

CASN Elections 2024 - Position Descriptions

CASN Board of Directors

2024 Elections: 1 President-Elect position, 1 Director position in the Western/Northwestern Region, 1 Director position in the Ontario Region, and 2 Director positions in the Quebec Region.

Meeting requirements/Commitments:

- Spring: One full day or one afternoon or evening working dinner and a full day, in-person meeting (May/June)*;
- Fall: One full day or one afternoon or evening working dinner and a full day, in-person meeting (November)* and attendance at AGM/Council meetings (normally held right after the board meeting);
- Four additional virtual meetings a year;
- Regular correspondence; and
- Board members act as a liaison to CASN committees or task forces (5-6 virtual meetings/ year).

**These meetings may also be held virtually.*

Responsibilities of the President-Elect (from CASN Bylaws):

- In the absence or disability of the President, the President-Elect shall perform the duties and exercise the powers of the President:
 - Preside at all meetings of the Council and of the Board of Directors, see that all orders and resolutions of the Board are carried into effect, advocate on behalf of the Association, and, in certain circumstances serve as spokesperson for the Association. The President shall give or cause to be given notice of all meetings of the Council and of the Board of Directors.
- Term of office: 2-year term, followed by the position of President (2-year term), subsequently followed by the position of Past-President (1-year term). This position requires a commitment of 5 years in total.

Overall Responsibilities of the Directors (details in CASN Bylaws):

- Set the annual budget to conduct the business of the Association and ensure that the budget is followed.
- Delegate and designate by resolution the right to employ, review the performance of and renew the Executive Director.
- Vote as a Board on matters to determine best course of action for issues with respect to policy and governance.
- Term of Office: 2 years (2024-2026).
- *Two-year term, renewable by election twice for a maximum of 3 consecutive terms.*

CASN Awards and Nominations Committee

2024 Elections: 1 committee member position in the Ontario Region, 1 committee member position in the Quebec Region, 1 Chief Electoral Officer.

Meeting requirements/Commitments:

One virtual meeting per year (August/September), if needed. The Chief Electoral Office attends the Council meeting/AGM every Fall to provide the report from the committee and oversee the elections.

Responsibilities:

- Review and evaluate nominations received for the CASN Awards.
- Keep in the strictest confidence all knowledge of nominations until the official list of Award winners is announced by the CASN Board of Directors.
- Ensure that all the names appearing on the nomination forms for elected positions are those of official members of a CASN member school, and that at least one qualified suitable candidate is available for each position to be elected.
- Term of Office – 2 years (2024-2026). *Two-year term, renewable by election twice for a maximum of 3 consecutive terms.*

*See the Chief Electoral Officer *Terms of Reference* for details on the responsibilities of this position.

CASN Accreditation Bureau (CAB)

2023 Elections: 1 Bilingual Faculty Representative position.

Meeting requirements/Commitments:

Virtual meetings - approximately monthly.

Responsibilities

- The Accreditation Bureau is the decision-making body regarding CASN Accreditation status and terms, and functions within established CASN policies and guidelines.
- The role of the Accreditation Bureau is to evaluate entry-to-practice degree programs that lead to Registered Nurse designation and degree programs for Registered Nurses with a diploma.
- Accreditation decisions are the responsibility of the Accreditation Bureau. The Bureau acts independently of the Board of Directors and CASN Council.
- Members make decisions with respect to accreditation, reports accreditation-aggregated decisions to the Board of Directors, which in turn reports them to CASN Council.
- Members serve and vote as individuals and not as representatives of their institutions.
- At least five members of the Bureau must be fluent in English and French.
- No member of CASN Council or CASN Board of Directors shall be appointed to the CASN Accreditation Bureau.
- Term of Office: 3 years (2024-2027).