

College and Association of Nurses of the Northwest Territories and Nunavut



Category: BOARD

POLICY NAME	Board – Executive Director Relationship		POLICY NO.	B13	
EFFECTIVE DATE	September 25, 2024	DATE OF LAST REVISION	2019	VERSION NO.	3
APPLIES TO Apply group names to define applicable areas of staff. CANNN Board of Directors; Executive Director; CANNN Staff					

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
3	Board of Directors	September 25, 2024	New Format, minor changes	Executive Director, Megan Wood
2	Board of Directors	September, 2022	Revision	Executive Director
1	Board of Directors	September 18, 2019	Creation	Executive Director

PURPOSE

Describe to what and to whom this policy applies.

Outlines the organizational relationship of the Executive Director and the staff members of the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) with the CANNN Board of Directors.

Stipulates the working relationship between the governance role of the Board of Directors and the operational role of the Executive Director.

POLICY

The Executive Director is the sole official link to the operational organization of CANNN including its work and conduct.

The staff of CANNN are accountable to the Executive Director who authorizes the work of the staff.

- The Board will never give instructions to anyone who reports directly or indirectly to the Executive Director.
- The Board will refrain from evaluating, either formally or informally, any staff other than the Executive Director.
- The Board will evaluate the Executive Director performance.

Only officially passed motions of the Board are binding on the Executive Director.

- Decisions or instructions of individual Board members or committees are not binding on the Executive Director except in rare instances when the Board has specifically authorized such exercise of authority.

- The Executive Director can refuse requests from Board members or committees for information or assistance without Board authorization, when in the opinion of the Executive Director, the request requires a substantial amount of staff time or funds or is disruptive to the function of the organization.
- Only the Board, acting as a body, can employ, terminate, discipline, or change the conditions of employment of the Executive Director.

PROCEDURES

Executive Director Evaluation Criteria: will include goals and objectives. The goals and objectives will reflect the strategic plan and the relevant legislative documents.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Staff	Employees of CANNN
Governance role	The Board of Directors is the governing body of CANNN. It receives its authority from the Nursing Professions Acts of NT and NU. The Board must provide oversight to ensure CANNN has the resources, leadership and strategy to meet the requirements of the Acts.
Operational role	The staff of CANNN conduct the day-to-day operational activities, implementing the regulatory mandate of the Acts and Bylaws, acting on decisions of the Board, supporting committees, and providing professional resources for members.

CONDITIONS AND EXCEPTIONS

Describe exceptions here.

N/A

AUTHORITY AND ACCOUNTABILITY

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Board of Directors	Governed by the NT Nursing Profession Act (2023)S.22,23,24, NU Nursing Professions Act (2023)S.18,19, Bylaws 3,6,8, 9,10. The Board of Directors has the authority to revise this policy as required.
Executive Director	The Executive Director is accountable to the Board of Directors, and ultimately to the members and the public, for the implementation of this policy and may delegate any related administrative tasks.