



CANADIAN
ASSOCIATION OF
CRITICAL
CARE
NURSES

Partner Relations Committee

Terms of Reference

Approved September 2015
Revised April 2019
Revised May 2023

Introduction

The CACCN Partner Relations committee will:

1. uphold and exemplify the values of the Canadian Association of Critical Care Nurses and thus serve in the best interests of the Canadian Association of Critical Care Nurses.
2. be chaired by a Director of the Board and consist of a minimum of three (3) members.
3. approve committee membership at the Directors' Meeting in March or April annually.
4. meet regularly at the call of the Chair.
5. keep records / minutes of meetings and submit to national office (within 10 business days) of the meeting.
6. receive professional support from the COO, as required.
7. report at each meeting of the Board of Directors, in writing, and will contribute to the Association's Annual Report.
8. set short- and long-term goals, as appropriate.
9. review the short- and long-term goals annually (March or April).
10. advance, monitor and report on strategic organizational priorities within its mandate.

Definition of Partner

CACCN partners engage with CACCN and its activities at an organizational level. Partners may include:

1. professional health care organizations
2. associations
3. licensing bodies (provincial regulators)
4. educational institutions
5. employers
6. exhibitors and corporate sponsors.

Guiding Principles

CACCN must work:

1. towards establishing a relationship with associations that represent Registered Nurses, student nurses and the interprofessional team, both provincially and nationally.
2. towards establishing a relationship with the Employers across Canada employing critical care Registered Nurses.
3. to acknowledge and support programs that advocate for safe patient care of the critically ill population.

Mandate, Function, and Responsibilities

The Partner Relations committee will facilitate and develop CACCN relationships with organizations (corporations, government, vendors, sponsors, employers) that align with advancing the science and practice of critical care nursing.

The Committee will:

1. manage and evaluate CACCN Partnerships
2. determine viability/benefit to CACCN mission and direction (i.e., what is the benefit to CACCN?).
3. function as point of contact for current and potential partners.
4. maintain a database and contact lists of partner relationships.
5. review requests for work with partners and link the appropriate members /resources.
6. actively seek out new partnerships aligned with the CACCN strategic direction.
7. Maintain the awards program – reviewing and revising current award criteria, as required.
8. give consideration to new awards and potential sponsor opportunities to fund the award.

Committee Structure and Terms

1. Chair: 1 Director: Vice President, min: 1 year, max: 4 years
2. Ad Hoc Committee members as needed
3. CACCN Chief Operating Officer (support)
4. CACCN President, ad hoc member

Meeting

Monthly as necessary and at minimum four times a year

Communication

Email, Zoom, Teams, Teleconference

Reporting

To the National Board of Directors via the Committee Report form at board meetings (min. quarterly).

CACCN Policies

Due to the confidential nature of member information, committee members will ensure that:

1. all documentation and information that the Association entrusts to review committee members is maintained in strict confidence, always.
2. the documentation is used only for the purpose for which it was originally provided.
3. documentation is stored in a secure manner to prevent unauthorized access. If stored on public or shared computer, documentation must be password protected.
1. any loss or unauthorized access to the information must be reported to the Chair immediately upon discovery.
2. committee discussions are confidential.
3. comments made by review committee members may not be discussed or disclosed to individuals not involved with the Committee.
4. documentation when no longer required must be destroyed / deleted.
5. failure to abide by the committee's confidentiality agreement may result in removal from the committee.

and

Committee members by participation agree to abide by the CACCN Policies and Procedures as set out by the Association, including the **Code of Conduct** and **Conflict of Interest** Policies.