

ROLES AND RESPONSIBILITIES OF THE MANITOBA CHAPTER EXECUTIVE

ARTICLE X. EXECUTIVE COMMITTEE

The executive committee will consist of:

- a. President
- b. Vice President
- c. Past President
- d. Secretary
- e. Treasurer
- f. Membership/Contact Chairperson
- g. Programs Chairperson
- h. Publicity/Newsletter Chairperson
- i. Conference Chairperson (appointed)
- j. Member at Large

a. PRESIDENT

Purpose:

1. Oversee chapter activities.
2. Act as chapter spokesperson and liaise with general membership, executive, and the national board.

Responsibilities:

1. Possess a working knowledge of the organizational structure for CACCN.
2. Establish and carry out the annual chapter goals/objectives with the executive.
3. Organize and preside at meetings of the general membership and the executive.
4. Serve as an ex-officio on all standing chapter committees.
5. Communicate chapter progress, nursing issues and national board information to the general membership.
6. Communicate information from the national board meeting minutes to the executive in a timely manner.
7. Ensure chapter records are maintained and reports submitted to the national board in a timely manner.
8. Prepare the annual report for the chapter annual general meeting (AGM) and the national board.
9. Update and maintain the chapter web page.

b. VICE-PRESIDENT

Purpose:

1. Become familiar with the activities and president role of the chapter.
2. Assume the presidential role in the absence of the president at national and chapter meetings.

Responsibilities:

1. Assist the president and ensure leadership continuity in the executive.

2. Preside at meetings of general membership and the executive in the absence of the president.
3. Promote chapter activities to the critical care community.
4. Assist the executive and the conference planning committee as requested.
5. Be familiar with the chapter constitution and bylaws.
6. Prepare and present a report at the chapter AGM.

c. PAST PRESIDENT:

Purpose:

1. Support and guide the president and vice-president.
2. Assume the presidential role in the absence of both the president and vice-president at national and chapter meetings.
3. Act as a resource for the executive.

Responsibilities:

1. Assist with executive tasks as requested.
2. Preside at meetings of general membership and the executive in the absence of both the president and vice-president.
3. Prepare and present a report at the chapter AGM.

d. SECRETARY

Purpose:

1. Provide continuity of chapter proceedings through record keeping of all official activities.
2. Facilitate open communication among the executive through regular correspondence.

Responsibilities:

1. Maintain all official chapter records, including the constitution, by-laws, and minutes from the executive and the AGM.
2. Prepare and distribute meeting minutes to the executive in a timely manner.
3. Provide a verbal report of chapter minutes from the previous meeting as requested.
4. Remind the executive of upcoming meetings or responsibilities as required.
5. Provide chapter sub-committees with correspondence in their activities as required.
6. Prepare and present a report at the chapter AGM.
7. Maintenance and routine checking of chapter mailbox.

e. TREASURER

Purpose

1. Oversee the financial transactions of the chapter
2. Maintain all financial chapter records

Responsibilities

1. Review chapter finances for the previous year and prepare a budget for the fiscal year in consultation with the executive
2. Daily fiscal operation of the chapter, including:
 - Checking invoices and paying bills
 - Preparing bank deposits
 - Recording all payments and deposits
 - Ensuring all discrepancies with the monthly bank account are resolved
 - Processing expense reports of all executive members
3. Maintain accurate, systematic financial reports of the chapter.
4. Prepare and send the quarterly chapter financial reports to the national board as requested.
5. Prepare and present financial reports for executive meetings and the AGM.

f. MEMBERSHIP/CONTACT CHAIRPERSON

Purpose:

1. Promote membership to nurses working in critical care or those with an active interest in critical care.
2. Liaise between executive and the provincial contacts.

Responsibilities:

1. Develop and carry out annual strategies for chapter recruitment and retention.
2. Maintain a current membership list from the national board (including member name, employer, CACCN number, contact information, membership expiry date).
3. Prepare and distribute welcome letter to new members.
4. Update and maintain the list of provincial contact persons.
5. Assist the program chairperson by informing the membership and contact persons of upcoming chapter events.
6. Provide the executive with current mailing list as required.
7. Maintain attendance records of any non-members to facilitate Informing them of upcoming educational opportunities.
8. Prepare and present a report at the chapter AGM.
9. Assist the publicity/newsletter chairperson to distribute newsletters via email and mail outs.

g. PROGRAMS CHAIRPERSON

Purpose:

1. Provide quality critical care educational sessions in a fiscally responsible manner.
2. Assess and strive to meet the educational needs of the membership.

Responsibilities:

1. Organize and implement chapter programs based on the educational needs of the membership.
2. Implementation of the following components of program planning:
 - Arrange suitable facility location, date and time
 - Select presenter(s) and presentation topic(s)
 - Arrange presenter requirements (audiovisual, handouts, transportation) as requested
 - Introduction of presenter(s)

- Compilation of evaluations
 - Design advertising for the educational activity and submit to the publicity/newsletter chairperson for distribution
 - Arrange refreshments as required
3. Collaborate with the treasurer and adhere to budget guidelines for chapter educational programs
 4. Communicate with the publicity/newsletter chairperson and membership/contact chairperson regarding printing and distribution of chapter program advertising.
 5. Ensure educational sessions are delivered in a fiscally responsible manner by soliciting sponsorship when appropriate.
 6. Prepare and present a report at the chapter AGM.
 7. Maintain attendance records for chapter activities and events.

h. PUBLICITY/NEWSLETTER CHAIRPERSON

Purpose:

1. Communicate chapter activities to the general membership and the provincial contact persons.
2. Provide regular chapter newsletters to the membership throughout the year.

Responsibilities:

1. Arrange printing and distribution of chapter correspondence and newsletter to the membership and the provincial contacts.
2. Prepare the newsletter through the following activities:
 - Encourage members to submit items for the newsletter.
 - Gather articles, reports and other items submitted for the newsletter and organizing the newsletter layout/format.
 - Edit the newsletter content prior to submission to the typist.
 - Submit the hard copy and electronic version of the newsletter to the typist.
 - Proof read the newsletter once completed by the typist and arranging the printing.
 - Collaborate with membership/contact chairperson to distribute the newsletter to the members and provincial contacts.
3. Arrange printing and distribution of chapter program advertising in collaboration with the program chairperson and the membership/contact chairperson.
4. Act as the liaison between the typist, printer and the executive.
5. Prepare and present a report at the chapter AGM.

i. CONFERENCE CHAIRPERSON

Purpose

1. Coordinate the annual critical care nursing conference for the Chapter
2. Oversee conference planning activities and develop a program with a variety of critical care nursing presentations.

Responsibilities:

1. Utilize edge planning guidelines to develop a conference planning timetable including long range conference goals.

2. Organize and preside over conference planning committee meetings.
3. Act as a liaison between the conference planning committee and the executive.
4. Delegate specific duties to members of the conference planning committee and the executive in relation to the conference.
5. Prepare an evaluation form for the conference and compile the overall conference evaluation.
6. Prepare an edge conference report to be presented at the next conference's Annual General Meeting (AGM).

J. MEMBER AT LARGE

Purpose

1. Represent the general membership on areas of interest and concern.

Responsibilities:

1. Participate as a member of the chapter executive in a one year appointed position with voting privileges.
2. Listen to the membership and communicate their issues, needs and interest to the chapter executive
3. Assist with projects and help develop services for the membership.
4. Assist with conference and meeting planning and production.