

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.4.02
Section:	SALPN Council	Issued:	December 6, 2013
Subject:	Role Description of the SALPN Council Members	Effective:	December 6, 2013
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		Updated	August 28, 2018
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

1. POLICY

As a member of the SALPN Council, there are numerous expectations that must be fulfilled during each term.

2. PROCEDURE

Position: **Council Member**

Time commitment: Preparing and attending five council meetings a year, mandated events, ongoing communication and committee work.

Term: Two year terms for the Chair and Vice Chair and Three year terms for the members at large.

2.1 Accountability

The council members are collectively accountable to the public, Saskatchewan legislature and membership. They are accountable for the Association's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources. Individual members are accountable to the SALPN Council.

2.2 Authority

Individual council members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association, unless given such authority by the council.

2.3 Responsibility

Council members are responsible for acting in the best long term interests of the SALPN and the public and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

2.4 Principle Duties

Every member of the SALPN Council is expected to do the following:

- a. Prepare for and participate in council meetings
- b. Participate in helping the council direct the Association
- c. Articulate points of view and support council decisions once made even if not part of the discussion

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- d. Participate in the review of the SALPN's Mission, Vision, Values, and Objectives and in the development of a strategic plan
- e. Help the Council to monitor the performance of the SALPN in relation to its mission, objectives and core values
- f. Participate in the approval of the annual budget and monitor the financial performance of the Association in relation to it
- g. Abide by the Act, by-laws, code of conduct and other policies that apply to the council
- h. Participate in the hiring of, and if required, the releasing of, the Executive Director
- i. Participate in the evaluation of the Executive Director
- j. Contribute to the work of the council as a member of a council committee
- k. Attend and participate in the Annual General Meeting
- l. Keep informed about trends and issues in the health care system that are relevant to the mission and objectives of the SALPN

2.5 Qualifications

The following are considered to be key job qualifications:

- a. Practicing member (for elected Council members)
- b. Knowledge of governance (how a board/council works)
- c. Commitment to the organization's mission and strategic directions
- d. A commitment of time
- e. Openness to learning

* Knowledge of governance (how a board/council works) would be an asset

2.5 Evaluation

The performance of individual council members is evaluated annually in the context of the evaluation of the whole council and is based on the carrying out of duties and responsibilities as outlined above.