



CANADIAN  
ASSOCIATION OF  
CRITICAL  
CARE  
NURSES



ASSOCIATION  
CANADIENNE DES  
INFIRMIÈRES ET DES  
INFIRMIERS EN  
SOINS  
INTENSIFS

## **CACCN BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES**

(updated July 2024)

View the *Canadian Association of Critical Care Nurses (CACCN) [General Operating Bylaw # 2](#)* for more information.

The Board of Directors is the legal authority for the Canadian Association of Critical Care Nurses.

Directors are elected by the membership.

Directors act in a position of trust for the association, the membership and are responsible for effective governance of the association.

### **Board of Director's Commitment**

- Support the Mission, Vision and Values of the Association.
- Commit to the art and science of critical care nursing.
- Monitoring, review, and response of all email communication within 7 days of receipt.
- Monitoring and review of the Association's Consent Agenda/Reports and Regular Agenda business in preparation of meetings and decision making.
- Attendance at Association's Board meetings - four (4) full day in person board meetings - spring/fall annually (on weekends); board meeting via Teams or Zoom approximately every 6 weeks (2 hours), as well as committee meetings via Teams or Zoom as needed.
- Attendance at the Association's Annual General Meeting (AGM) via Zoom.
- Attendance at additional meetings/committees, as required.
- Promotion of the Association and membership with the Association.

### **Directors:**

- **Two-year (2) term commencing May 1.**
- **Active participant in all matters of by-law, policy setting and direction.**
- **Active participant in strategic planning and oversight of the strategic plan.**
- **Chair or Co-Chair of a National Committee.**
- **View the Questions Every Potential Board Member Should Ask for more information.**

## Association's Commitment

- Opportunities to expand professional networks, influence the direction of the Association and a broader understanding of the Association's policy, practice, and procedures.
- Financial reimbursement for expenses required to carry out your duties\*.
- Travel expenses to all meetings\*.
- National Office support as needed.
- Complimentary membership with the Association, during board term.
- Complimentary tuition to the Canadian Critical Care Nursing Conference.

*\* refer to the CACCN Expense Policy for allowable expenses - travel, accommodation, meal per diem, etc.*

For more information please visit our website at: <https://caccn.ca/board-of-director-nominations/> or Christine Halfkenny-Zellas, Chief Operating Officer at [caccn@caccn.ca](mailto:caccn@caccn.ca), Telephone 866-477-9077.