



CANADIAN  
ASSOCIATION OF  
CRITICAL  
CARE  
NURSES



ASSOCIATION  
CANADIENNE DES  
INFIRMIÈRES ET DES  
INFIRMIERS EN  
SOINS  
INTENSIFS

## **CACCN BOARD OF DIRECTORS QUESTIONS TO ASK WHEN CONSIDERING A CACCN BOARD POSITION**

**The CACCN wants you to consider a nomination for the Board of Directors and we want to ensure you have the questions and answers to make an informed decision on your fit for the position, the focus of Board work and the time commitment required. This is not an exhaustive list of questions, but they are a good starting point for members considering board service.**

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### **1. What is the mission of the CACCN?**

*A mission statement describes the overall purpose of the organization; it states the reason(s) why the association exists. It may also identify the groups the association exists to serve: its own members, others in the industry or profession, clients/customers, and/or various publics.*

**We engage and inform critical care nurses in Canada and International through scholarship, education and networking.**

CACCN is a professional specialty nursing association. We exist to serve our members – critical care registered nurses and those interested in critical care. We are a membership community sharing a commitment to a strong future for the profession of critical care, our patients, and their families. CACCN supports advocacy, promotion, professional development opportunities, leadership, and is the voice for critical care nursing in Canada, providing a strong national identity.

Through a strong, engaged member community we will realize our vision statement: **All critical care nurses provide the highest standard of patient and family centred care through an engaging, vibrant, educated and research driven specialized community.**

### **2. What is the role of the Board of Directors?**

The Board of Directors provides expertise, leadership, and direction for the Association. The Board of Directors is responsible for the strategic direction, mission, vision, and values of the Association. In addition, the board manages the governance of the association – including risk assessment/management, financial security, policy and

procedures, identification of issues, risks, and opportunities. The board is also responsible for taking or directly appropriate actions to ensure the Association operates with integrity.

Board members must be active members of the association, registered nurses working in critical care at the time of election.

The Association actively seeks members to fulfil a **diverse board** through our three geographic regions, as well as focus on critical care nursing practice (adult, all ages, pediatric), position (staff nurse, educator, clinical nurse specialist, management, nurse practitioners, researchers, etc.), hospital setting (tertiary, rural, urban, etc.). With a seven-member volunteer board, fulfilling a **diverse board** is often difficult, so CACCN offers additional means to include member volunteerism, gather member input and information via surveys, committees, partner liaisons, to name a few.

### **3. What is the role of the Chief Operating Officer?**

The Chief Operating Officer (COO) is responsible for the day-to-day management and operations of the Association and reports directly to the Board of Directors.

### **4. What is the time commitment for a Board Member?**

Board members are expected to attend all scheduled board meetings.

**Face to Face (F2F):** The CACCN Board meets F2F twice annually (Spring and Fall). The spring F2F meeting is two full days on a weekend.

The fall F2F meeting is two full days on the weekend prior to the CACCN Canadian Critical Care Nursing Conference. The Association provides funding for travel and allowable expenses to attend Board meetings.

**Teleconferences, Zoom:** The CACCN Board also meets approx. every 6 weeks via Teams or Zoom. These meetings are typically 2 hours in length.

**Quorum:** *The quorum of a meeting is the minimum number of members required by the Constitution to conduct business. When the absence of a quorum is brought to the attention of the Chair the meeting adjourns and sets a date for a future meeting.* A quorum of Board members is required for a meeting to proceed. The quorum is 50% of Board members present, however the National Board generally operates on the premise 5 of 7 Board members are required to conduct the business of the Association.

**Committees:** Board members will also Chair or Co-Chair a National Committee. These committees are the mechanism through which the Association delivers educational, networking, and other content. At present the Association offers the following committees: Member Relations, Partner Relations, and Professional Development. These committees typically meet 6 to 8 times annually. Meetings are held by Teams or Zoom and are typically 60 minutes in length.

Preparation requirements for the above noted meetings includes preparing a national committee report on the prescribed reporting forms, reading materials in advance of a Board meeting, and asking questions to ensure that informed discussion and decision-making can take place at the meeting. The time frame for reading materials for the board meeting would be approximately one evening.

**Information Sharing:** Board members are also encouraged to share CACCN with their colleagues and employers raising the profile of the Association and encouraging membership.

**Observations:** Members are also encouraged to be observant of their professional world for insight into member perspective, issues that could impact critical care nursing practice, opportunities for the Association, and potential threats the Association could face. This activity does not require active time for the Board member – just a need to thoughtful attention to the leadership and stewardship role assumed as a Director of the CACCN.

## **5. How financially/fiscally sound is the CACCN?**

The Treasurer is responsible for the financial management of the Association, including our investment portfolio.

The CACCN has operated in a fiscally sound manner for many years. Financially the Association is healthy - doing more with less. The Board of Directors has established good financial policy and procedures that promote fiscally responsible management for the Association and oversight of all financial dealings.

However, with the pandemic of 2020 and ongoing needs, we entered a period of transition and sound financial management has been required now more than ever.

## **5. Is there a formal orientation program?**

At present there is not a formal orientation program for new Directors.

Generally, orientation starts prior to the spring F2F meeting when incoming board members are invited to participate in board meetings and on committees they are interested in chairing. Incoming board members do not have voting rights, but are encouraged to ask questions and familiarize themselves with board process, etc.

The spring F2F commences with an overview of the legal responsibilities of all board members, ability to ask questions, and seek clarity around the board table. However, it is felt the ‘real’ learning occurs after the meeting over dinner in an informal setting – where questions around the history of the association, what other units are doing across the country, etc., can be asked/answered. The formal meeting is important, but the informal learning after the meeting is often invaluable.

## **6. Why do we need Board Members?**

The Association seeks members who have a passion, interest, understanding and/or view of the big picture of critical care in Canada. Interested members are encouraged to step into a leadership role and make a commitment to fulfil that role with the Association.

While diversification of the Board by geographic region, as well as practice, focus, experience, and expertise, may be components of the nomination process and may be one factor in your nomination – the enthusiasm, commitment and knowledge a nominee could bring to Board discussions, decision making and strategic direction for the Association is the key. A Board may also try to recruit nominees with a skill set specific to the Association’s programming and strategic direction (education, research, etc.), the CACCN relies on resources outside of the Association for projects and technology and do not expect nominees to bring these skills to the table.

## **7. How to determine if you are a good fit for a Board position?**

Do you have a keen interest in seeing the Association move forward and feel you can bring expertise, passion and understanding to the table? If so, give due consideration to a volunteer position supporting and serving your Association!

## **8. Looking for more information?**

- i. [CACCN Website](#)
- ii. [Mission, Vision and Values](#)
- iii. [CACCN History](#)
- iv. [CACCN Board of Directors](#)
- v. [CACCN Committees](#)
- vi. [CACCN General Operating Bylaw # 2](#)
- vii. [CACCN Policies](#)
- viii. [CACCN Meetings](#)
- ix. [CACCN Annual General Meeting](#)

## **References**

Bourinot's at a Glance. (n.d.). Retrieved March 2, 2021, from [https://www.oise.utoronto.ca/oise/UserFiles/File/OISE\\_Council\\_General/Bourinots\\_at\\_a\\_glance.pdf](https://www.oise.utoronto.ca/oise/UserFiles/File/OISE_Council_General/Bourinots_at_a_glance.pdf)

Mission and goals. (n.d.). Retrieved March 02, 2021, from <https://www.associationforum.org/mainsite/browse/professional-practice-statements/mission-goals#:~:text=A%20mission%20statement%20describes%20the,%2C%20and%2For%20various%20publics.>

*This document was compiled from Association best practice information located on the internet.*