

**The President shall:**

- act as the Chief Executive Officer and official spokesperson of the Association;
- serve as Chair of the Board of Directors (BOD), Executive Committee (EC) and Board Mediation Committee (BMC);
- serve as an ex-officio member of all other committees;
- exercise general supervision over the interests and welfare of the Association;
- maintain contact with principal representatives of the Canadian Nurses Association (CNA); the Canadian Association of Pharmacy Students and Interns (CAPSI); the Canadian Federation of Medical Students (CFMS); the National Student Nurses Association (NSNA); and any other national groups that are deemed appropriate;
- have joint custody with the Administrative Officer, Vice-President, and Director of Communications of the funds of the Association;
- serve as Student Representative on the CNA Board of Directors, and be the principle liaison with CNA;
- supervise the Administrative Officer and the Community and Public Health Committee Chair
- give notice of all BOD meetings in accordance with bylaw 8.04
- provide an agenda to each Director at least fourteen (14) days prior to each BOD meeting and five (5) days prior to each Executive Committee meeting;
- provide an agenda to each Director and to each Official Delegate at least fourteen (14) days prior to National Assembly meetings;
- prepare and submit the annual report for the Association at the National Conference;
- serve as chair of all BOD and National Assembly meetings of the Association;
- present a written report with recommendations at each BOD meeting and National Assembly meeting; and
- receive and distribute proposed resolutions for discussion and action by the National Assembly

**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 on behalf of 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 Director of Communications (DOC) shall:**

- be responsible for recording, typing, filing, and distributing the minutes of BOD, National Assembly, and Executive Committee meetings;
- ensure that the website is up-to-date;
- be the primary communicator with the appointed manager of the website;
- ensure website includes content that CNSA members would like placed on the website;
- supervise the Informatics Committee Chair;
- have joint custody with the Administrative Officer, Vice-President, and President of the funds of the Association;
- be responsible for coordinating external communication from the BOD (i.e. press releases);
- be the primary representative for the Canadian Federation of Nurses Unions (CFNU);
- provide all BOD members with a list of motions passed prior to their departure from each meeting;
- distribute the minutes from BOD meetings to each Director, and from the National Assembly to each Director, OD, and Committee Chairperson within forty-five (45) days of the meeting and submit them for posting on the website;
- be responsible for maintaining delegate and BOD contact lists;
- be responsible for tracking all BOD and Officer bi-monthly reports;
- maintain the CNSA letterhead electronic document and be responsible for its distribution;
- present a written report with recommendations at BOD and National Assembly meetings; and
- be responsible for the moderation of website discussion forums and delegate moderation duties to assigned BOD.

**The National Conference Director (NCD) shall:**

- be responsible for planning and coordinating the activities of the National Conference;
- work in collaboration with the National Conference Advisor for transition and planning National Conference
- keep an ongoing record of all activities occurring in preparation for the National Conference
- establish and maintain communication with members and the BOD regarding the progress of the upcoming National Conference;
- jointly with the President invite all official guests to the National Conference;
- chair the National Conference Planning Committee;
- provide a final agenda for the upcoming National Conference to the Directors at the fall meeting;
- be responsible for the completion of an audit of the accounts of the National Conference March 31;
- present a written report with recommendations at each BOD and National Assembly meeting;
- include within his or her budget the cost of translation for all of the National Conference including the National Assembly; and
- appoint the National Team Director (NTD).

**The Director of Membership Services (DMS) shall:**

- act as the primary contact for all external membership services to be provided to the Association's membership;
- be responsible to negotiate all external membership service contracts along with either the Administrative Officer or the President;
- be responsible for maintaining up-to-date contracts with all membership service providers;
- ensure membership services provided meet the needs of the members;
- be the primary contact with The Personal Insurance Company, and any other membership benefits contracts;
- collaborate with Administrative Officer to manage NurseOne memberships;
- be the primary contact for inquiries regarding membership services;
- be responsible for providing up-to-date reports on current contracts to the BOD and National Assembly;
- be responsible for updating the information summary sheet regarding membership services;
- chair the Nominations and Election Committee, receive all applications, and act as the Chief Returning Officer (CRO). Should the DMS be a candidate in an election, or declares a conflict of interest, the chair shall be passed to another BOD member;
- manage the production and distribution of publications of the Association;
- update and distribute the OD/AD Orientation Package to Regional Directors before the Fall BOD meeting, which must include the Membership Package, and ensure that the new version is sent for translation;
- Supervise the Global Health and Outreach Committee Chair.

**The Director of Bilingualism and Translation (DBT) shall:**

- advise the BOD on matters concerning the translation of documents and to uphold the Association's commitment to bilingualism, which includes providing French and English translations to the BOD and Regional Executives when necessary and financially possible;
- manage the CNSA resources allocated to bilingualism;
- ensure that all CNSA documents be written in both English and French;
- research funding opportunities for bilingualism;
- liaise with Regional Directors to assist with the recruitment and retention of French schools;
- act as the Chair of the Bilingualism and Translation Committee and ensure that all applicable CNSA documents are in both official languages;
- ensure that the Bilingualism Policy is respected and reviewed annually;
- be bilingual. In the event of the absence of a bilingual candidate, a non-bilingual candidate will be eligible for the position of DBT;
- be the official liaison to and coordinate the CNSA involvement with the Nursing Game;
- present a written report with recommendations at each BOD and National Assembly meeting; and,
- supervise the Diversity Committee Chair.

**The Director of Career and Leadership Development (DCLD) shall:**

- chair the Career and Leadership Development Committee;
- coordinate career development workshops in conjunction with the National and Regional Conference Directors;
- coordinate and facilitate National Nursing Students' Week;
- be the primary liaison with organizations concerned with Career and Leadership Development;
- be responsible for coordinating the follow-up associated with post-National Conference letter and package for dispersal to delegates;
- prepare report and attend the National Assembly meeting; and
- coordinate with the RDs and the Career and Leadership Development Committee student attendance at regional leadership conferences; and,
- supervise the Indigenous Health Advocacy Committee Chair

**Director of Indigenous Health Advocacy shall:**

- serve as Chair of the Indigenous Advocacy Committee;
- be Indigenous (Aboriginal, Metis, Inuit or First Nations). In the event of the absence of Indigenous candidate, a non-Indigenous candidate will be eligible for the position of Indigenous Advocacy Committee Chair;
- act as the primary liaison between the Aboriginal Nurses Association of Canada (A.N.A.C.) and CNSA
- maintain contact and build relationships with principle Indigenous Nursing stakeholder and Indigenous nursing student committees nationally and internationally;
- liaise with all key national stakeholders that are committed to or represent Indigenous Health and Advocacy;
- attend all A.N.A.C meetings (if financially feasibly); and,
- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly (if financially feasibly)

**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;
  - 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 BOD and National Assembly meetings;
  - 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; and,
- the Quebec Regional Director shall be bilingual in French and 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; and,
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

**Diversity Committee Chair shall:**

- report to the DBT;
- chair the Diversity Committee;
- attend diversity-oriented functions;
- advocate for women's health;
- work for issues surrounding marginalized groups;
- advocate for cultural diversity and aboriginal health; and
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

**Education and Research Committee Chair shall:**

- report to the Vice-President;
- be a permanent member of the Awards Committee;
- chair the Education and Research Committee;
- suggest activities for nursing and research activities;
- suggest educational activities for member chapters in preparation for discussion of the theme and issues presented at each National Conference;
- coordinate promotional activities for relevant literature sources;
- be responsible for assisting with promotional activities for nursing and research; and,
- prepare a report for each BOD and National Assembly meeting, and attend the National Assembly (if financially feasible)

**Community and Public Health Committee Chair shall:**

- report to the President;
- chair the Community and Public Health Committee;
- liaise with and attend, if financial feasible, the annual Canadian Public Health Association (CPHA) conference and/or the Community Health Nurses of Canada (CHNC) conference;
- Liaise with the Canadian Alliance of Community Health Centre Associations (CACHCA)
- be the primary Public Health Agency of Canada (PHAC) liaison;
- serve as representative to the Community Health Nurses of Canada;
- be the primary CNA Environmental Health Reference Group liaison;
- liaise with all key national stakeholders that deal with community and public health (i.e. CHNAC); and,
- 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)