

## Network Directors Roles and Responsibilities

The Canadian Network of Nursing Specialties (the network) consists of 43 national nursing associations that fall under one of the following membership categories: Network Member Organizations or Partner Organizations.

Two network directors are elected by the network members to provide the CNA board with the perspective of a group of nurses who share an interest in a specific aspect of the nursing profession. The network directors collaborate with other board directors and CNA to ensure that the network voice continues to be heard.

The following outlines their responsibilities to the network and CNA.

### Responsibilities to the Canadian Network of Nursing Specialties:

#### Network regular meetings (February, April, June, September, December)

- Approve agenda with Network Advisory Committee (NAC)
- Chair regular meetings
- Report back to the network on CNA board meetings
- Facilitate member participation in activities endorsed by the network and CNA
- Review evaluation of all network meetings (including NAC and Certification Program Advisory Committee) and determine next steps for improvements

#### NAC monthly meetings

- Chair NAC monthly meetings
- Review draft agenda with Program Lead, Credentialing Centre, and Member and Network Specialist
- Ensure the work of the network is in keeping with the vision and mission as outlined
- Establish annual priorities
- Develop and implement a communication strategy to effectively promote the work of the network
- Ensure an annual review of governance policies and procedures
- Approve applications for membership to the network of a new national nursing association
- Support the development of recommended processes for nursing student recruitment for member associations and CNA committees.
- Establish effective methods of communicating the business of CNA among the network members
- Review ongoing evaluation of the orientation process for incoming presidents and designates
- Advise on and facilitate educational webinars and mentorship for incoming network representatives
- Evaluate the performance of the network, working groups/committees, and network representatives
- Recognize the contribution of individual network members
- Provide oversight to the strategic plan for the network
- Provide oversight to the succession planning for the NAC

#### Half-day in-person meetings (twice every year)

- Discuss network business with CNA staff

#### Other

- Participate on ad hoc committees or working groups as needed

- Work with CNA staff to follow-up on late renewal fees if needed

**Responsibilities to the CNA board:**

- Attend face-to-face meetings (three per year, two days each) and participates on monthly teleconferences
- Address issues critical to nursing and health care
- Participate in informed decision-making
- Serve on committees as required (in person or by teleconference at the call of the chair)
- Provide quarterly updates and network priorities on network activities at CNA board meetings
- Present the network's *Year in Review* report to CNA board in June