

Canadian
Council of
Cardiovascular
Nurses



Conseil canadien
des infirmières et
infirmiers en soins
cardiovasculaires

CCCN Governance Model

The CCCN Board of Directors receives its authority from the membership and on their behalf governs the organization, sets policy and strategic direction/imperatives and manages its business affairs.

Prevailing Principles of the CCCN Board of Directors

The Board shall:

1. Ensure Board positions are filled with engaged and qualified members who have the skills and competencies for the role
2. Follow the policies and procedures of the organization
3. Promote responsible stewardship of CCCN's resources for the benefit of the membership
4. Make the provision of membership services the main objective
5. Engage in the strategic management model, which consists of strategy formulation, strategy implementation, and strategy evaluation
6. Engage in a Board evaluation process regularly
7. Engage in education, research, health promotion, and advocacy activities, which promote Cardiovascular Nursing across Canada
8. Propose and advocate for nursing policies and position statements, which serve the interests of CCCN and oppose those that are contrary
9. Create strategic alliances with other groups/sponsors in pursuit of common goals

Committees within the Board of Directors

Finance Committee:

- Lead: Treasurer and Executive Director
- Committee members: President, Director of Provincial Directors,

Website Committee

- Lead: Director of Professional Education
- Committee members: Executive Director, President, Treasurer, Director of Health Promotion & Advocacy, Director of Provincial Directors, Director of Communications and Membership.

Awards Committee:

- Lead: President and President Elect
- Committee: Treasurer and Director of Provincial Directors

Cardiovascular Nursing Standards Committee:

- An ad hoc committee developed every 4 years at the direction of the President.

Bylaws Committee:

- Lead: President and President Elect
- Committee: Treasurer and Executive Director

Composition of the CCCN Board of Directors

The Board will be comprised of not less than seven (7) and not more than eleven (11) Directors; comprised of:

1. President
2. President-Elect (for the 1 year preceding the President's final term)
3. Past-President (for the 1 year following their term as President)
4. Treasurer
5. Director of Health Promotion & Advocacy
6. Director of Professional Education
7. Director of Research
8. Director of Conference Programming
9. Director of Publications
10. Director of Communications and Membership
11. Director of Provincial Directors

Terms of Office

Each Director's term is for 3 years except:

- The President-Elect, whose term is for 1 year prior to becoming President
- The Past-President whose term is for 1 year following his/her term as President

All positions, except the President and the Director of Publications, are elected positions. The President's position is assumed by the President-Elect. The applicant for the position of Director of Publications must meet eligibility requirements (as stated in roles and responsibilities) and is approved by the Board of Directors.

Expectations of the CCCN Board of Directors

All members of the Board will be expected to:

- Adhere to CCCN's policies and bylaws
- Attend all face-to-face meetings and teleconferences
- Submit written reports as required (AGM, Board meetings, etc.)
- Review website as it relates to their portfolio and ensure it is updated accordingly
- Understand the CCCN budget
- Attend the Annual General Meeting and Spring conference
- Network with members during CCCN events
- Participate in provincial division events
- Promote CCCN membership in practice/professional circles
- Connect with members whenever possible
- Support each other in achieving portfolio deliverables

- Orientate Director replacement to portfolio
- Maintain current membership status
- Seek sponsorship opportunities

Role of the President

To lead CCCN as the chief elected officer, to chair the Board of Directors and, in partnership with an Association Management Firm, work to achieve CCCNs strategic plan/imperatives.

The President is a non-elected position and is filled by the President-Elect.

Key duties and responsibilities:

- Provide leadership to the Board and the CCCN membership
- Ensure the integrity of the Board process
- Represent CCCN in a variety of forums [e.g., Canadian Nurses Association (CNA) Associate-Affiliate-Emerging Group]
- Exercise the governing authority of the Board of Directors
- Plan and chair Board and Annual General Meetings (AGM) of the membership, including the meeting agenda and ensure minutes are taken
- Act as the main liaison between the Board and the Association Management Firm
- Initiate and lead the Board's process of annual performance review of the Association Management Firm
- Communicate with the membership on a regular basis by eNewsletter, bulletins, meetings, etc.
- Lead Corporate Sponsorship efforts to help generate non-dues revenue (corporate liaison) and help achieve CCCN's financial targets/goals
- Present awards at the AGM
- Chair the Awards committee and Bylaws committee
- Attend quarterly CNA affiliate network teleconferences
- Attend monthly CNA certification teleconferences
- Attend the annual CCS conference representing the interests of CCCN at the national level.
- Every four (4) years, beginning in 2018, create an ad hoc CCCN Standards revision committee. This committee will report to the president and will submit their final product to the BoD for approval. Committee members will come from the membership
- In conjunction with the Director of Professional Development, the President will lead or delegate the leadership of the annual CNA study group
- Ensure annual performance reviews are completed on all board members and provide feedback to each board member
- Ensure annual performance reviews are completed on all management staff members and provide feedback to each employee
- The President will sit as a member of the website committee
- The President will sit as a member of the finance committee

Role of the President-Elect

Prepare to assume the role of President by shadowing the President in his/her activities.

Key duties and responsibilities:

- Serve as a member of the Awards Committee.
- Organize and manage the CCCN's historical records

Role of the Past-President

To carry out the presidential duties and responsibilities in the absence of the President, such as, but not limited to:

- Chairing Board meetings
- Chairing the Bylaws Committee
- Chairing (or participating on) the Awards Committee
- Work with President-elect to organize and manage the CCCN's historical records
- Provide orientation for new Board members
- Review the President's annual performance evaluation and provide feedback

Role of the Treasurer

To lead CCCN as the chief elected financial officer managing and reporting on CCCN's finances and controlling and accounting for CCCN's finances, being accountable to sponsoring corporations for the funds received and spent by the association, to chair the finance committee, and in partnership with an Association Management Firm, work to achieve CCCN's financial goals.

Key duties and responsibilities:

- Chair the Finance Committee
- Recommend to the Board policies with respect to CCCN's financial affairs (e.g., corporate sponsorship prospectus', corporate relations policy)
- Ensure the Board's financial policies are followed
- Advise on audit issues
- Assist in the preparation of the budget
- Educate Board members about what the finances mean
- Propose the annual budget to the Board
- Monitor the budget
- Report to the Board of Directors and membership on finances
- Oversee all financial transactions in collaboration with the management firm
- Review financial reports and advise the Board of any necessary actions
- Treasurer will sit as a member of the CCCN awards committee
- Treasurer will sit as a member of the website committee

Role of the Director of Health Promotion & Advocacy-Vacant

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's health promotion and advocacy activities, to chair the National Health Promotion and Advocacy Committee, and in partnership with an Association Management Firm, work to achieve CCCN's health promotion and advocacy objectives.

Key duties and responsibilities:

- Chair the National Health Promotion and Advocacy Committee with a minimum of three (3) yearly teleconferences
- Recommend to the Board campaigns/initiatives that demonstrate enactment of "Health Promotion Starts with Us"
- Organize and manage approved National Health Promotion and Advocacy campaigns/initiatives
- Ensure all Health Promotion & Advocacy materials are current on the CCCN website
- Recommend to the Board strategic alliances with appropriate "Risk Reduction" industries (e.g., food, environment, fitness)
- Recommend to the Board "Going Green" strategies
- Organize and manage CCCN's efforts at "Going Green"
- Act as the main liaison between the Board and strategic partnerships such as, but not limited to, Hypertension Canada, Heart & Stroke Foundation of Canada, and CNA regarding Health Promotion and Advocacy work
- Review and recommend Health Promotion and Advocacy related position statements (e.g., hypertension, sodium reduction, smoking, health literacy, etc.), to be endorsed by CCCN
- Collaborate/participate in appropriate Health Promotion and Advocacy initiatives/committees with outside agencies (e.g., Hypertension Canada, etc.)
- Sit as a member of the website committee

Role of the Director of Professional Education

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's professional education activities, to chair the National Professional Education Committee and in partnership with an Association Management Firm work to achieve CCCN's professional education objectives.

Key duties and responsibilities:

- Chair the National Professional Education Committee and hold a minimum of three (3) meetings per year
- Recommend to the Board potential corporate sponsors
- Organize and manage initiatives relating to professional education/practice
- Act as the main liaison between the Board and clinical affiliations (e.g., CANCARE)
- Lead and maintain national educator contact information
- Lead the curriculum development of professional education activities, such as 12 Lead ECG courses, that will generate revenue for CCCN

- Develop an annual schedule and delegate provincial ownership of monthly webinars
- Working with the management firm will carry out a learning needs assessment of the membership every 3 years beginning 2018
- Oversee the CCCN website and recommend changes
- The Director of Professional Development will sit as the lead of the website committee

Role of the Director of Research

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's research activities, to chair the National Research Committee and in partnership with an Association Management Firm work to achieve CCCN's research objectives.

Key duties and responsibilities:

- Chair the National Research Committee and hold a minimum of three (3) meetings per year
- Organize and manage the abstract review process for all conferences
- Organize and manage the research/clinical improvement grants adjudication process
- Organize and manage the student oral/poster awards adjudication process
- Participate in planning of the National Scientific Sessions
- Assist members with research initiatives
- Assist researchers with knowledge dissemination of their research through journal publishing and/or abstract submission.

Role of the Director of Conference Programming

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's National Scientific Sessions, to chair the National Scientific Sessions Committee and in partnership with an Association Management Firm, work to hold a successful event.

Key duties and responsibilities:

- Chair the National Scientific Sessions Committee and act as nursing track captain within the Canadian Cardiovascular Congress
- Organize and manage the National Scientific Sessions and CCCN's involvement in Congress
- Lead the spring conference planning committee with final approval of the speaker/presentation program
- Recommend to the Board slate of keynote/plenary speakers for spring conference
- Recommend to the Board potential corporate sponsors
- Act as the main liaison between the Board and the Canadian Cardiovascular Congress (CCC) and their affiliates

- Collaborate/participate in CCC planning meetings
- The Director of Scientific Sessions will sit as a member of the finance committee

Role of the Director of Publications

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's publications, to chair the Canadian Journal of Cardiovascular Nursing's (CJCN) Editorial Board and in partnership with an Association Management Firm work to achieve CCCN's publications objectives. Candidates should have the following background:

- Cardiovascular expertise (minimum of 5 years current experience)
- Current CCCN member
- Doctoral preparation
- Extensive publishing experience in peer-reviewed journals
- Experience on an editorial review board of a peer-reviewed journal

Key duties and responsibilities:

- Act as Editor of the CJCN
- Chair the CJCN Editorial Board Committee
- Organize and manage the peer-review manuscript process, columns and features for the CJCN (e.g., Clinical, Did You Know, Health Promotion and Advocacy & Research Column, and special features)
- Ensure that the content of the CJCN is of high quality and reflects best practice in cardiovascular nursing
- Act as the main liaison between the Board and the appointed publisher to ensure timely publication of the CJCN
- Proof and approve the CCCN eNewsletter
- Recommend to the CJCN Board potential advertisement in the CJCN, eNewsletter, website
- Approve the weekly newsbrief
- Lead the development of CCCN Position Statements/chair the position statement committee
- Provide updates to the CCCN Board at all meetings/teleconferences summarizing the Editor's activities, the production of the Journal, issue and concerns, need for changes/update to editorial policies and procedures, and recommendations on budget items for the CJCN
- Prepare CCCN's annual report

Role of the Director of Provincial Directors

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's Provincial Director (PD) issues and initiatives, to chair the National Provincial Director Committee, and in partnership with an Association Management Firm work to achieve CCCN's national objectives.

Key duties and responsibilities:

- Chair the Provincial Directors' Committee and hold a minimum of three (3) teleconferences per year
- Act as the main liaison between the Board and the Provincial Directors
- Participate on National Sub-Committees
- Collaborate/participate in national membership drives
- Recommend to the Board solutions to Provincial Director issues
- Sit as a member of the national website committee
- Recommend to the Board potential advertisement and links for the website
- Will sit as a member of the finance committee

Director of Communications and Membership

To lead CCCN as a member of the Board of Directors managing and reporting on CCCN's membership issues and initiatives, to chair the National Membership Committee, and in partnership with an Association Management Firm work to achieve CCCN's membership services and objectives.

Key duties and responsibilities:

- Chair the national membership committee and hold a minimum of three (3) teleconferences per year
- Work to generate dues revenue by growing the membership
- Organize and manage initiatives relating to membership in coordination with management firm
- Act as the "face of social media" by managing the CCCN Facebook page and weekly postings; the CCCN twitter account, and any other appropriate form of social media.
- Work with the Director of Publications to ensure all social media posts are appropriate and do not infringe on copyright laws
- Sit as a member on the website committee
- In coordination with the National Committee set and meet membership targets
- Recommend to the Board membership campaigns/initiatives
- Organize and manage approved National membership campaigns/initiatives
- Track and report on membership activity (lapsed members, non-member CNA CV certified nurses, non-members registrants at CCCN national events)
- Organize and manage the "CCCN Volunteer Network" – database of members who have indicated (on membership application form) they would like to volunteer in helping in the governance functions, work and/or activities of CCCN (e.g., participating on standing/ad hoc committees and/or projects/initiatives, and/or providing feedback on CCCN projects/programs/initiatives)
- Evaluate the impact of social media activities on a quarterly (or semi-annually) basis and report to the Board.