



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Association and Advocacy Committee

Terms of Reference

The Association and Advocacy Committee is a Committee established by the *Nursing Professions Act, SNWT 2023, s25* (the “Act”) and the *Nursing Professions Act, SNU 2023, c20* (the “Nunavut Act”) and in accordance with the College and Association of Nurses of the Northwest Territories and Nunavut (CANN) (the “College”) bylaw 4.

Purpose

The purpose of the Association and Advocacy Committee (the “Committee”) is to fulfill the mandate of fostering a culture of inclusivity and support for nurses by providing them with the necessary advocacy and leadership to succeed in their roles. The committee is created to build awareness of the profession, develop advocacy strategies and materials which advance the profession of nursing, and review and provide opportunities for education for registrants.

Authority and Decision Making

The Chair of the Committee reports to the Chief Executive Officer of CANN. The Committee meets on a quarterly or ad hoc basis.

Committee Membership Structure

The College shall establish an Association and Advocacy Committee composed of all the following persons appointed by the Board in accordance with the requirements of the *Act* and the *Nunavut Act* and the bylaws made thereunder:

- No more than nine registrants selected by the Board of Directors;
 - Representation from all designations and jurisdictions will be considered, with fair and equal representation preferred

Chairperson:

- The Committee members shall designate one of its members as Chairperson
- Conducts the business of the meeting
- Provides input for the agenda prior to the meeting and submits an Annual Report to the Board

Chief Executive Officer:

- Coordinates meetings
- Circulates the agenda
- Records and provides meeting minutes
- Maintains confidential minutes/documentation at the CANNN office
- Delivers action items from meetings

Criteria for Committee Membership

For a registrant of the College to be eligible for Committee membership, the member must hold a license in good standing with the College at the time of the initial appointment and at the time of any reappointment.

Members of the College whose licenses expire while serving on the Committee, who do not renew those licenses, remain eligible to serve on the Committee until the expiry of their term.

The CEO is not a voting member of the Committee.

All potential members must submit an application along with two letters of reference which will be reviewed and considered by the Board.

The Board appoints members of the Committee based on interest, ability, and availability.

Duration of Term and Eligibility for Reappointment

Committee members are appointed for a term of three years.

At the end of a term, a Committee member may be:

- Reappointed for three years; or,
- Discontinued.

If a Committee member who is a registrant of the College has a complaint filed against them, they shall recuse their membership on the Committee unless the Chairperson determines otherwise.

Quorum

A quorum of the Committee shall consist of 50% + 1 Committee member and may include the Chairperson.

All decisions require the vote of the majority of the Committee members in attendance

Meetings:

- Meetings will be conducted quarterly or as required by the Chair
- Attendance may be in person or via Microsoft Teams
- Urgent matters may be dealt with via email and/or telephone in a confidential manner
- Information regarding scheduled meetings to be provided no less than one week prior to meeting

- Any decisions made by the committee outside of regularly scheduled meetings will be documented in the minutes of the next meeting
- Lobbying, or the release of public messaging is not permitted by the committee and must be proposed to the Board of Directors for approval

First Issued: February 27, 2025
Approved by: Board of Directors
To be Reviewed: Annually
Responsible Department: Office of the CEO