

## **Nominations and Recognition Committee Job descriptions for Executive:**

### **President Elect**

#### **Deciding to be President Elect is a 3 year term:**

**Year 1 - President Elect**

**Year 2- President**

**Year 3 -Past President**

Responsibilities: to support and assist the president; to act in role of president when president is absent or unable to fulfill duties; attend meetings with outside agencies, i.e., the Ministry of Health, BC Coalition of Nurses and CRNBC with the president.

- o Attend monthly meetings of the Executive and consult and vote as part of the executive.
- o Respond to and post discussions on the office discussion board (virtual office). Executive members do not communicate directly to the president-elect about BCNPA business in preference to the president, unless the president-elect had been asked to work with them on a specific project.
- o Act as Executive Liaison to the Nominations & Recognition committee - attend those monthly meetings.
- o Completing assignments are as per the strategic plan

#### **What is the time commitment for this role?**

The time required to complete this position varies depending on the workload. It is important to be able to attend functions as needed on behalf of president and to be responsive to requests from the government.

Approximately 6-8 hours per week on average.

#### **Why consider running for President Elect?**

The biggest thing I would say is that deciding to take on the role of President Elect you are contributing hugely to the future of NPs in BC. This is a great opportunity to really make a difference for NPs and to have direct relationships with government in order to advocate for and make significant impacts not only for NPs but for the future of healthcare in the province of BC.

Ideally the person who runs for President Elect will have been involved with the organization in the past in some capacity. Committee Chairs, Regional Directors or other members of the executive are ideally suited to this role.

President-elect is an opportunity to be mentored into a new role. It helps to better understand the responsibilities of the president, organizational priorities and to prepare for the role of president. By having this opportunity for mentorship the President Elect is able to gradually ease into the position of president when the time of transition comes in June at the AGM.

## **Nominations and Recognition Committee Job descriptions for Executive:**

### **President**

**Deciding to be President is a 3 year term:**

**Year 1 - President Elect**

**Year 2- President**

**Year 3 -Past President**

Responsible for the overall functioning of BCNPA, keeping abreast of all the work of the working committees, and the Executive team. Specifically:

- Facilitating the development the strategic plan and annual action plan.
- Completing tasks assigned to the President as a result of the annual action plan
- Representing the BCNPA at stakeholder meetings (E.g. MOHS, BC Coalition of Nurses, CNO Group, CRNBC, other professional & community groups)
- Respond to media and other organization requests.
- Respond to member concerns as requested.
- Chair Executive meetings and assign tasks as per action plan
- Chair General members meetings
- Plan and organize the AGM
- Facilitate and promote nominations for the Executive team
- Appoint committee chairs
- Approve, with the Executive team the annual budget i
- Approve, with the Executive team the organization's communication plan
- Approve, with the Executive team the organization's financial obligations
- Approve, with the Executive team the hiring of consultants/employees
- Serve as a resource for BCNPA Executive and membership
- Member communication – at meetings, BCNPA newsletter and at least 3 President's updates/year.

### **What is the time commitment for this role?**

Varies greatly depending on meeting schedule and workload. Minimum of 8 – 16 hrs/week.

### **Why consider running for President?**

This is an excellent leadership role and a privilege. It is important to have some experience within the organization through work on committees and/or in other Executive roles prior to taking on this position. In this position, the president must look at the big picture and balance the needs of the whole group while looking ahead at the future of NP practice in BC. This organization is dynamic, young, and energetic filled with amazing creative members that make this leadership role very fulfilling.

## **Nominations and Recognition Committee Job descriptions for Executive**

### **Past-President:**

Responsibilities are to lead projects and be active in decision-making **as needed** as part of the executive. Attend meetings with the government or other organizations as needed and act as a support to the president, bringing history to discussions as appropriate. If the president were unavailable, the past-president would chair meetings and take over those tasks too.

### **What is the time commitment of this role?**

Much less than president, about 2-5 hours per week.

**Term of office:** 3 year total but one year as Past President, once complete BCNPA encourages all past presidents to continue to be available in advisory capacity for future generations of BCNPA presidents.

### **Why consider running for any executive position?**

Step up, being a part of the BCNPA organization has been a privilege. Although it sometimes feels slow, NPs have come a long way in BC, because of the work and dedication of NPs who have contributed over the years to BCNPA. We need dynamic, creative, enthusiastic NPs -to lead the way and we know those words describe most NPs. So get involved! Make a difference. Let's create the future we want to see for NPs in BC.

*"Alone we are one Drop, Together we are an ocean!"*

## **Nominations and Recognition Committee Job descriptions for Executive**

### **Treasurer:**

Responsible for keeping track of the Association's finances. Specifically:

Track income, accounts receivable, accounts payable, two bank accounts, tax accounts, (payroll and sales), online payments via our Beanstream portal.

Act as financial signing authority, issue payments, receive payments.

Work with our accountants Lowen & Co to prepare yearly financial reports

Work with the Executive Team to develop yearly budgets, either calculate or track payroll of BCNPA employees, issue paychecks, document and reimburse executive expenses,

Make Worksafe BC filings, make the yearly provincial corporate filings, and enter data into and work with the excel spreadsheets.

### **What is the time commitment for this role?**

Time ranges from to 1-2 hrs per week up to 18 hours in one week depending on time of year, with an average around 4-6hrs/wk.

**Term of office:** 2 years

### **Why consider running for Treasurer?**

This role is ideally suited to a detail oriented person, and is a great way to serve the NP community. This is one of the basic roles needed to keep the organization functioning well. It is a busy position. It helps to have some experience with bookkeeping. It is important to have experience or willingness to self-learn excel spreadsheets. Training is provided by the outgoing Treasurer.

## **Nominations and Recognition Committee Job descriptions for Executive**

### **Secretary:**

Responsibilities include:

- Assist the executive as needed with respect to record keeping ( the Executive Assistant (EA) is responsible for minute taking, but if EA not available the secretary would take on this role)
- Circulate notification of all meetings to membership (Shared with EA),
- Notify members of vacant positions not less than forty-five (45) days prior to circulation of ballots,
- Circulate notification of the AGM to the membership not less than forty-five (45) days prior to the scheduled meeting,
- Serve as signing officer if required,
- Be the primary administrator for the website,
- Maintain accurate membership lists,
- Liaise with treasurer regarding invoicing for various items such as job postings and sponsorship payments and online payment by members,
- Respond to all incoming E-mail communication from public, members, and stakeholders.
- Inform
- Sit on Website Operations Team and involved in the functionality redesign of the website from old platform to new platform (word press).
- Executive liaison of conference planning committee. This is important as the conference committee needs a link to the other committees for various needs and the secretary knows what each of the committees is working on and can facilitate all of this. Also as a website administrator the secretary can populate the conference pages on the web.

### **What is the time commitment of this role?**

Time commitment varies depending on time of year surges at time of membership renewal and AGM/Conference but on average 8-10 hours per week.

**Term of Office:** 2 years

### **Why Consider running for Secretary?**

This excellent leadership position is ideally suited to more detail oriented person with great communication skills. It's a super opportunity to put your communication skills to use and be the public voice of BCNPA in terms of inquiries to our organization. It's also a great stepping stone to president-elect position as the secretary really gets to know what is going on with the whole organization and keep up to date with activities at the ministry level.

## **Nominations and Recognition Committee Job descriptions for Executive**

### **Regional Director:**

Responsible to facilitate communication between BCNPA members in the assigned region and the BCNPA executive and to promote membership in BCNPA. Specifically the Regional Director:

- Promotes the mission and vision of the BCNPA and actively participates in the development and carrying out of the BCNPA strategic plan and annual objectives.
- Adheres to established BCNPA constitution, policies and procedures.
- Identifies issues/needs of regional BCNPA members and brings these to the attention of the executive.
- Informs BCNPA executive regarding activities in region/CoP relating to NP practice.
- Facilitates dissemination of information related to BCNPA activities and initiatives to regional BCNPA members.
- Promotes and encourages participation in BCNPA activities and initiatives to regional members.
- Promotes new BCNPA membership and identifies facilitators and barriers to membership and brings these to the attention of the executive.
- Acts as executive liaison for assigned BCNPA working committee(s).
- Attend monthly executive meetings as well as participate and become involved at the Executive level.
- Attend annual Strategic planning day

### **What is the time commitment for this role:**

1-5 hours/week on average

**Term of Office:** 2 years

### **Why consider a Regional Director Role?**

In this leadership position you have an opportunity to make a difference for NPs in your local region and at a provincial level. It is a great opportunity to connect with your regional area NPs to share opportunities, updates and engage membership, and assist the BCNPA executive hear the voices of NPs in your area. This role allows for involvement with BCNPA but with a more limited time-commitment than some of the other executive positions, and is an excellent way to move on to other executive positions if desired in the future. Make a difference in your NP community and consider this role!