



CANADIAN
ASSOCIATION OF
CRITICAL
CARE
NURSES

Member Relations Committee

Terms of Reference

Approved September 2015
Revised April 2019, Revised April 2023

Introduction

The role of the CACCN Member Relations Committee is to increase enrollment, engagement and relationships with all new, current, renewing, and future CACCN members.

The CACCN Member 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. the committee will be chaired by a Director or Directors of the Board and consist of a minimum of three (3) active members, where possible.
3. the Board of Directors will approve committee membership at the Directors' Meeting in March or April annually.
4. the committee will meet regularly at the call of the Chair or Co-Chairs.
5. the committee will keep records / minutes of meetings and submit to national office (within 10 business days) of the meeting.
6. the committee will receive professional support from the COO, as required.
7. the committee reports at each meeting of the Board of Directors, in writing, and contributes to the Association's Annual Report.
8. set short- and long-term goals annually.
9. review the short/ long term goals annually; this review will occur at the Director's Meeting (March or April).
the activities of the committee will advance, monitor and report on strategic organizational priorities within its mandate.

Mandate and Function

The CACCN Member Relations Committee will provide leadership, structure and support for recruitment and retention of members.

The CACCN Member Relations Committee will:

1. prioritize strategies to increase and maintain CACCN membership.
2. increase relations with all CACCN members.
3. develop a consistent approach for the Board of Directors to liaison with active chapters.
4. serve as a resource for members including recommendations for committee work.
5. liaise with and provide support to members considering leadership positions in the organization.
6. develop tools for CACCN members to share at local events to increase membership.
7. target Critical Care Nursing Programs across Canada to increase new graduate awareness of their national professional association.
8. set short and long term goals with completion dates.
9. share the short and long term goals with the Board of Directors annually (at minimum).

Committee Structure and Terms

1. Chair or Co-Chairs: 1 or 2 National Board Director, min: 1 year, max: 4 years
2. Minimum of 3 active CACCN members: 2 years, renewable, where possible
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.