



Canadian Association of
Hepatology Nurses

Association Canadienne
Des Infirmieres D'Hepatologie

January 2017 Newsletter

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Upcoming Events

CAHN Education Day



There is still time to register for the CAHN/CASL Integrated Education Program being held in Banff from March 3 to March 5th at CDDW™. [To register, mail this form along with your \\$200 registration fee to the address within.](#)

[Click here for more information.](#)

Ground Transportation

Please click on the links below for more information on ground transportation from the Calgary International Airport, YYC

[Brewster Banff Airport Express](#)

\$65.00 per adult one way

[Banff Airporter](#)

\$60.50 per adult one way

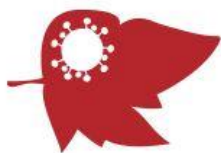
[Greyhound](#)

\$29.60 per adult one way

\$34.60 per adult one way (refundable)

The 6th Canadian Symposium on Hepatitis C Virus (CSHCV)

Date: March 3, 2017



CanHepC

Canadian Network on Hepatitis C
Réseau Canadien sur l'Hépatite C

We invite you to attend the 6th Canadian Symposium on HCV. In building upon the success of last year's meeting, we look forward to expanding the discussion on HCV-related issues in Canada.

The theme of this year's symposium is Delivering a Cure for HepC Infection: What are the Remaining Gaps? "

Early bird registration, call for abstracts and accommodations can be found on the 6th Canadian Symposium on HCV [website \(click here\)](#) or contact Norma Choucha @ norma.choucha@canhepc.ca.

The 25th Harm Reduction International Conference



Date: May 14, 2017 - May 17, 2017

The 25th Harm Reduction International Conference, will take place in Montreal on 14th-17th May 2017. This conference is set to be the biggest global harm reduction event of the year and is organized by Harm Reduction International in partnership with the Association des Intervenants en Dépendance du Québec (AIDQ) this year. Online abstract submission and registration will open on September 1st 2016. For more details please [visit their website](#).

Have an event coming up? Send information to Liza Abraham at lizaabraham72@gmail.com to include it in the next CAHN Newsletter!

Call for Nominations

Available Positions

The Nominations and Election Committee is seeking CAHN members to fill five Director/Officer positions and three Board of Director positions in the upcoming 2017 election. Each position is for a two-year term, commencing after the Annual General Meeting on Sunday, March 5, 2017.

To nominate, please complete the [2017 Nomination Form](#) and send back to admin@cahn.ca prior to March 5th or bring the completed form with you to the AGM on March 5th in Banff Alberta, and hand in to Michelle Crosby prior to 9:00 AM. The AGM is part of the CAHN/CASL Integrated Education Program under CDDW. [For more information on attending the AGM, please click here.](#)

President & CEO

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)

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

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

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

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

Key Accountabilities:

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

More from CAHN

New Website Coming Soon

CAHN is excited to announce a new website launch planned for 2017 which will give members better access to educational resources and networking opportunities as well as easier membership sign up and renewals. More information to come!

BCIT Bursary for CAHN Members

The CAHN Bursary is available to provide limited funding to nurses who are CAHN members and are undertaking the British Columbia Institute of Technology Hepatitis C Program. Nurses will be eligible for a minimum of \$ 250.00.

The Bursary is available to Registered Nurses who are CAHN members in good standing for the last two years. The Bursary is used to financially assist those who are interested in increasing their knowledge, skill and judgment to enhance quality of care through the professional development program offered at the British Columbia Institute of Technology Viral Hepatitis Course.

[Click here for bursary details.](#)

[Click her for BCIT course details.](#)



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