



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

### 2017-2018 CNSA Board of Directors By-Elections

#### Position Descriptions

##### **The Vice-President (VP) shall:**

- have joint custody, with the President, Administrative Officer, and Director of Communications of the funds of the Association;
- preside at all BOD and National Assembly meetings and act for the President when the latter is unable to be present;
- act as Chair of the Awards Committee
- serve as Student Representative on the Board of Directors of the Canadian Association of Schools of Nursing (CASN) and act as primary liaison with CASN, attending all relevant events and business meetings unless otherwise unable to be present
- supervise the Education and Scholarship Committee Chair
- be responsible for coordinating all educational and research activities;
- suggest and assist with promotional activities for nursing and research activities;
- establish and maintain liaison with research associations (i.e. CHSRF, CIHR, and CHSPR) and/or resource persons as deemed appropriate to the Association's education/research activities;
- establish and maintain communication with those regional and national education/research representatives who may exist;
- promote research assistant positions for member nursing students; and
- present a written report with recommendations at each BOD and National Assembly meeting.

##### **The Regional Directors (RDs) shall:**

- be a liaison between members in their region and the BOD;
- establish and maintain communication with principal representatives of provincial/territorial nursing unions, professional associations and regulatory bodies;
- establish and maintain communication with other organizations within their region relevant to nursing, student issues and health care;
- facilitate National Nursing Student Week in their region;
- act as the primary liaison between the Regional Conference Director and the Association;
- provide an agenda for regional business meetings to each OD in his or her region at least fourteen (14) days prior to regional business meetings;
- request a written report from each OD in their region at least fourteen (14) days prior to regional business meetings;
- chair of all regional business meetings;
- manage all activities related to choosing and awarding the Regional Achievement Award;

1145 Hunt Club Rd, Suite 450  
Ottawa, ON K1V 0Y3  
613-235-3150 ext 32

<http://www.cnsa.ca>

<http://www.aeic.ca>



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

- promote the CNSA in their respective region;
- work in conjunction with the DMS to coordinate the recruitment and retention activities in their region;
- work in conjunction with the DMS to send OD/AD Orientation Packages in electronic format to member schools
- give a report to the DMS on recruitment packages, which must include the school name, contact name(s), and what follow-up has occurred by the January BOD meeting;
- present a written report with recommendations at each BOD and National Assembly meeting;
- manage all activities related to the election process of the incumbent RD. In the event of a vacant RD position, where a replacement cannot be found, the remaining RDs will collaborate to maintain that region;
- the **Quebec Regional Director shall be bilingual French/English**

### **Informatics Committee Chair shall:**

- report to the Director of Communications;
- Chair the Informatics Committee;
- perform website updates as requested by the DOC;
- ensure that website is up-to-date by maintaining regular contact with DOC and the website service provider;
- ensure the website is available in both official languages;
- be the primary communicator with the website service provider;
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **Global Health and Outreach Committee Chair shall:**

- serve as Chair the Global Health and Outreach Committee;
- coordinate a global health, local philanthropic, or education initiative, promoting the introduction and/or continuation of global health in nursing schools across Canada;
- maintain contact with principal representatives of the:
  - World Health Organization (WHO);
  - International Council of Nurses – Student Network (ICN-SN);
  - Canadian Association of International Nursing (CAIN);
  - Canadian International Development Agency (CIDA);
  - any other organizations at the discretion of the chair
- liaise, as required, with other national health professions' global health Officers/Directors;
- attend all ICN-Student Network meetings (if financially feasible); and
- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly (if financially feasible)

1145 Hunt Club Rd, Suite 450  
Ottawa, ON K1V 0Y3  
613-235-3150 ext 32

<http://www.cnsa.ca>

<http://www.aeic.ca>