



## CAHN NOMINATION FORM - 2017

Please check the box beside the position(s) of interest:

### President & CEO

*Term: Feb 2017– Feb 2019*

#### Key Accountabilities:

- Oversee smooth operation of the Association
- Provides support and direction, and problem solving to the Board of Directors and Executive Committee
- Act as principal liaison with Board of Directors and Executive Committee
- Act as principal contract negotiator unless otherwise delegated
- Act as principal liaison with outside organizations unless otherwise delegated
- Work with secretariat to create agenda and meeting package for Board meetings (4-5/year) and Executive meetings (2/year)
- Chair Board meetings (teleconference) and Executive meetings (in person)
- Review and approve all member communication e-blasts sent by the secretariat, including bimonthly newsletter
- Manage CAHN Action Plan document and oversee visioning exercises at Executive retreats
- Fundraise in collaboration with the Executive Committee

### Board of Director (3 positions)

*Term: Feb 2017– Feb 2019*

#### Key Accountabilities:

- Planning and establishing policy:
  - Plan and approve all association initiatives;
  - Establish policy based on philosophy and mission statement and its strategic priorities.
- Management and Administration:
  - Delegate responsibility for operational management and administrative matters to the respective Board Director and or committee chairs;
  - Evaluate the performance of the Board of director and committee chairs on an annual basis;
  - Ensure timely decisions on major and minor policy and procedural issues as they arise;
  - Evaluate all aspects of the Association's operations in order to ensure that management and program delivery are accessible, appropriate and adequate as well as cost-effective and efficient;
  - Periodically assess the needs of the membership;
  - Respond to the committee chairs' requests for advice and direction;
  - Properly and sufficiently provide adequate liability insurance for Board members;
  - Be familiar with the bylaws and legislation required for the Association and understand funding priorities.
- Financial Accountability:
  - Continually review and assess the needs of the Association and determine appropriate action for funding;
  - Determine effectiveness of programs and services and identify how they can be improved;
  - Establish a strategic plan for the organization;
  - Approve an annual budget with the support of the Finance Committee;
  - Account for all financial resources in collaboration with the Treasurer and Finance Committee.



- Determine and review policies and procedures;
- Accounting and bookkeeping, cash receipts and reporting of financial records need to be reviewed and monitored in collaboration with the Treasurer and Finance Committee, as well as the external Auditors appointed at the annual meeting;
- Review of monthly and/or quarterly financial statements by the Finance Committee with variances reported to the Board for acceptance and/or approval.

**Basic Duties of Every Member of the Board:**

- Commit/define hours of time per month working on the business of the Board of Directors;
- Attend at least 75% of Board Meetings;
- Serve on Committees and Task Forces as required;
- Be prepared for Board Meetings in discussions and decision making;
- Identify and abstain from voting in any situation of conflict of inter.



**Treasurer**

*Term: Feb 2017– Feb 2019.*

**Key Accountabilities:**

- Oversees the fiscal and securities of the Association by working with the auditor to ensure full and accurate financial accounting
- Prepares budgets
- Approves expenditures and monitors expenditures against the budget
- Oversees and advises on investments
- Reports to the Executive Committee



**Secretary**

*Term: Feb 2017– Feb 2019*

**Key Accountabilities:**

- Communicate notice of BOD meeting and Executive meetings
- Provide timely distribution of materials such as agendas and meeting minutes
- Be knowledgeable of the organization's records and related materials
- providing advice and resources to the board on topics such as governance issues, amendments to the by-laws



**Conference Co-Director**

*Two year term of office.*

**Key Accountabilities:**

- Initiates and oversees activates to plan, develop, and execute the annual CAHN Education Day program and the Annual General Meeting
- Reports to the Executive Committee



**Education Director**

*Two year term of office.*

**Key Accountabilities:**

- Initiates and oversees educational programs and activities of the Association, to meet the Associations objectives.
- Reports to the Executive Committee



Nominee contact information:

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City : \_\_\_\_\_ Province : \_\_\_\_\_ Postal code : \_\_\_\_\_

Phone (work): \_\_\_\_\_ Phone (home): \_\_\_\_\_

Email address: \_\_\_\_\_ Provincial registration number: \_\_\_\_\_

Current Employment

Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City : \_\_\_\_\_ Province : \_\_\_\_\_ Postal Code : \_\_\_\_\_

*Past employment (past 5 years):*

Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Address: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Employer: \_\_\_\_\_ Job title: \_\_\_\_\_

Address: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Education

*(Please list all post Basic Education - degrees, diplomas, certificates, clinical courses etc)*

Degree/program                      Specialty                      Place                      Year



Canadian Association of  
Hepatology Nurses

Association Canadienne  
Des Infirmieres D'Hepatologie

### CAHN Involvement

*(Please provide details of your involvement in any CAHN committees, Executive positions previously or currently held, or special projects)*

### Other Nursing Affiliations

Organization

Office held

Date/Term

### Non-Nursing Affiliations

Organization

Office held

Date/Term



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Nominee profile (maximum 250 words):

## Declaration

I DECLARE THAT:

The information provided above is complete and accurate;

I am a practicing member of the Registered Nurses Association (College) in the province or territory indicated above;

I hereby accept the nomination for the position indicated above; and

If elected, I consent to serve in that capacity.

Signature of nominee:

Date:

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Please send completed form to [admin@cahn.ca](mailto:admin@cahn.ca). You may also bring your application form to the AGM to submit it in person to Michelle Crosby no later than 9:00am the day of the AGM (March 5, 2017).