

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.2.05
Section:	Governance Administration	Issued:	December 6, 2013
Subject:	Liability Risk Management and Insurance	Effective:	December 6, 2013
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Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Updated	March 8, 2017

1. POLICY

In the normal conducting of business and affairs an organization is placed in a position of risk. The risk must be managed and the organization protected from vulnerable situations.

2. PROCEDURE

2.1 *Council Liability*

The Council of the Saskatchewan Association of Licensed Practical Nurses has been given the statutory and regulatory authority to manage the admission, membership, continuing competency requirements, practical nursing education approval, Counselling & Investigation and Discipline procedures, as well as the affairs and business of the SALPN.

To minimize liability, the Council must:

- a. Give notifications as are required under the Act, bylaws and policies;
- b. Notify the membership as required of resolutions and bylaw changes;
- c. Complete all filing requirements under provincial and federal legislation;
- d. Approve, and establish a regime for reviewing association governance and all Council policies;
- e. Maintain up-to-date contracts with the Executive Director;
- f. Maintain an annual evaluation process for the Executive Director;
- g. Ensure that audited financial statements are considered at the Annual General Meeting;
- h. Purchase adequate insurance as described below;
- i. Develop written role descriptions or terms of reference for the Council members and Committee members and chairs;
- j. Ensure that Committee reports are provided regularly and are submitted in written form.

2.2 *Insurance*

The Executive Director shall ensure that adequate insurance coverage is provided as follows:

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- a. General insurance to protect the contents of the office of the SALPN and to protect against any injury suffered by a third party in the office space of the SALPN;
- b. Errors and omissions insurance to cover the activities of the staff of the SALPN during the normal course of their business activities;
- c. Directors/officers liability insurance to cover the activities of the Council and Committee members during the normal course of their business activities;
- d. Member liability as indicated in the act.