



ROLES AND RESPONSIBILITIES OF EXECUTIVE

PRESIDENT

The President shall:

- preside at all meetings of the Association
- perform all acts related to the office
- arrange for all meetings
- call the meeting to order at the appointed time and follow the established order of business
- conduct the meeting following parliamentary procedure
- offer assistance in an advisory capacity when necessary to other executive members
- act as an ex-officio member on all committees of the Association
- vote in the case of a tie
- act as official representative of the Association to outside persons or agencies
- sign all official documents and papers on behalf of the association.

Duties of the President – annually (to do or delegate)

Meet briefly with new executive immediately after AGM

- gather current data (address, phone numbers) on executive members annually and distribute to executive members and committee heads
- set agenda and arrange meeting place
- establish quorum
- review duties and responsibilities of members
- set meeting dates for the year
- set teleconference dates
- review AGM minutes and assign tasks to be completed

Subsequent Meetings

- set agenda and arrange meeting place
- elicit reports from each member of executive and committee heads
- deal with issues as they present themselves

PRESIDENT-ELECT

The President –Elect shall:

- automatically succeed the President.
- in the absence of the President, have all the powers of the President.
- perform the duties of the President in case of absence or upon the resignation of that Officer, until the next Annual Meeting.
- take the place of the President whenever it is necessary for the latter to leave the chair. For example:
 - If the President decides to engage in discussion she calls the President- Elect to take the chair;
 - Take the chair when a motion is proposed which affects the President only, and remains in the chair until the motion is disposed of;
 - Take the chair when the President has to deliver an official report.

SECRETARY

The Secretary shall:

- be custodian of those records specifically assigned which include:
 - The minutes of all Executive Committee and annual General Meetings.
 - The minutes of all Standing Committees and Special Committees.
- record the Minutes of all general and Executive meetings.
- read all papers that may be called for by the meeting.
- keep roll of members present at meetings and call roll when required.
- be responsible for giving notice of meetings and circulating facts and minutes of all proceedings to the executive.
- be responsible for corresponding with individuals or organizations when requested by the executive.

TREASURER

The Treasurer shall:

- notify CRNNS and CGNA and Registry of Joint Stock Companies of new executive following AGM.
- keep accurate record of all financial transactions of the association
- receive funds
- mail receipts of membership fees to members.
- pay debts incurred by the association from association funds after payment is authorized
- submit a financial report at each regular meeting and a complete report annually
- sign all cheques with another designated person
- have the books read annually by a responsible person approved by the Executive
- in conjunction with the President, draft the association budget

REGIONAL REPRESENTATIVES OF NSGNA

Purpose:

To develop an awareness of our association among (a) our RN's and LPN's in our region and (b) the public.

The Regional Representatives of Nova Scotia shall:

- promote membership in the association.
- organize a committee within the membership of our own region. This committee would be responsible for using the local resources; the provincial body of the association, the media, etc. to promote NSGNA and make it a functional and educational association. This committee must function within the constitution and by-laws of NSGNA and with approval of the executive.
- identify the needs of the region.
- identify local resources applicable and useful to the region, i.e., media, other organizations, professionals, agencies, etc.
- develop networking with identified resources, other regions and the executive.
- hold regular meetings with the committee in our own region (every 3-4 months). To document all meetings and activities and report on our activities to the Executive.
- organize educational seminars within the region. These seminars should meet the needs of the members, as well as be of interest, be educational and relative to gerontology.
- present a written report at the annual meeting summarizing the activities of the region.
- at the end of the fiscal year submit a financial report to the Treasurer

Regional Seed Money:

Each NSGNA Regional Representative has \$100.00 available from NSGNA to support their educational endeavours. The seed money is available annually upon request from the Treasurer. A general statement is to be submitted at the end of the fiscal year to the NSGNA Treasurer.

NOMINATIONS COMMITTEE

Purpose:

To solicit nominations from NSGNA members who are willing to let their name stand for a vacant executive/other position and to present the list to the membership for voting at the AGM.

Membership:

Chair: The Past-President serves on the executive for a 2 year period, during which time he/she assumes the role of Nominations Chairperson.

Members: 2 committee members are elected annually at the AGM.

The Nominations Committee shall:

- Calls for nominations in the newsletter preceding the AGM, so that members are aware of the vacant positions. May include a brief biography of each nominee, if available.
- Provides a simple form for anyone wishing to submit a nomination and a contact name, address, phone and e-mail.
- Has a discussion with each potential nominee in advance, to ensure that he/she will accept that nomination when it is made and/or allows for a nomination to be submitted prior to the AGM
- Compiles a list of nominees for each vacant position and reports to the Executive Committee, preceding the general meeting where the elections will take place.
- Submits a list of nominees to the membership in the form of a Committee Report, published in the AGM Booklet.
- In the event of 2 nominations for 1 position, voting is by show of hands. (Bylaw article Xi. Section 1) If a candidate is uncontested that candidate shall be elected by acclamation.
- Whenever possible a minimum of 2 nominations shall be nominated for each position.

Annual General Meeting:

The Chair of the Nominations Committee calls for “nominations from the floor” (X3). for each vacant position. A nomination from the floor by this method does not require a seconder, but other members may choose to second, to show that they support the individual.

A complete list of elected members is presented to members at the end of the election procedures.

EDUCATION COMMITTEE

As noted in the bylaws (Article VIII, Section 1), an Educational Committee shall be responsible for at least one educational conference per year. If the Education Committee is not operational then the Provincial Executive will provide support for the region hosting the AGM conference in the area of education.

NSGNA ANNUAL GENERAL MEETING AND EDUCATION CONFERENCE

Conference Profit Sharing Policy

The Region hosting the annual conference will receive 20% of all profits from the NSGNA AGM and educational conference. 80 percent is returned to the NSGNA provincial executive.

Conference Seed Money

\$1500.00 seed money will be given to the host Region committee. This seed money will be returned after the conference or prior, if for some reason the conference does not proceed as planned.

Meeting Schedule

The annual meeting will be scheduled in the spring of the year. Specific dates are to be chosen by the hosting Region. The intent is for Regions to undertake the AGM conference on a rotational basis. The format generally includes an educational day and banquet, as well as a ½ day business meeting. This format can be altered to a guest speaker/education session with a short business meeting.

Preparation of the Conference by the Selected Region

(Set time and date of conference as per guidelines above)

- Approximately 8-10 months is required for planning the annual conference/meeting.
- A committee should be selected to divide the work of preparation with a confirmation of a conference chairperson.
- The time, date and place of the next AGM should be selected.
- The Provincial Executive can help focus the planning by selecting a theme.
- A keynote speaker will be selected as well as speakers for other educational offerings at the conference.
- Conference schedule should be established.

- Brochures can be designed to advertise the AGM as well as featuring AGM schedule in the NSGNA newsletter. Advertisement should be available 3-4 months before AGM.
- There should be contacts made to allow for companies/individuals to display at the conference. There may also be some opportunity to access other sponsors for the conference. Complimentary gift bags with articles for distribution to all conference registrants should be arranged.
- Gifts/payments for speakers as well as door prizes for registrants should be arranged.
- Arrange for introductions for all speakers.
- Media coverage is to be arranged.
- Letters should go out to all scheduled speakers for audiovisual and special equipment needs.
- Name tags, registration tables, evaluation forms, maps, special equipment is to be arranged

PUBLIC RELATIONS COMMITTEE

Purpose:

The committee is responsible for publishing the NSGNA Newsletter and the NSGNA Website. Other responsibilities may include publicizing the association via workshops and meetings. As well, the Public Relations Committee shall be the liaison between the Association, relevant agencies and news media.

Committee:

A public relations committee shall consist of a chairperson appointed by the President promptly after the annual general meetings. Committee members shall be appointed by the chairperson.

Newsletter

- All articles/notices to editor(s) by deadline designated by P. R. Committee.
- Deadline will be published in each newsletter for subsequent issues (when possible)
- Format to be designed by committee or may be delegated
- Editor(s) to proof read newsletter
- Published by Public Relations Chair
- Returned to editor (s) for distribution by mail or e-mail
- Regular updating of membership list and acquisition of needed supplies
- All receipts to be kept and mailed to association treasurer for payment.

Website

- The NSGNA member responsible for web maintenance will liaise with the web mistress, who makes changes to the web page.
- The website will be updated quarterly & all notices & information will be submitted one month before update occurs.
- The all information will then be submitted by NSGNA by email to the web mistress. The fee for this web service is negotiated annually with the web mistress. The server fee is paid bi-annually as invoiced.
- Links will be to CGNA, CRNNS & others as decided by the executive.
- There will be no product endorsement used on the web page except if an individual sponsor fully supports an NSGNA event (e.g. annual conference).
- All executive members should review the web page at least quarterly for errors or omissions & notify the representative as soon as possible.

SCHOLARSHIP COMMITTEE

Members:

Chairperson appointed by the executive committee. Members solicited by chairperson from general membership as required. An effort shall be made to have members selected from diverse regions of NSGNA

Responsibilities:

- Annually review application form and criteria data.
- Change date for application deadline and address for receiving forms in keeping with New Year.
- Advertise scholarship in NSGNA newsletter.
- Supply all requested application forms.
- Receive all application forms; notify applicants that forms have been received, note any deficits in data supplied.
- Review all applications.
- Distribute award based on criteria set out and consensus of committee.
- In the event of dispute regarding the award the matter will be taken to the Executive Committee for resolution.