

## CLINICAL NURSE SPECIALIST ASSOCIATION OF ONTARIO (CNS-ON) BYLAWS

### CNS-ON EXECUTIVE COMMITTEE

#### ROLES OF THE EXECUTIVE:

##### 1. President:

It is a two-year term.

##### RESPONSIBILITIES:

- to coordinate the activities of the executive.
- to administer the affairs of the CNS-ON Association.

##### FUNCTIONS:

- calls and chairs meetings;
- sets agendas;
- responds to pertinent correspondence;
- initiates communication on issues related to the CNS-ON's objectives;
- sends information to the members, e.g. Newsletters, reports, and other relevant information to CNS via electronic modalities.
- follows objectives from the previous year and set new objectives in conjunction with the executive.
- represents proudly our association in Ontario and at the national level.
- develops relationship with other nursing organizations.
- recruits CNS colleagues and graduate nursing students to become members.
- informs RNAO Home Office of any membership suggestions or complaints.
- keeps RNAO informed of issues affecting CNS and collaborates in order to have an appropriate follow-up on these issues.
- attends at least 1 of 2 assembly meetings in Toronto, held twice in a year; or sends a designate to represent the CNS-ON Association.
- reports to the executive on tasks or activities that were delegated to her/ him.
- prepares an annual report two (2) weeks prior the AGM.

##### 2. President-Elect:

After a two-year term, becomes President.

##### RESPONSIBILITIES

- to assume leadership functions as delegated by the President.
- to learn about the organisation and current goals of the CNS-ON.
- to communicate with the membership through the Newsletter in the capacity of editor.

**FUNCTIONS:**

- asks the support of the executive members in writing an article for each Newsletter.
- solicits the input of CNS members in writing an article for each Newsletter.
- writes and distributes the Newsletter (minimum of 2 times per year).
- supports the President for the activities of the association.
- assists the President with correspondence and organizational responsibilities.
- 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.

**3. Past-President:**

After a two-year term as President, becomes Past-President for one (1) year.

**RESPONSIBILITIES:**

- to provide continuity between past and current executive.
- to assist with long term planning.

**FUNCTIONS:**

- assists the President with short-term and long-term planning.
- supports the new President for the activities of the association.
- assists the President with correspondence and organizational responsibilities.
- 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.

**4. Director of Finance:**

It is a two-year term.

**RESPONSIBILITIES:**

- to keep current and accurate record of expenses and credits.
- to prepare, in consultation with the President, an Annual budget to be approved by the Executive at the latest in January of each year.
- to verify the amounts received in accordance with the membership numbers of our association and to report to the Executive.
- to ensure that all expenses are paid within one month received.
- to keep the President informed if any financial issues arise.

**FUNCTIONS:**

- monitors the incomes and expenses of the association.
- monitors the bank statements to ensure that all incomes and expenses are recorded.

- pays accounts owing in accordance to the approved budget.
- prepares a financial report for executive meetings.
- prepares and presents an Annual financial report to the executive members and then at the AGM.
- prepares and submits the Annual financial statements to RNAO home office (Director of Finance).
- 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.

### 5. 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.

### 6. Director of Membership and Services:

It is a two-year term.

#### RESPONSIBILITY:

- to coordinate all activities related to recruitment and retention of members.

#### FUNCTIONS:

- identifies the number of members by contacting the RNAO membership dept. at home office (minimum 3 times per year - January, April, and end of October).

- verifies with the membership dept. of RNOO home office (at the latest in December), to ensure that all executive members are current with their membership of CNS-ON and provides a report to the President.
- responds to membership queries related to joining our association.
- updates the CNS-ON membership brochure as needed.
- 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.

### **7. Director for Policy, Practice, and Political Action:**

It is a two-year term.

#### **RESPONSIBILITIES:**

- to coordinate activities and intervention related to policies and practices.
- to identify issues related to nursing and CNS practice and to inform the executive committee.

#### **FUNCTIONS:**

- assesses the political situation.
- chairs the planning committee that reviews issues and/ or initiatives of the association.
- represents the political action initiatives on the behalf of the CNS Association as delegated by the President.
- forms relationships with other nursing associations and / or organizations as needed.
- acts as a consultant for the executive on political matters.
- 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.

### **8. Director of Research and Education:**

It is a two-year term.

#### **RESPONSIBILITIES:**

- to coordinate educational activities or programs of the CNS-ON Association.
- to coordinate the review of research relevant to the CNS and report the findings to the Executive.

#### **FUNCTIONS:**

- chairs the planning committee for the development of educational sessions.
- assesses the educational needs of the membership.
- acts as a consultant for the executive on educational matters.

- acts as a consultant for the executive on research matters.
- recommends to the executive actions to be taken regarding research or for collaboration.
- 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.

### 9. ENO Social Media:

It is a two-year term.

#### RESPONSIBILITIES:

- to assist the CNS-ON Association in being visible on social media.
- to keep a positive image of the CNS while improving visibility.

#### FUNCTIONS:

- coordinates the social media activities.
- serves as a liaison with the executive and activities on social media about issues arising.
- 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.

### 10. ENO Workplace liaison:

It is a two-year term.

#### RESPONSIBILITIES:

- to assist the executive in recruiting more CNS members.
- to improve visibility of our association in workplaces where possible.

#### FUNCTIONS:

- coordinates communication to be circulated to workplace CNS members.
- collaborates with RNAO home office in facilitating the recruitment of new members.
- serves as a liaison with local workplace liaisons.
- 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.

### 11. Graduate Nursing Student Representative:

It is a two-year term.

Preferably a graduate nursing student from a Master in Nursing with a CNS stream in Ontario.

#### RESPONSIBILITIES:

- to assist the executive in recruiting more CNS members.
- to develop and maintain a connection with nursing graduate students in Ontario.
- to improve visibility of our association with nursing graduate students in Ontario.

## FUNCTIONS:

- coordinates communication to be circulated to nursing graduate students.
- invites nursing graduate students to write articles from their nursing perspective on the role of CNS.
- serves as a liaison with schools or faculties of graduate nursing programs in Ontario.
- 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.