

## Board of Director Position Descriptions

- 1) Board of Directors
  - a. Shall have and exercise all the powers and perform the normal functions of the Association between the AGMs of the Association and agree on an agenda for the AGM.
  - b. May appoint Chairpersons of all Standing and Ad Hoc Committees. Committee Chairpersons may also be chosen by an existing committee group. Membership Chair/committee will help recruit volunteers into various committees.
  - c. Shall ensure the development and revision of NPAM strategic plan and annual goals/objectives
  - d. Shall develop and maintain working relationship with key stakeholders
  - e. Shall provide active participation on government/stakeholder working groups and committees
  - f. In collaboration with Director of Finance, will prepare a budget for carrying on the activities of NPAM for each ensuing fiscal year
  - g. Shall help arrange for annual auditing of the financial statement (written Director of Finance report which has been reviewed by two other members).
  - h. Will submit an annual report of NPAM activities to the membership prior to the annual AGM.
  - i. Shall regularly update members of all critical matters.
- 2) Chair
  - a. Presides at all meetings of the Board of Directors and at stakeholder meetings as available.
  - b. An official spokesperson for the Association.
  - c. Ensures that the Executive consistently follows the bylaws.
  - d. Ensures that the Executive's deliberations are fair, open and thorough, efficient, timely and orderly.
  - e. Is an ex officio member on all committees.
  - f. Serves as a signing officer.
  - g. Oversees annual review of bylaws.
  - h. Oversees resolutions process.
  - i. Oversees awards submissions and distribution.
  - j. Oversees transition between incoming and outgoing Executive.
  - k. Oversees elections of open/vacant Executive positions.
  - l. Oversees and leads Annual General Meeting.
- 3) Vice-Chair
  - a. Presides at all meetings of the Board of Directors and at stakeholder meetings as available.
  - b. An official spokesperson for the Association.
  - c. Assists the Chair in the performance of duties.
  - d. Ensures that the Executive consistently follows the bylaws.
  - e. Ensures that the Executive's deliberations are fair, open and thorough, efficient, timely and orderly.
  - f. Is an ex officio member on all committees and may attend if the Chair is unavailable.
  - g. Delegates responsibilities to President-elect and other members as necessary.
  - h. Prepares a report for the AGM of the NPAM.
  - i. Performs the necessary duties when the Chair is unavailable.
- 4) Chief Executive Officer (contract position)
  - a. An official spokesperson for the Association.
  - b. Attends all stakeholder meetings to ensure consistency of message
  - c. Acts in an advisory capacity to the Board of Directors and any existing committees on an as needed basis.
  - d. Acts as liaison with other professional and community groups.
  - e. Serves as a signing officer.
  - f. Establishes and maintains a list of barriers to practice, and brings forward regularly at pertinent stakeholder meetings
  - g. Regularly updates members of business undertaken with stakeholders
  - h. Performs the necessary duties when the Chair/Co-Chair are unavailable.
- 5) Executive Assistant (contract position):
  - a. Responsible for all correspondence (minutes) and records.
  - b. Circulates notification of all meetings to membership.
  - c. Prepares agenda for all meetings.
  - d. Receives and reviews Association correspondence.
  - e. Assists the Chair/Vice-Chair and Chief Executive Officer in communicating with members as per outlined in the Association bylaws

- f. With information from Board of Directors, committees, and members, creates and distributes regular communications to members (e.g. eBlast, eBulletin, Facebook, website updates)
  - g. Is an administrator for the website.
  - h. When needed and available will assist in minute taking for various stakeholder meetings
  - i. Will take minutes at monthly Board meetings and annual AGM; if unable to complete will arrange for alternate NPAM member to complete duties
- 6) Director of Finance:
- a. Receives all monies to the NPAM including but not limited to membership fees throughout the fiscal year and issues receipts for these monies.
  - b. Maintains accurate records of monies received and paid out by NPAM.
  - c. Assists Director of Membership in identifying members' dues are paid in full and up-to-date
  - d. Discharges all debts against the NPAM.
  - e. Communicates with the Communications Representative regarding membership status of the members.
  - f. Supervises the collection of, and keep on deposit, the funds and securities of the NPAM.
  - g. Prepares and presents the Annual Financial Statement at the AGM.
  - h. Selects a suitable bank and make arrangements for signing authorities.
  - i. Prepares a budget in collaboration with the CEO for approval by the Executive.
  - j. Serves as signing officer.
- 7) Director of Membership and Member Benefits:
- a. Chairs the Membership and Member Benefits Committee
  - b. Maintains accurate membership records, including a current membership roster and updated contact information. This is done with assistance from Director of Finance who ensures members are up-to-date in payment of annual membership fees
  - c. Establishes strategies for recruitment and retention of all membership classes
  - d. Seeks out and maintains working relationship with companies, corporations, groups who can provide free or cost-added benefits for NPAM members.
  - e. Maintains communication with the Executive Assistant and Director of Communication and Marketing related to such member benefits, the communication of benefits to members, and any advertising on the Association website
  - f. Along with the committee will solicit member portfolios and maintain the "NP Highlights" section on the Association website
- 8) Director of Media and Marketing
- a. Chairs the Media and Marketing Committee
  - b. Responsible for the maintenance and updating of website and social media content directly and through the web service provider.
  - c. Facilitates timely publication of relevant NPAM news and events
  - d. Acts an administrator for the website and assists the Executive Assistant as necessary.
  - e. Seeks out and maintains working relationship with companies, corporations, groups who can share a similar mandate as NPAM and may want to advertise on the Association website (at a cost)
  - f. Collects pertinent information to be included on the Association website and electronic communication to members. This will include soliciting articles, reports, and advertising.
- 9) Director of Continuing Education
- a. Chairs the Continuing Education Committee
  - b. Acts as member of the Board and helps plan, coordinate, and execute continuing education opportunities – face-to-face and online access when available
  - c. Collaborates with the Conference Planning committee
  - d. Collaborates with the Communications and Marketing committee in order to expand and maintain relationships with sponsoring organizations and companies related to continuing education opportunities
  - e. Performs duties for the NPAM as directed by the Board of Directors.
- 10) Conference Chair
- a. Chairs the Conference Planning Committee
  - b. Chair/coordinates conferences hosted by NPAM including annual NPAM conference and assists with other ad hoc conferences ie. NPAC
  - c. Collaborates with related Directors (e.g. Continuing Education, Communication and Marketing, Finance) in order to complete duties requiring input/assistance from other committees

- d. Is an administrator for the website
- 11) Student Liaison:
- a. Acts as an intermediary between NPAM student members and NPAM Executive, relaying information to Executive and vice versa.
  - b. Along with Director of Continuing Education, monitors usage and location of NPAM-owned study aides.
  - c. Makes recommendations to Director of Continuing Education for needed resource updating or expansion
  - d. Network with other Nurse Practitioner Associations' student liaisons.
- 12) Regional Liaisons:
- a. Each liaison acts as a member of the Board of Directors and represents the interests and concerns of their respective region members.
  - b. Attends monthly Board meetings and if unavailable where he/she provides regular updates to the Board
  - c. Provides regular updates to regional members and attempts to solicit information regarding barriers to practice, identified opportunities for NP role/positions, educational needs, and other areas as consistent with the mandate of NPAM
  - d. Performs duties for the NPAM as directed by the Board of Directors.

Revised April 2021