



**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 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