

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.1.01
Section:	Governance	Issued:	December 6, 2013
Subject:	Governance	Effective:	December 6, 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Affirmed	June 7, 2017
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

1. POLICY

- 1.1 Subsection 7(1) of *The Licensed Practical Nurses Act, 2000* provides that the Council “shall manage and regulate the affairs and business of the association”.
- 1.2 The Council is thus charged with the responsibility of ensuring that the Association fulfills and implements its duties and responsibilities as set out in the Act and the bylaws. In carrying out that responsibility, the Council is required by virtue of subsection 16(6) of *The Interpretation Act, 1995* to act honestly and in good faith, to exercise the care, diligence and skill of a reasonably prudent person, and to comply with the legislation by which the Association is governed.
- 1.3 Subsection 11(2) of *The Licensed Practical Nurses Act, 2000* requires the Council to appoint an Executive Director and subsection 11(3) authorizes the Council to engage any other employees it considers necessary. Council approves the duties, responsibilities and remuneration of all employees of the association by virtue of subsection 11(4).

2. PROCEDURE

2.1 **Executive Director**

The Executive Director reports to Council through the President and supervises the day-to-day administration of the SALPN office. The Executive Director is responsible for:

- a. Leading, coordinating, and supporting the activities of the Association
- b. annually preparing and presenting to Council for approval a budget and an operational plan consistent with the strategic plan, mission, and objectives of the Association, as determined by the Council; and
- c. implementing the approved budget and operational plan in a manner consistent with the Act, the bylaws and the policies of Council.

The Executive Director, together with the President, acts as the public spokesperson for the Association.

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2.2 ***Executive Committee***

The Executive Committee consists of the President, the President-Elect and the Executive Director and meets regularly, on a schedule to be determined by the Committee, in order to:

- a. monitor the implementation of the budget and business plan;
- b. plan the agenda for the Council meetings;
- c. address urgent matters that arise between meetings of Council;
- d. keep all members of Council informed of important issues and developments affecting the Association as they arise.

2.2 ***Employees of the Association***

The Executive Director communicates with Council regarding:

- a. The establishment and approval of job descriptions for positions required to be filled to complete
- b. the hiring, promotion and discharge of all employees of the Association