



**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 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