

# **POWER AND DUTIES OF THE BOARD OF DIRECTORS**

## **Policies and Procedures 2020**

Updated: (date) by Governance Committee

## **POWER AND DUTIES OF THE BOARD OF DIRECTORS**

**Approved:** January 2010

**Amended:** January 2021

**Approved by:** National Assembly

The Board of Directors (BOD) shall consist of **twenty-four (24)** elected members and **five (5)** appointed members that shall be composed of:

1. **Fourteen (14)** voting persons elected by the National Assembly to the positions of:
  - 1.1. President;
  - 1.2. Vice President;
  - 1.3. Director of Communications;
  - 1.4. Director of Membership Development;
  - 1.5. Director of Indigenous Health Advocacy;
  - 1.6. Practical Nursing Director;
  - 1.7. Psychiatric Nursing Director;
  - 1.8. Men's Caucus Chair;
  - 1.9. Diversability Caucus Chair;
  - 1.10. Black Caucus Chair;
  - 1.11. Indigenous Caucus Chair;
  - 1.12. People of Colour Caucus Chair;
  - 1.13. Francophone Caucus Chair;
  - 1.14. 2SLGBTQ+ Caucus Chair; and
2. **One (1)** person elected by the chapters in each Region of the corporation, a total of five voting persons, to the positions of:
  - 2.1. Western Regional Director;
  - 2.2. Prairie Regional Director;
  - 2.3. Ontario Regional Director;
  - 2.4. Quebec Regional Director; and
  - 2.5. Atlantic Regional Director.
3. **Five (5)** non-voting persons elected by the National Assembly to the positions of:
  - 3.1. Safety and Wellness Advocate;
  - 3.2. Environmental Sustainability Advocate;
  - 3.3. Scholarship and Bursary Coordinator
  - 3.4. New Grad Advocate; and
  - 3.5. National Conference Coordinator
4. **Five (5)** non-voting persons appointed by the Board of Directors to the positions of:
  - 4.1. Past President;
  - 4.2. Administrative Officer;
  - 4.3. Treasurer;
  - 4.4. Technology Officer; and
  - 4.5. Elder
5. **One (1)** non-voting person appointed by the Board of Directors to the position of National Partner, which person shall be the Executive Director, President or President-elect of the representing organization. This position shall rotate annually between the following three (3) partners:

- 5.1. Canadian Nurses Association (CNA)
- 5.2. Canadian Association of Schools of Nursing (CASN)
- 5.3. Canadian Federation of Nurses Unions (CFNU)

All Directors, Advocates, and Caucus Chairs serve a **one (1)** year term, from **March 1st** to the last day of **February** of the following year. All Elected Directors, Advocates, and Caucus Chairs shall:

- Be an associate of a chapter member in good standing;
- Be a nursing student for the majority of their term of office (*6 months + 1 day*);
- Disseminate a quarterly report to the Board of Directors in order to describe all position-related activities and maintain communication;
- Surrender to incoming position holders all position-related documents and relevant external partner contact information, with written and oral instructions and recommendations, by the end of their term; and
- work with and mentor incoming position holders to ensure a smooth transition.

#### **The President shall:**

- Act as the Chief Executive Officer of the Association;
- Act as the official spokesperson of the Association;
- Serve as Chair of the Board of Directors, Administrative Committee and co- chair of the Board Mediation Committee, alongside the Elder;
- 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;
- Be nominated for the position of Student Representative on the Canadian Nurses' Association's Board of Directors, and if elected be the principal liaison with CNA;
- Supervise the Administrative Officer
- Give notice of all BOD meetings in accordance with bylaw 8.04;
- provide an agenda to each Board Member at least fourteen (14) days prior to each BOD meeting and five (5) days prior to each Administrative Committee meeting;
- Provide an agenda to each Board member 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 members of the Administrative Committee and the Administrative Office, 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;
- 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;
- Sit on the CASN Advocacy Committee as the Student Representative;
- 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 Administrative Committee meetings;
- Ensure that the website is up-to-date;
- Be the primary communicator with the appointed manager of the website;
- Accept all website content from the BOD and CNSA members that they would like placed on the website;
- Liaise with the Technology Officer
- Have joint custody with the members of the Administrative Committee and the Administrative Officer, 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 Board Member, and from the National Assembly to each Board Member and Official Delegate 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 quarterly reports;
- maintain the CNSA letterhead electronic document and be responsible for its distribution; and
- Present a written report with recommendations at each BOD and National Assembly meeting; and,

**The Director of Membership Development (DMD) shall:**

- Act as the primary contact for all external membership services to be provided to the Association's membership;
- Oversee Regional Directors in the recruitment and retention of chapter members;
- 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 in conjunction with the Administrative Officer;
- Ensure membership services provided meet the needs of the members;
- Be the primary contact with any 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;
- Chair the Nominations and Election Committee, receive all applications, and act as the Chief Returning Officer (CRO). Should the DMD be a candidate in an election, or declares a conflict of interest, the chair shall be passed to another BOD member;
- 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;
- 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;
- Prepare a report and attend the National Assembly meeting;
- Sit on the CNA Network Advisory Committee as the Student Representative for CNSA;
- be the primary liaison with the CNA Network of Nursing Specialties, attend Network Quarterly Meetings and promote opportunities available within the Network;

**Director of Indigenous Health Advocacy (DIHA) shall:**

- Self-identify as Indigenous (Aboriginal, Metis, Inuit, or First Nations).
- Be a member of the Indigenous Caucus.
- Coordinate and facilitate Indigenous Nursing Students' Day in conjunction with the Director of Membership Development and the Indigenous Caucus Chair
- act as the primary liaison between the Canadian Indigenous Nurses Association (CINA) and CNSA;
- Maintain contact and build relationships with Indigenous Nursing partners and student committees nationally and internationally;
- Liaise with all key national partners and external organizations that are committed to or represent Indigenous Health and Advocacy;
- Attend all CINA meetings (if financially feasible);
- Prepare a report for each BOD and National Assembly meeting, and attend the National Assembly; and
- Partner with Indigenous Caucus Chair to facilitate Indigenous representation at CNSA events such as the Regional and National Conferences.

**Practical Nursing Director Committee Chair shall:**

- Be a practical nursing student.
  - in the case that a practical nursing student does not run, a non-practical nursing student who has experience working as a practical nurse may fill the position to help with recruitment of practical nursing students
- Establish and maintain communication with organizations relevant to practical nursing

student issues and healthcare

- Work in collaboration with the DMD and Regional Directors to recruit practical nursing program students
- Advocate for more practical nursing student representation at CNSA events such as the Regional and National conferences
- Prepare a report for each BOD and National Assembly meeting
- Attend National Conference

#### **Psychiatric Nursing Director shall:**

- Be a psychiatric nursing student.
  - in the case that a psychiatric nursing student does not run, a non-psychiatric nursing student who has experience working as a psychiatric nurse, or another professional related to mental health, may fill the position to help with recruitment of psychiatric nursing students
- Establish and maintain communication with organizations relevant to psychiatric nursing student issues and healthcare
- Work in collaboration with the DMD and Regional Directors to recruit psychiatric nursing program students
- Advocate for more psychiatric nursing student representation at CNSA events such as the Regional and National conferences
- Prepare a report for each BOD and National Assembly meeting
- Attend National Conference

#### **Men's Caucus Chair:**

- Self identify as a man
- Chair the Men's Caucus
- Be a liaison between male nursing students and the BOD
- Be responsible for the recruitment and retention of male nursing students
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **Diversability Caucus Chair:**

- Identify as a person who lives with some form of diversability
- Chair the Diversability Caucus
- Be a liaison between nursing students with diversabilities and the BOD
- Be responsible for the recruitment and retention of nursing students with diversabilities
- Work in conjunction with the Safety and Wellness Advocate and the National Conference Coordinator to ensure any and all barriers to accessing CNSA events and materials are reasonably addressed and mitigated
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **Black Caucus Chair**

- Self identify as Black
- Chair the Black Caucus
- Be a liaison between Black nursing students and the BOD
- Be responsible for the recruitment and retention of Black nursing students

- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **Indigenous Caucus Chair**

- Self identify as Indigenous (Aboriginal, First Nation, Metis, Inuit)
- Chair the Indigenous Caucus
- Be a liaison between Indigenous nursing students and the BOD
- Be responsible for the recruitment and retention of Indigenous nursing students
- Coordinate and facilitate Indigenous Nursing Students' Day in conjunction with the DMD and the DIHA
- Partner with the DIHA and the Elder to facilitate Indigenous representation at CNSA events such as the Regional and National Conferences.
- When the DIHA is unable, liaise with all key national partners and external organizations that are committed to or represent Indigenous Health and Advocacy
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **People of Colour Caucus Chair**

- Self identify as a Person of Colour (Racial minority that does not identify as Black or Indigenous)
- Chair the Person of Colour Caucus
- Be a liaison between nursing students of colour and the BOD
- Be responsible for the recruitment and retention of nursing students of colour
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **Francophone Caucus Chair**

- Self identify as a Francophone
- Be bilingual. In the event of the absence of a bilingual candidate, a non-bilingual candidate who is otherwise immersed in Francophone culture shall be eligible for the position
- Chair the Francophone Caucus
- Be a liaison between Francophone nursing students and the BOD
- Be responsible for the recruitment and retention of Francophone nursing students
- Work collaboratively with the Administrative Committee and the Translator to ensure all official communications are translated accurately.
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

### **2SLGBTQ+ Caucus Chair**

- Self identify as a member of the 2SLGBTQ+ Community
  - Allies to the 2SLGBTQ+ community are not eligible for this position
- Chair the 2SLGBTQ+ Caucus
- Be a liaison between 2SLGBTQ+ nursing students and the BOD
- Be responsible for the recruitment and retention of 2SLGBTQ+ nursing students
- Coordinate and facilitate Pride celebrations and Transgender Awareness Week
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

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

- Be a liaison between members in their region and the BOD;
- Be responsible for the retention of current members and collection of membership fees and forms in conjunction with the admin officer;
- 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;
- Promote the CNSA in their respective region;
- work in conjunction with the DMD to coordinate the recruitment and retention activities in their region;
- Work in conjunction with the DMD to send OD/AD Orientation Packages in electronic format to member schools
- Give a report to the DMD 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; and
- 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 French/English.
  - In the event of the absence of a bilingual candidate from a chapter school, by-elections will be open to bilingual students from non-member Quebec schools. If none comes forward then francophone Quebec applications will be accepted for a by-election. It is the responsibility of the Francophone Caucus Chair to notify non-member schools of the by-election.
- Attend National Conference

### **Safety and Wellness Advocate:**

- Work in conjunction with the Diversity Caucus Chair and the National Conference Coordinator to ensure any and all barriers to accessing CNSA events and materials are reasonably addressed and mitigated
- Identify any gaps, barriers, or structures internal to CNSA that can/do harm the health of CNSA members.
- Promote Mental Illness Awareness Week (Oct) and Mental Health Week (May)
- Promote the importance of self-care and resilience to CNSA members, and the harms associated with moral distress and burnout.
- Attend National Conference



- Collaborate with all caucus chairs to provide support for any concerns of members regarding inclusion, equity or safety within the association
- Collaborate with National and Regional conference directors to ensure safety policies are followed and assistance is provided as needed
- Prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible)

#### **Environmental Sustainability Advocate:**

- Work in conjunction with the Administrative Council to ensure that the organization is continuously working towards decreasing its carbon footprint
- Identify sources of waste within the organization
- Work collaboratively with BOD members who are responsible for organizing events to ensure minimal waste is created.
- Review contracts and partnerships to ensure all partnering organizations are environmentally friendly or are taking steps to reduce their carbon footprint
- Create and develop relationship with Canadian Nurses for Health and the Environment
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **New Graduate Advocate:**

- Maintain relationship with Nursing The Future, and other organizations aimed at supporting New Grads.
- Develop materials and programs aimed at supporting nursing students as they transition into their nursing practice.
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).

#### **The Scholarship and Bursary Coordinator (SBC) shall:**

- Act as Chair of the Awards Committee
- Oversee awards distribution through CNF partnership
- Maintain contact with principal representatives of the Canadian Nurses Foundation (CNF)
- Facilitate awards distribution within CNSA
- Coordinate appointment of Lifetime and Honourary Contribution awards
- be responsible for the CNSA Leadership Development Program and associated leadership awards adjudication process.
- prepare a report for each BOD and National Assembly meeting and attend the National Assembly (if financially feasible).
- Work on developing fundraising partnerships or opportunities to contribute funds to the CNSA awards.

#### **National Conference Coordinator (NCCC) 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 of 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 invites 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 summer BOD meeting;
- Be responsible for the completion of an audit of the accounts of the National Conference by March 31;
- Present a written report with recommendations at each BOD and National Assembly meeting; should include within their budget the cost of translation for all of the National Conference, including the National Assembly;

**The Past-President shall:**

- be the immediate Past-President of the Association conditional on being appointed elected to the position by the current BOD;
- be funded to attend all BOD meetings;
- act as a non-voting member of the Board;
- act as the Chair of the Governance Committee
- act as the Chair of the Strategic Planning Committee;
- serve as a mentor for the incoming BOD;
- ensure a smooth transition between the incoming and outgoing BOD and complete all outstanding tasks by July 1st;
- facilitate the orientation session at the Spring BOD meeting;
- update the Bylaws, Policies, and Board Orientation Manual as required; and
- present an oral and written report with recommendations, as appropriate, at each BOD meeting.