop action plans for CNSA's resolutions and position statements.
- Report on its activities to the Board of Directors quarterly.

Term of Office and Membership

The term of office will be one year, with the option to review. The Advocacy Committee Consists of;

- The President who will be chair for the duration of their term.
- The Vice President will serve as a permanent committee member.
- Maximum of seven (7) board members or other associates of the association
- One (1) stakeholder liaison, if required.

Meetings

Meetings of the Advocacy Committee will take place at minimum of once every two months, or at the discretion of the chair. Meetings will be held via Skype, email or phone.

2014-2015 Goals

- Development of NCLEX-RN[®] exam tip sheet.
- Creation of additional documentation to advise membership on the NCLEX-RN[®] exam.
- Creation of a position statement or resolution related to the NCLEX-RN[®] exam
- Create and launch an Anti-bullying campaign with relevant campaign material in accordance with CNSA resolution and position statement.
- Liaise with the National Conference Planning Committee and the National Conference Director to organize the pre-conference day, which will include various prep guide providers in addition to our endorsements

Reporting Structure

The committee chair, will report Quarterly to the BOD, and National Assembly.

The current President will surrender all documents pertaining to the committee to the incoming President and the Administrative Officer.

Approved by CNSA Board of Directors ()



Bilingualism and Translation Committee CNSA Standing Committee

Mandate

The purpose of the Translation Committee is to assume responsibility of translation documents into both of the official languages, and to advise the board of directors on translation matters to uphold the association's commitment to bilingualism.

Terms of Reference

- Provide translation for the official CNSA information technology and social media outlets
- Provide translation for all National Conference documents
- Review all documents that are professional translated to ensure continuity.

Term of Office and Membership

The term of office will be one year, with the option to review. The Translation Committee consists of;

- The chair of the Translation Committee will be the Director of Bilingualism and Translation for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee
- The Quebec Regional Director will serve as a permanent member of the committee. T
- Other members can be general members, and members of the public with extensive knowledge in translation of French to English and vice versa.

Meetings

The translation committee communicates through email and telephone as documents are needed for translation. There will be no official meetings unless the chair deems it necessary.

2014-2015 Goals

- Ensure that all official CNSA documents are in both official languages within two weeks of receiving them
- Ensure all National Conference Documents are translated appropriately in both official languages
- Liaise with French Schools in Quebec at their Regional Conference to aid with recruitment and retention

Reporting Structure

The committee chair (Director of Bilingualism and Translation) will report directly to the BOD through the "Committee Quarterly Report Form" prior to each BOD meeting, and National Assembly. The Committee Chair will surrender all documents pertaining to the committee to the incoming committee chair and the Administrative Officer.

Approved by CNSA Board of Directors ()



Career and Leadership Development Committee CNSA Standing Committee

Mandate

The Career and Leadership Development Committee (CLDC) works toward bringing opportunities to Nursing Students in a variety of areas of study and practice. This committee will help to shape the future of Nursing Leadership by assisting the personal and professional development of students, and highlight the important contributions of Nursing Students to their practice areas.

Terms of Reference

- This committee will connect with external agencies to bring potential leadership development and career prospects to the attention of students at CNSA Chapter Members.
- To organize National Nursing Students Week (NNSW), this occurs annually during the third week of November.
- Committee members will be responsible for planning in collaboration with the committee chair.

Term of Office and Membership

The term of office will be one year, with the option to review. The Career and Leadership Development Committee consists of;

- The Chair of the CLDC will be the Director of Career and Leadership Development for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee.
- Maximum of seven (7) board members or other associates of the association

Meetings

Committee meetings will commence no later than the first week of May of the current calendar year. The committee will have at least two (2) meetings throughout the calendar year. The first must be no later than the last week of May and the second must be no later than the last week of July. These meetings must occur NO LATER than these weeks, so that reports for the Board of Directors meetings will be prepared on time. Additional meetings may be struck at the discretion of the committee and its' members and will take place through email, Skype or via telephone.

2014-2015 Goals

- Bring forward information related to career, leadership, and personal development to be distributed to the Chapter Member schools.
- Order and distribute promotional materials to Chapter Member schools which will aid in promoting National Nursing Students' Week. Ensure that the materials are sent out early enough to arrive in time for this event at the lowest cost possible.
- Seek out new partnerships with Nursing Agencies to increase the awareness of Nursing Students contributions.

Reporting Structure

The Committee Chair (Director of Career and Leadership Development) will report to the BOD through the "Committee Quarterly Report form" prior to each BOD meeting, and National Assembly. The Director of Career and Leadership Development will surrender all documents pertaining to the committee to the incoming Director and the Administrative Officer.

Approved by CNSA Board of Directors ()



Awards Committee CNSA Standing Committee

Mandate

The purpose of the CNSA Awards Committee is to give back to the CNSA membership through awards that recognize the outstanding work of nursing students from across Canada and also provide financial support.

Terms of Reference

- Reviewing current CNSA awards, and update as necessary, and define the application process for the CNSA awards
- Creating new CNSA awards, within the structure of the budget
- Working with outside stakeholders and other companies to create sponsored student awards
- Select Award Recipients, and create document, paperwork for the granting of the awards
- Maintaining the content on the CNSA awards webpage, including a list of other awards/scholarships that students can access.

Term of Office and Membership

The term of office will be one year, with the option to review. The Awards Committee consists of;

- The Chair of the Awards Committee is the Vice President for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee.
- Maximum of seven (7) board members or other associates. If general associates would like to join the committee then, they will have to surrender their ability to apply for awards for the remainder of their term, to ensure fair selection of recipients.

Meetings

Meetings of the Awards Committee will take place at minimum of twice a term, or at the discretion of the chair. Meetings will be held via Skype, email, phone, or in person.

2014-2015 Goals

- Create an award certificate template that will be sealed with the official CNSA stamp, and awarded to all recipients
- Create a cover sheet to be used for each application that will organize and streamline the application process
- Create new awards, working with in our budget and with other committee chairs to reach a wide variety of CNSA members
- Work to have the awards posted before National Conference, so they can be advertised during this time
- Work with the Informatics Committee Chair and the Regional Directors to promote awards

Reporting Structure

The Committee Chair will report directly to the Board of Directors and to National Assembly through the "Committee Quarterly Report form". The Vice President will surrender all documents pertaining to the committee to the incoming Vice President and the Administrative Officer.

Approved by CNSA Board of Directors ()



Governance Committee CNSA Standing Committee

Mandate

The purpose of the Governance Committee is to review the governing documents of the association, ensure they are compliant with current laws, best practices and reflects the current practice of the association.

Terms of Reference

- Review the current governing documents
- Consult with legal counsel to ensure compliance with current laws
- Bring any suggested changes to the Board of Directors and National Assembly if needed.

Term of Office and Membership

The term of office will be one year, with the option to review. The Governance Committee consists of;

- The Past President will serve as a permanent committee member.
- The President will serve as a permanent committee member.
- The Administrative Officer will serve as a permanent committee member.
- Maximum of seven (7) board members or other associates, if interested.

Meetings

Meetings of the Governance Committee will take place at minimum of once a term, or at the discretion of the chair. Meetings will be held via Skype, email, phone, or in person.

2014-2015 Goals

- Finalize recommendations to governance
- Review of Governing documents

Reporting Structure

The Committee Chair will report directly to the Board of Directors and to National Assembly through the "Committee Quarterly Report form". The Committee Chair will surrender all documents pertaining to the committee to the incoming President and the Administrative Officer.

Approved by CNSA Board of Directors ()



Nominations and Elections Committee CNSA Standing Committee

Mandate

The mandate of the Nominations and Elections Committee is to oversee the association's elections, including nominations and elections of the Board of Directors and Committee Chair positions, and ensure they are conducted in compliance with the association's Election Policy.

Terms of Reference

- Review Election Policy and procedures and make suggested changes if needed
- Create Nomination forms for all elections processes
- Open and oversee election periods
- Ensure elections comply with current policy.

Term of Office and Membership

The term of office will be one year, with the option to review. The Elections Committee consists of;

- The Chair of the Nominations and Elections Committee is the Director of Membership Services for the duration of their term, as per the rules and regulations.
- The President will serve as the ex-officio member of the committee, but will not take part in the election process unless unable eligible to run for another term.
- The remainder of the members will be current board members who are not eligible to run for another term (ie. who will be graduating). If bi-elections need to take place during the term, any board member shall be able to be a committee members

Meetings

Meetings will occur when a position on the Board of Directors becomes vacant, and during National Conference at National Assembly each year.

2014-2015 Goals

- To encourage all nursing students to apply for positions on the board of directors or for a committee chair position
- To provide accurate information to all candidates, especially clarification to committee chairs
- Send out all relevant information regarding elections to Regional Directors and OD/AD's well before National Conference

Reporting Structure

The Committee Chair will report directly to the Board of Directors and to National Assembly through the "Committee Quarterly Report form". The Committee Chair will surrender all documents pertaining to the committee to the incoming President and the Administrative Officer.

Approved by CNSA Board of Directors ()