Position Description: Board of Directors

Purpose

The Board of Directors of the Nurse Practitioner Association of Manitoba (NPAM) serves as the governing body responsible for guiding and overseeing the strategic direction, policies, and initiatives of the Association to achieve its mission and goals.

General Responsibilities of All Board Members

1. **Governance:** Ensure the alignment of NPAM activities with its bylaws, mission, and values.
2. **Strategic Planning:** Participate in the development and monitoring of NPAM's strategic plan and annual objectives.
3. **Financial Oversight:** In collaboration with the Director of Finance, contribute to budget planning and financial management.
4. **Representation:** Act as an official spokesperson for NPAM when needed.
5. **Stakeholder Engagement:** Develop and maintain collaborative relationships with key stakeholders.
6. **Participation:** Attend monthly Board meetings, the Annual General Meeting (AGM), and other critical events.
7. **Reporting:** Provide updates on relevant activities and prepare necessary reports for the Board and AGM.
8. **Advocacy:** Promote awareness of nurse practitioner roles and advocate for the advancement of the profession.

Specific Roles and Responsibilities

Chair

- Preside over Board and stakeholder meetings as available.
- Act as an official spokesperson for NPAM.
- Ensure adherence to bylaws and oversee governance practices.
- Lead the AGM and Board transitions.
- Oversee elections and committee activities.
- Serve as a signing officer
- In collaboration with the CEO & Vice-Chair, monitor and moderate the NPAM Discord

Vice-Chair

- Preside over Board and stakeholder meetings as available.
- Act as an official spokesperson for NPAM.
- Assist the Chair in fulfilling their duties and act as Chair when necessary.
- Support governance and committee functions.
- Prepare reports for the AGM.
- In collaboration with the CEO & Chair, monitor and moderate the NPAM Discord

Director of Finance

- In collaboration with the Administrative Coordinator, manage financial transactions and maintain accurate records of monies received and paid out by NPAM.
- Collaborate with the CEO to prepare an annual budget for approval by the Board.
- Present financial statements at the AGM and facilitate audits.

- Collaborate with the Director of Membership and Member Benefits to determine annual membership dues for Board approval.
- Serve as a signing officer.

Director of Membership and Member Benefits

- Maintain membership records and ensure accurate dues collection.
- Develop recruitment and retention strategies.
- Establish partnerships to provide benefits to members.
- Collaborate with communication teams to promote membership initiatives.
- Collaborate with the Director of Membership and Member Benefits to determine annual membership dues for Board approval.
- Along with Regional Liaisons, solicit member portfolios to contribute to the "NP Highlights" section on the NPAM website.
- Assist the Administrative Coordinator with the administration of the NPAM Discord.

Director of Media and Marketing

- Manage and update NPAM's digital presence, including the website and relevant social media channels.
- Coordinate the publication of NPAM news and events.
- Develop partnerships for marketing and sponsorship opportunities.
- Post relevant information pertinent to members to the NPAM Discord.

Director of Continuing Education

- Plan and implement continuing education programs for members.
- Collaborate with the Conference Chair and other committees to expand opportunities.
- Collaborate with the Director of Media and Marketing to share education sessions
- Maintain relationships with sponsors to support educational initiatives.
- Post relevant education info to the NPAM Discord

Conference Chair

- Must be a previous member of the NPAM conference committee for at least 1 year.
- Organize NPAM's annual conference and other related events.
- Coordinate with Directors of Finance, Marketing, and Education, and the administrative coordinator for event planning and advertising.
- Serve as an administrator for conference-related communications.

Student Liaison

- Act as a bridge between student members and the Board.
- Monitor and recommend updates for NPAM's educational resources.
- Maintain, distribute, and track student resources.
- Network with student representatives from other nurse practitioner organizations.

Regional Liaisons

- Represent the interests of their respective regions within NPAM.
- Provide regular updates to the Board and regional members.
- Identify and communicate regional challenges and opportunities for the profession.
- Along with Director of Membership & Member Benefits, solicit member portfolios to contribute to the "NP Highlights" section on the NPAM website.

Chief Executive Officer (Contract Position)

- Act as an official spokesperson for NPAM.
- Attend stakeholder meetings to ensure consistency of messaging.
- Advise the Board of Directors and committees as needed.
- Act as a liaison with professional and community groups.
- Serve as a signing officer.
- Identify and maintain a list of barriers to practice and present these at relevant stakeholder meetings.
- Provide regular updates to members regarding stakeholder activities.
- Perform necessary duties in the absence of the Chair or Vice-Chair.

Administrative Coordinator (Contract Position)

- Manage all correspondence, minutes, and records for NPAM.
- Distribute notifications for all meetings to the membership.
- Prepare agendas for all meetings.
- Review and organize incoming NPAM correspondence.
- Assist the Chair, Vice-Chair, and Chief Executive Officer with member communications as outlined in the bylaws.
- Collaborate with the Board, committees, and members to create and distribute regular communications, such as eBlasts, eBulletins, Discord and website updates.
- Serve as an administrator for NPAM's website.
- Support minute-taking for stakeholder meetings when available.
- Record minutes for monthly Board meetings and the Annual General Meeting (AGM); arrange for an alternate NPAM member if unavailable.

Commitment

Board members are expected to commit approximately 5 hours per month to Board-related activities, including meetings, committee work, and preparation. Board meetings take place bi-monthly and board members are expected to attend and provide updates related to their position.

Eligibility

- Current membership in NPAM.
- Commitment to advancing the nurse practitioner profession.
- Willingness to collaborate and actively participate in Association initiatives.

Terms of Service

Board members will serve for a term of two years, with the option for re-election as per NPAM's bylaws.

Last revised: January 2026