



Board of Directors: Roles and Responsibilities

President

Mandate

To provide leadership and direction for the organization and the Board of Directors. To be the chief representative of CNIA in all public and professional activities.

Key Responsibilities

- Oversees the work of the CNIA
- Provides leadership for the CNIA growth and development.
- Ensures programs of CNIA are in accordance with by-laws.
- Represents CNIA at Regional, International and Affiliate board meetings, as required.
- Delegates CNIA representation to other members of the Board of Directors as required.
- Reports CNIA activities at CNIA Board meetings and CNIA affiliates (e.g., COACH, CNA) as required.
- Facilitates the development and re-evaluation of CNIA goals and objectives (regular evaluation and strategic planning activities).
- Presides at General Annual Meeting and meetings of the Board of Directors
- Appoints (with the approval of the Board of Directors) persons as may be necessary to conduct CNIA business
- Voting member of the Board of Directors and has the tie-breaking vote
- IMIA – NI nominee to COACH Board
- Ex-officio of all committees
- Signing officer for legal and financial matters
- Develops an annual CNIA budget in conjunction with the Management Committee for submission to the Board of Directors for approval.
- Submits reports of the CNIA financial position to the Executive Committee biannually.

Canadian Nursing Informatics Association

President Elect

Mandate

To assist the President in administering the business of the organization as provided in the by-laws. Promotes the purposes of the organization and oversees the management of CNIA finances.

Key Responsibilities

- Assumes responsibilities as deemed necessary by the President
- Assumes the duties of the President at the request of the President, or in the case of the President's absence or inability to act.
- Identifies funding opportunities to support the activities of CNIA.
- Assumes the office of President should that office become vacant between elections.
- Coordinates activities for setting CNIA goals (regular evaluation and strategic planning activities) in conjunction with the President.
- Coordinates and maintains CNIA by-laws, policies and procedures.
- Voting member of the Board.
- A signing officer for legal and financial matters.

Past-President

Mandate

To assist the President in administering the business of the organization as provided in the by-laws. Promotes the purposes of the organization.

Key Responsibilities

- Assumes responsibilities as assigned by the President.
- Provides orientation and continuity for new President.
- Chairs the Nominating Committee.
- Voting member of the Board.
- A signing officer for legal and financial matters.

Canadian Nursing Informatics Association

Director of Education

Mandate

In collaboration with the members of the executive committee, provides leadership in the area of education

Key Responsibilities

- Is the liaison with other informatics groups regarding their educational initiatives to ensure CNIA initiatives complement their educational endeavours.
- Prioritizes CNIA education initiative(s) for coming year.
- Sends request for, manages peer review process of, and co-ordinates submission of educational papers or editorials to professional publications and educational section of CNIA Web Page
- Co-ordinates educational program for CNIA meetings/conferences /workshops
- Identifies informatics courses, certificates, and degree programs and facilitates development of hyperlinks from CNIA Web page
- Takes lead role in development , implementation and maintenance of national standards of practice for nursing informatics
- Is a voting member of the Board

Director of Member Services

Mandate

In collaboration with the members of the executive committee, provides leadership in the area of membership recruitment, membership growth and membership development.

Key Responsibilities

- Provides leadership for CNIA membership recruitment initiatives.
- Coordinates membership drive efforts.
- Maintains CNIA membership database
- Submits CNA renewal fees and statistical requirements on an annual basis in conjunction with the membership renewal
- Provides leadership for the development and implementation of strategies for recruitment and retention of members.
- Liaises with provincial contacts to increase membership numbers.
- Voting member of the Board

Canadian Nursing Informatics Association

Director of Communications

Mandate

To maintain internal and external communications on behalf of CNIA

Key Responsibilities

- Serves as the corresponding and recording secretary
- Attends/participates in all Board of Directors meetings
- Records and posts minutes of all meetings in a timely manner on the web-site.
- Maintains hard and soft copy files of all minutes and correspondence.
- Oversees maintenance of the CNIA Web site in conjunction with the relevant web host, site linkages (e.g., CNA, COACH)
- Provides notification of meetings, other executive activities to the membership
- Provides communication to outside agencies as required
- Provides leadership for marketing and public relations
- Voting member of the Executive Committee.

Canadian Nursing Informatics Association

Management Committee of the Board

Comprised of the President, President-elect, and Past President.

Mandate

To address urgent decisions regarding CNIA when the convening of a full Board meeting or solicitation of membership input is not feasible.

Jurisdictional Representatives

Mandate

To support and advance activities and mandate of the CNIA within the provinces and territories (potentially 10-12 representatives)

Key Responsibilities

- To maintain a link between informatics interest groups within the provinces and territories and the CNIA
- To assure that nurses in all jurisdictions are aware of CNIA activities.
- To facilitate national participation in the activities of CNIA
- To facilitate the education, communication, and recruitment of potential CNIA members in collaboration with the Directors of Member Services, Education, and Communications.
- Each representative will be assigned to work with and support the mandate of one of the Directors

General Membership

Mandate

To support and advance the activities of the CNIA

Key Responsibilities

- Participate in the advancement of the CNIA goals and objectives as able
- Participate in the nomination and election of the CNIA Board

*All terms of office, nomination and voting procedures will be outlined in the CNIA By-laws.