



Candidate Information

ARNBC Requirements for Elected Office

A candidate for election must be an active member* of ARNBC.

Responsibilities of an ARNBC Board Member are to:

- Represent all nurses in British Columbia
- Accept the responsibilities of board membership
- Understand and support ARNBC's purposes and plans
- Actively promote engagement in ARNBC
- Contribute their leadership and expertise as a team player
- Declare any conflict of interest
- Attend and fully participate at least 75% of board and committee meetings (online and in-person)
- Prepare to contribute and participate in meetings by being present, reading the materials in advance and prepare reports back in areas of responsibility
- Provide input and constructive criticism, support board decision-making process
- Assist in formulating policies and procedures that guide the work of the board
- Assist in the evaluation of the work of ARNBC
- Represent ARNBC and the board as requested
- Promote constructive relations between the ARNBC and key partners
- Interpret the work of ARNBC to the members and the broader public
- Ensure that your employer is supportive of the time required as a Board member

**Note: To be included on ARNBC's Register of Members you must have indicated your consent to ARNBC to share your contact information with ARNBC.*

Terms of Office

All elected directors in 2017 will serve a two-year term of office. The President-Elect will serve two years in this role and then two years as President. Please be aware that the ARNBC Board of Directors includes both Directors-at-Large and Regional Directors.



Overview of positions:

President-Elect (seeking one for 2017-19)**

The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed. Duties include strategic decision-making, representing the Association in the President's absence, fulfilling leadership duties at Board Meetings and attending select committee meetings.

***The President-Elect shall automatically become President at the end of the term as President-Elect.*

Director at Large (seeking three for 2017-19)

Directors who are not attached to a specific geographic area but represent a general capacity to provide leadership to the ARNBC are elected as Directors at Large. Directors at Large are voting members with full authority and responsibility to develop policies, strategic direction and budget for the governance of ARNBC. Collectively with the President, President-Elect, Directors at Large and Regional Directors, they provide direction to, and monitor the work of the Executive Director.

Regional Director, Vancouver Coastal (seeking one for 2017-19)

The Regional Director acts as a voting member of the Board with full authority and responsibility to develop policies, strategic direction and budget for the governance of ARNBC. Collectively with the President, President-Elect, Directors at Large and Regional Directors, they provide direction to, and monitor the work of, the Executive Director.

The Regional Director liaises between the Board and all B.C. registered nurses and nurse practitioners, with a particular focus within the region they represent; identifying trends and issues, linking with regional networks and representing the Board at the local level. Although the Regional Director is focused on a particular region, they still have an obligation to serve the entire membership.

Regional Director, First Nations (seeking one for 2017-19)

The Regional Director, First Nations acts as a voting member of the Board with full authority and responsibility to develop policies, strategic direction and budget for the governance of ARNBC. Collectively with the President, President-Elect, Directors at Large and Regional Directors, they provide direction to, and monitor the work of, the Executive Director.

The Regional Director, First Nations liaises between the Board and all B.C. registered nurses and nurse practitioners, with a particular focus on Aboriginal health and nursing. Although the Regional Director, First Nations is focused on Aboriginal issues and trends, they still have an obligation to serve the entire membership.



ARNBC Board Responsibilities

The Board of ARNBC is committed to governance that emphasizes outward vision, diversity of viewpoints, strategic leadership, and collective action. Joining the Board carries with it the expectation of participation, engaged leadership, and accountability.

The volunteer time that Board members contribute to the Association is a large part of what enables the ARNBC to be a responsive, informed and engaged voice for the nurses in the province. Consistent participation in Board meetings and ARNBC activity is essential for the smooth functioning of the Board and the organization. Potential Board members should be aware of the basic time commitment required so that they can plan to make the time available to meet their obligations as Directors.

It is anticipated that there will be a range of time required depending on the position one holds on the Board, and the number of committees and special projects one becomes involved in. The standard time commitment expected of Directors includes: attendance at ARNBC Board meetings; ad hoc meetings on an as needed basis; willingness to participate on at least one board committee; participating in meetings with other organizations; involvement in member engagement events; attendance at an annual one-day Strategic Planning session; participation in the Annual General Meeting; and availability for teleconference calls on an as needed basis.

The Board of Directors is responsible for:

1. **Governance** – sustainable organization

a) Operational oversight:

- Provide an accountability structure to management;
- Set policy on and advise management processes;

b) Sustainability:

- Responsible for elections;
- Carries out financial negotiations on behalf of the Board and the membership;

c) Human Resource leadership:

- Select, support, evaluate and, if necessary, terminate Executive Director and senior staff as needed

d) Financial Stewardship:

- Ensure that financial resources are expended for the purposes intended;
- Good accounting processes are maintained and
- Salary and taxes are payments according to current agreements and laws.

e) Human Resources policies oversight



f) Risk management:

- Providing leadership and facilitation for transitional phases of the profession;
- Participate in the management of critical events; and
- Act as an organizational safety net to for the continuity of the organization

2. Leadership and strategic direction:

- a) Setting the strategic goals and objectives for the organization;
- b) Representing the nursing profession at local, provincial and national forums;
- c) Provide leadership and advocacy for the nursing profession;
- d) Represent organization to the community;
- e) Oversee and facilitate the organizational purpose, mandate and identity:
 - Provide vision for the future
 - Develop and implement a multi-year operational plan
 - Provide a good fiduciary plan.
- f) Carry the public trust on behalf of nursing in BC.

3. Accountability:

- a) Provide an accountability structure to operational staff;
- b) Ensure timely and comprehensive reporting to members and partners
 - Direct and advise management,
 - Select, support, evaluate and, if necessary, terminate the Executive Director;
- c) Ensure transparency of the governance and management processes;
- d) Monitor and evaluate board and ED performance.

ARNBC will cover travel and accommodation expenses for Board meetings in accordance with our expense policy, and provide a daily meal allowance.



How to Become a Candidate for the ARNBC Board of Directors:

Candidates must:

- Be nominated by a member of ARNBC for a specific position
- Have the support of your employer
- Download and complete the nominations form and candidate profile and forward your completed forms to the ARNBC address: admin@arnbc.ca or by fax to: **604.608.5559**.

Questions about the election processes can be directed to admin@arnbc.ca .