



The Canadian Council of Cardiovascular Nurses Governance Model

The Canadian Council of Cardiovascular Nurses (CCCN) is a national, not-for-profit organization with a Board of Directors (Board) that acts as the governing body. The CCCN Board formulates and sets policies, strategic direction and initiatives, manages the affairs of the association, and is accountable to its members. They must ensure they act in accordance with the organizational bylaws.

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 requisite 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. Review and revise our strategic plan minimally every five years
6. Generate and operationalize our action plan that reflects our strategic plan annually and as needed
7. Engage in an annual Board evaluation process
8. Engage in activities which promote cardiovascular nursing across Canada
9. Create strategic alliances with other groups/sponsors in pursuit of our strategic direction and initiatives

Composition of the CCCN Board of Directors

The Board will be comprised of not less than eight (8) and not more than fifteen (15) 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. Director of Finance
5. Director of Strategic Partnerships
6. Director of Professional Education – Knowledge Translation
7. Director of Professional Education – Conference Programming
8. Director of Research
9. Director of Publications
10. Director of Engagement

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, Past-President, Director of Research, and the Director of Publications, are elected positions. The President's position is assumed by the President-Elect. The Past-President's position is assumed by the outgoing President. The applicants for the positions of Directors of Research and Publications must meet eligibility requirements (as stated in roles and responsibilities) and are 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 a minimum of 80% of the face-to-face and virtual meetings
 - If unable to attend, meaningfully contribute to agenda items and operationalization of action plan through other means such as written reports, feedback on minutes etc.
- Submit written reports 2 weeks prior to Board meetings and the Annual General Meeting (AGM)
- Review the website as it relates to their portfolio and ensure it is updated regularly
- Understand, review, and be accountable to the CCCN budget
- Attend the annual Spring conference, which includes the AGM
- Network with members during CCCN events
- Participate in provincial division events
- Promote CCCN membership in practice/professional circles
- Support each other in achieving role deliverables
- Orientate Director replacement to the role
- Maintain current membership status
- Seek sponsorship opportunities
- Participate in committees as outlined below
- Chair Board meetings when requested by President
- Create sub-committees and engage members to support the work of CCCN as required with transparency to the Board

Role of the President

Lead CCCN as the chief elected officer, chair the Board, and, in partnership with an Association Management Firm, work to achieve CCCN's strategic direction and initiatives. The President is a non-elected position, 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
- Ensure CCCN is represented in a variety of forums [e.g., Canadian Nurses Association (CNA)]
- Exercise the governing authority of the Board
- Plan and chair Board meetings and 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
- Ensure regular communication with members
- Support corporate sponsorship efforts to help generate non-dues revenue (corporate liaison) and help achieve CCCN's financial targets/goals
- Present awards at the AGM
- Act as the main liaison between the Board and the Provincial Directors
- Recommend to the Board solutions to Provincial Director issues
- Every four (4) years, beginning in 2018, support the ad hoc CCCN Standards revision committee
- In collaboration with the Directors of Professional Education, support the annual CNA study group
- Ensure annual performance reviews are completed on all Board members and provide feedback to each Board member
- Ensures process for annual review of the President role is carried out
- Ensure annual performance reviews are completed on all Association Management Firm staff members and provide feedback to each employee
- Organize and manage the CCCN's historical records
- When unable to attend a Board meeting, delegate chair responsibilities to another Board member

Role of the President-Elect

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

Key duties and responsibilities:

- Actively engage and become familiar with CCCN bylaws and governance document

Role of the Past-President

Support the President in their first year and the Board for continuity and knowledge sharing, such as but not limited to:

- Support orientation for new Board members
- Engage in committee work as appropriate

Role of the Director of Finance

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

Key duties and responsibilities:

- Recommend to the Board policies with respect to CCCN's financial affairs (e.g., corporate sponsorship prospectus', corporate relations policy)

- Review and monitor financial policies and their enforcement
- Advise on audit issues
- Prepare the budget in collaboration with the Association Management Firm
- Educate Board members about what the finances mean
- Propose the annual budget to the Board
- Monitor the budget
- Report to the Board and membership on finances
- Oversee all financial transactions in collaboration with the Association Management Firm
- Review financial reports and advise the Board of any necessary actions

Role of the Director of Strategic Partnerships

Lead CCCN as a member of the Board managing and reporting on CCCN's partnerships with other organizations.

Key duties and responsibilities:

- Act as the main liaison between the Board and strategic partnerships (e.g., Canadian Nurses Association, Hypertension Canada)
- Engage with industry professionals to promote cardiovascular nursing
- Collaborate/ participate in appropriate initiatives/ committees with outside agencies (e.g., Hypertension Canada, etc.)
- In partnership with the Directors of Professional Education - Conference Planning, facilitate collaboration with educational partners to promote CCCN member engagement (i.e. CHFS, CHRS, CACCN etc.)
- Maintains and develops partnerships with industry, education, and clinical partners
- Review and maintain memoranda of understanding annually

Role of the Director of Professional Education - Knowledge Translation

Lead CCCN as a member of the Board managing and reporting on CCCN's knowledge translation activities directed at professional education and work to achieve CCCN's knowledge translation objectives directed at professional education.

Key duties and responsibilities:

- Organize and manage initiatives relating to professional education/ practice
- Coordinate curriculum development of professional education activities, such as e-learning courses, that will generate revenue for CCCN
- Facilitate the delivery of virtual learning webinars as scheduled
- Every three (3) years, survey CCCN members to assess learning needs and use the data to inform future education programming
- Co-coordinate CNA study groups to support members in achieving CNA certification with the Director of Professional Education – Conference Planning

Role of the Director of Professional Education - Conference Programming

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

Key duties and responsibilities:

- Represent CCCN at Canadian Cardiovascular Society and Canadian Cardiovascular Congress (CCC) events
- Lead the planning of the CCCN Spring Conference with final approval of the speaker/ presentation program
- Co-coordinate CNA study groups to support members in achieving CNA certification with the Director of Professional Education – Knowledge Translation

Role of the Director of Research

Lead CCCN as a member of the Board managing and reporting on CCCN's research activities and, in partnership with an Association Management Firm, work to achieve CCCN's research objectives.

Candidates should have the following background:

- Cardiovascular expertise (minimum of 5 years current experience)
- Current CCCN member
- Doctoral preparation
- Extensive experience throughout the research process (grant writing to publication)

Key duties and responsibilities:

- 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
- Collaborate with the Directors of Professional Education to assist members to increase research capacity: with research initiatives, national and international cardiovascular networking, and collaborative opportunities
- Assist researchers with knowledge mobilization

Role of the Director of Publications

Lead CCCN as a member of the Board chairing 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 CJC/N
- Organize and manage the peer-review manuscript process, columns, and features for the CJC/N
- Ensure that the published content in the CJC/N 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 CJC/N
- Lead the development of CCCN Position Statements
- Strategize with the Board and editorial board to promote the national and global reach and impact of the CJC/N
- Lead the CJC/N editorial board
- Recruit and mentor associate editors for the CJC/N

Director of Engagement

Lead CCCN as a member of the Board managing and reporting on CCCN's membership initiatives, communication with membership and the public, and, in partnership with an Association Management Firm, work to achieve CCCN's membership services and objectives.

Key duties and responsibilities:

- Organize and manage initiatives relating to membership in coordination with the Association Management Firm
- Manage the CCCN social media accounts and ensure regular postings
- Set and execute social media strategy, evaluating and reporting on impact regularly
- Recommend, organize, and manage to the Board membership campaigns/initiatives
- Work with the Association Management Firm to connect Members who have indicated they would like to be more involved, in addition to members who reach out ad hoc, with opportunities and personnel that best meet their goals
- Include membership and impact of social media activities data in board reports
- Act as the main liaison between CCCN members and the Board
- Engage with provincial divisions to support their membership initiatives

Committees within the Board of Directors

To support the effective governance and operational oversight of CCCN, the Board of Directors may establish standing committees and ad hoc committees as needed. The composition, mandate, and scope of each standing committee are reviewed periodically to ensure continued relevance and alignment with CCCN's strategic objectives.

Standing Committees

Standing committees are established to oversee specific ongoing functions essential to the governance and strategic direction of CCCN. Each standing committee reports directly to the board through a designated chair or liaison.

The following are the standing committees (but are not limited to as additional committees can be established as deemed necessary by the board of directors):

Finance Committee:

- Lead: Director of Finance and Executive Director
- Committee members: President
- Provides oversight on financial planning, budgeting, and reporting to ensure fiscal responsibility and transparency

Awards Committee:

- Lead: President &/or President Elect or Past President
- Committee: An ad hoc committee selected yearly at the direction of the lead of the awards committee.
- Committee members will consist of board members and active CCCN members with clinical, research, and service/mentorship experience for potential contribution to the practice of cardiovascular nursing care.
- The committee will use an established scoring rubric to determine successful award recipients.

Cardiovascular Nursing Standards Committee:

- An ad hoc committee developed every 4 years at the direction of the President
- Chaired by the Director of Professional Education – Knowledge Translation
- This committee will report to the president and will submit its final product to the Board for approval
- Committee members will come from the membership

CJCN Editorial Board Committee

- Lead: Director of Publications
- Committee: Editorial Board

Spring Conference Planning Committee

- Lead: Director of Professional Education – Conference Planning
- Committee: Director of Research, provincial CCCN Board members

Ad Hoc Committees

Ad hoc committees may be established by the Board for a defined period or specific purpose when issues or opportunities arise that require focused attention outside the scope of standing committees. These committees are task-specific and are dissolved upon the completion of their mandate. Examples include:

- Organizing a special event
- Conducting a review of a specific policy or initiative
- Addressing emerging issues or responding to member-driven priorities

Membership of ad hoc committees may include Board members, CCCN members, or external experts as appropriate. The Board provides each ad hoc committee with a clear mandate, deliverables, and reporting structure.

All committee work is expected to reflect the mission, vision, and values of CCCN and uphold the principles of accountability, transparency, and evidence-informed decision-making



CCCN Governance Structure

