

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Governance	Policy #.	<b>1.6.02</b>
Section:	SALPN Executive Director	Issued:	December 6, 2013
Subject:	<b>Communication to the SALPN Council</b>	Effective:	December 6, 2013
Issue to:	All Manual Holders	Page:	1 of 2
		Reaffirmed	August 28, 2019
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

## **1. POLICY**

It is the expectation that the SALPN Executive Director communicates and provides information to the Council

## **2. PROCEDURE**

- 2.1 The SALPN Executive Director shall;
- a. Report to the Council
  - b. Have frequent and ongoing communication with the Council Chair and Vice-Chair
  - c. Provide support and guidance to the Council Chair
  - d. In consultation with the Executive Committee (Council Chair and Vice Chair), develop the agenda for Council meetings and identify the key issues for consideration and decision
  - e. Ensure that the information provided is relevant to the mission and strategic objectives of the SALPN for which he/she is accountable
  - f. Ensure that the council is kept fully informed on the condition of the organization and all important factors influencing it
  - g. Ensure that the council is aware of relevant regulatory trends both provincially and nationally
  - h. Advise the council if they, in the Executive Director's opinion, are not in compliance with policies, roles and responsibilities
  - i. Marshal a diversity of points of view and opinions needed for informed council choices
  - j. Inform the council of any external complaints or adverse media coverage which may affect the reputation of the SALPN
  - k. Inform the council of any internal complaints, or other conflicts which may impact the SALPN
  - l. Interact with the council as a whole, except when responding to council members or council committees with specific responsibilities

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Governance	Policy #.	<b>1.6.02</b>
Section:	SALPN Executive Director	Issued:	December 6, 2013
Subject:	<b>Communication to the SALPN Council</b>	Effective:	December 6, 2013
Issue to:	All Manual Holders	Page:	2 of 2
		Reaffirmed	August 28, 2019
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

- m. Provide information relevant to the creation and review of policies
- n. Facilitate communication to council committees
- o. Advise Council of status of the recruitment, development and retention of all professional staff within the SALPN
- p. Submit expense claims to the Finance Committee or its delegate at the rates applicable to the Council and Committees.