



Registered Nurses Association  
of the Northwest Territories  
and Nunavut

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Board Policy

Policy Description: Roles and Responsibilities of the  
Directors of the Board

Policy Number: B3

**Effective Date:** September 15, 2015

**Signature:**

**Review Date:** September, 2018

**Applies To:** RNANT/NU Board of Directors.

**Purpose:** This policy defines the role and responsibilities of the RNANT/NU Board of Directors along with the specific responsibilities and duties of each member of the Board.

**New Policy** \_\_\_\_\_

**Revision:** Partial \_\_\_\_\_ **X** Complete \_\_\_\_\_

**Policy:**

It is the responsibility of the Board of Directors to manage and conduct the affairs of the Association and exercise the duties and responsibilities as defined bylaws. It is the responsibility of the Board of Director to ensure the Association achieves its ends in the best interest of the public and its members.

Ends include but are not limited to:

- Mandate, Vision and mission;
- Protection of the public;
- Professional self-regulation;
- Professional advocacy.

The Board of Directors ensure ends are met through advocacy, policy governance and strategic planning.

(1) Roles and Responsibilities of Each Director of the Board

a) Act as a link between the Association and the public including members:

- supports and communicates board policies and decisions to the members,
- solicits opinions and feedback from members on identified issues,
- informs members about the RNANT/NU when opportunities arise,
- assists with RNANT/NU lobbying activities as appropriate,
- gathers ideas and concerns from individual members or groups of members and takes these to the Board,
- distributes materials as appropriate,
- links potential volunteers to the Association.

b) Organizational Awareness

- gains knowledge and experience of board governance and operational requirements by attending a board orientation, preparing for board meetings and active participation,
- gains knowledge and awareness of regional/national/global nursing issues which may impact the Association, through reading of distributed materials and other sources.



c) Governance

(i) The Board will govern using a policy governance framework with an emphasis on:

- outward vision rather than an internal preoccupation,
- commitment to obtaining membership input,
- encouragement of diversity in viewpoints,
- strategic leadership rather than administrative detail,
- clear distinction of Board and staff roles,
- collective rather than individual decisions,
- future orientation rather than past or present,
- proactivity rather than reactivity.

(ii) The Board will govern through written Board Policies addressing:

- Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for whom, at what cost).
- Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
- Board Activities: Specification of how the Board conceives, carries out and monitors its own tasks.
- Board-Executive Director Relationship: How authority is delegated and its proper use monitored; the Executive Director role, authority and accountability.

d) Adopts annual budget, reviews annual audited statements and monitors financial conditions.

e) Evaluates the Executive Director/Registrar. The Board will view Executive Director performance as identical to organizational performance so that organizational accomplishment of Board stated Ends, compliance with Executive Limitation and/or evaluation criteria (including goals and objectives) will be viewed as successful Executive Director performance.

f) Set goals and participates in strategic planning.

g) Participate as a member or chair of a Board committee as the need arises.

(2) President -- Specific Responsibilities

- a) carries out the responsibilities in the Bylaws,
- b) ensures a chairperson is designated according to the Bylaws, to perform the duties of chairperson,
- c) collaborates with the Executive Director,
  - i) to identify issues for Executive/Board consideration,
  - ii) to ensure suitable public relations are maintained,
- d) represents the RNANT/NU at public functions or ensures an alternate attends,



- e) seeks out and actively participates in liaison meetings with:
  - i) Department of Health and Social Services, NT/Department of Health, NU,
  - ii) Union of Northern Workers/Nunavut employees union,
  - iii) other health related professional associations,
- f) signs bylaws, contracts and some correspondence on behalf of the RNANT/NU,
- g) writes the President's Message in the RNANT/NU Newsletter,
- h) performs the annual performance appraisal of the Executive Director,
- i) welcomes and orients new Board members,
- j) delegates functions as appropriate to the President Elect, Vice President or other Board member.

(3) President-elect -- Specific Responsibilities

- a) carries out the responsibilities in the Bylaws,
- b) assists the President in the performance of their duties,
- c) reviews annually the roles and responsibilities of the Board of Directors and reports back to the Board,
- d) becomes familiar with the functions of the Association in preparation for the role of President.

(4) Vice-President -- Specific Responsibilities

- a) carries out the responsibilities in the Bylaws,
- b) reviews Board, Administration and Personnel Policies annually and reports to the Board of Directors,
- c) assists the President and President-elect in the performance of their duties,
- d) the NT Vice-President recruits voting delegates for the Yellowknife Region.

(5) Secretary -- Specific Responsibilities

- a) carries out the responsibilities in the Bylaws,
- b) gives the Executive Director a corrected copy of the minutes within a reasonable time-frame in order for them to be prepared for appropriate distribution.

(6) Treasurer -- Specific Responsibilities

- a) carries out the responsibilities in the Bylaws,
- b) oversees the financial management of the Association to ensure financial decisions are within the Association's mandate. The Treasurer may request random monthly reviews of cheques issued, accounts paid and motions directing expenditures,
- c) participates in the review of the Association's financial management with the appointed auditor and Executive Director,
- d) assists the Executive Director in preparation of the annual budget and revised budget.



(7) Regional Member

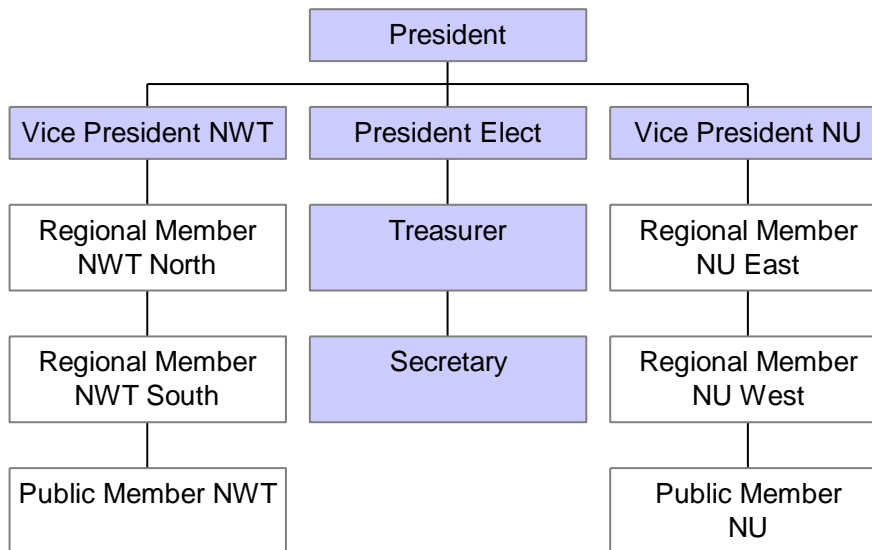
- a) carries out the responsibilities in the Bylaws,
- b) attends meetings of the Board,
- c) recruits voting delegates from the region they represent.

(8) Public Representative/Member of the Public

- a) carries out the responsibilities in the Bylaws,
- b) attends meetings of the Board,
- c) serves as a resource to the Board by applying skills, education and experience to the work of the Association,
- d) serves as a communication link between the profession and the public,
- e) develops depth of knowledge of nursing and health care issues.

9. Board Structure

RNANT/NU Board Structure



(Executive Committee members are designated by shaded boxes.)

**Conditions and Exceptions:**

The day-to-day business of the Association will be carried out by the Executive Director in accordance with legislative authority and direction from the Board per policy.

The Executive Director will attend all Board meetings in a non-voting capacity.



**Authority and Accountability:**

This policy is issued under the authority of the RNANT/NU Board of Directors and is governed by the Nursing Profession Act (2003), s13 and RNANT/NU Bylaw 9.

The Board of Directors has the authority to revise this Policy as required.

The Board of Directors is accountable to the membership for the implementation of this policy and may delegate any related administrative tasks.

**History:**

This policy replaces the policy entitled 1.2 Board Member Responsibility Guidelines issued October 1987 and revised May 1996, April 2000 and April 13, 2004.

**References:**

Nurses Association of New Brunswick (2012). Global Governance Process Board Policy. NANB: Author.

Nurses Association of New Brunswick (2014). Governing Style Process Board Policy. NANB: Author.

Nurses Association of New Brunswick (2012). Board Job Contributions Board Policy. NANB: Author.