

CLINICAL NURSE SPECIALIST ASSOCIATION OF ONTARIO (CNS-ON) BYLAWS ROLES OF THE EXECUTIVE

Director of Communication and Secretary:

It is a two-year term.

RESPONSIBILITY:

- to keep records of executive, of general, and of annual meetings.

FUNCTIONS:

- takes and distributes minutes of meetings to the executive.
- submits list of current executive members of CNS-ON to President, list to be forwarded to RNAO home office (e.g. September).
- helps enhance the profile of the association and its work by letting the Communications' Department at RNAO Home Office know about events you think deserve coverage or attention.
- establishes working relationships with reporters in media outlets in your region / and in regard to the specialty areas.
- informs RNAO Home Office about media coverage members receive as a result of interviews with local media outlets
- attends one (1) assembly meeting in Toronto or suggests a designate to the President to represent the CNS-ON Association.
- reports to the executive on tasks or activities that were delegated to her/ him.
- prepares an annual report three (3) weeks prior the AGM and submits to the President.

TERMS OF REFERENCE

PURPOSE:

- 1) To represent members and to coordinate the activities of the CNS-ON;
- 2) To keep CNS members informed on CNS issues;
- 3) To provide liaison and collaborate with the Clinical Nurse Specialist Association of Canada (CNS-C / ICS-C) on issues of concern to both memberships;
- 4) To organize at least one meeting in person versus teleconferences or other such media;
- 5) To provide liaison and collaborate with the RNAO and CNA on issues of concern to the membership.

Quorum

- a. A quorum for a meeting of the Executive Committee shall be a majority of the executive members (50% + 1).

- b. Any questions arising at a meeting of the Executive Committee shall be decided by a majority vote of the members present. In case of a tie, the President shall have an extra vote.

Vacancy

- a. In the event that an officer shall cease to act, the Executive Committee shall, if the unexpired term thereof is less than one year, appoint a member of the Executive Committee or a new director from the general membership to fill such office for the unexpired term.
- b. In the event that the unexpired term exceeds one year, the Executive Committee shall arrange to fill such vacancy by holding an election at the next General Meeting (AGM).
- c. If no one applies or is elected into the vacant position, the executive may choose to fill the position or leave it vacant, depending of the situation arising.

Removal

- a. Removal of an executive member may be possible by a majority vote by the executive committee. Reasons for removing an executive committee member may relate to the following:
- Failure to comply with the conflict of interest and/or code of conduct policy requirements;
 - Inappropriate or disruptive participation and/or not engaging in effective discussion and decision-making;
 - Illegal, unethical or inappropriate activities, which may damage CNS-ON's reputation;
 - Executive members are expected to participate in all meetings. Executive member who attend less than two-thirds of all meetings, or misses more than two consecutive meetings, he/she may be asked to resign;
 - Failure to comply with the attendance requirements for executive committee meetings.

EXECUTIVE COMMITTEE

The committee shall be comprised of Directors and Executive Network Officers (ENO) elected from the CNS members in Ontario and responsible of the following portfolios:

1. President
2. President-Elect
3. Past-President
4. Director of Finance / Treasurer
5. Director for Communications and Secretary
6. Director of Membership and Services
7. Director for Policy, Practice and Political Action
8. Director of Research and Education
9. ENO Social Media
10. ENO Workplace Liaison
11. Graduate Nursing Student Representative.

Any executive member may represent the executive on ad hoc and advisory committees as delegated. When representing the CNS-ON, executive members will support the positions of the CNS-ON Association.