

Role of the Council and Council Chair

Policy Section: Governance Process	Policy Number: GP-2	Approved By: Council
Regular Council Policy Review Frequency: Every two years	Date Approved: June 12, 2002	Date Reviewed/Revised: March 6, 2020

Role of the Council Policy:

The purpose of the Council is to, on behalf of the people of Manitoba and the government, ensure the accountability of the College of Nurses of Manitoba (CRNM) by seeing that CRNM achieves appropriate outcomes for the people of Manitoba at an appropriate cost and avoids unacceptable activities, conditions, and decisions.

The Council's mandate is to govern the College which works to fulfill the statutory requirements of the Regulated Health Professions Act. The Council has three primary responsibility areas including:

1. Policy Direction
 - a. Developing governing policies including:
 - i. Strategic Direction – direct the CEO/Registrar to achieve the College's mission and specific strategic outcomes based on environmental scanning and needs assessment.
 - ii. Executive Expectations – direct the CEO/Registrar to operate (use means) within specific risk boundaries related to ethics, prudence, and lawfulness.
 - iii. Governance Process – commit the Council to an ethical, effective governance approach.
 - iv. Council-CEO/Registrar Relationship – describes the Council's delegation to the CEO/Registrar and commitment to effectively govern that relationship and results achieved.
 - b. Scanning the Environment:
 - i. In order to inform Council policy decisions, the Council will concentrate part of its work on thoroughly understanding the relevant environment within which it governs (i.e. environmental scanning) and evaluating needs related to the emerging trends in regulation of nurses within the health care system.
 - ii. Further, the Council will monitor issues that relate to the regulation of the nursing profession on local, provincial, national, and international levels through attendance at relevant meetings and conferences.
2. Ensuring Effective Performance
 - a. Monitoring of executive/organization performance including:
 - i. Appointment of a CEO/Registrar;
 - ii. Ensuring that the College is fulfilling its mission and achieving its strategic outcomes, i.e. monitoring the performance of the CEO/Registrar/organization annually;
 - iii. Ensuring that the organization is operating within the Council's values for ethics and prudence; and
 - iv. Supporting the CEO/Registrar's effectiveness in leading the College.



3. Linking with the Broader Public/Ownership Linkage
 - a. Building connections with the public of Manitoba, including the registered nurses of Manitoba in order to:
 - i. Seek input on public perspective on the regulation of registered nurses;
 - ii. Provide insight, education, and context for the public; and
 - iii. Be transparent with and accountable to the public on the achieved outcomes of the College.

Other Fiduciary Duties:

The Council shall ensure it has qualified legal counsel.

Role of the Council Chair Policy:

The Council Chair is accountable for ensuring the integrity of the Council's process and for representing the Council to the public and the registrants. The Council Chair is the only Council member authorized to speak for the Council (beyond simply reporting Council decisions) other than in specifically authorized instances.

Council Chair Key Responsibility Areas

The job results of the Council Chair include:

1. Policy Compliance
 - a. Facilitating and ensuring that the Council complies with its own policies.
2. Council Orientation and Continuing Education
 - a. Ensures that new Council Members receive orientation to their role as a regulatory Council member to the CRNM approach to governing, and to the expectations of Council Members.
 - b. Ensures that Council Member education is received at regularly-scheduled Council meetings. Council Members will also be offered educational opportunities as they arise.
3. Chairing Meetings
 - a. Chairs the quarterly College Council meetings, annual general meetings, special meetings and appeals.
 - b. Manages the content of the meeting discussion to include issues which according to policy clearly belong to the Council for decisions. Ensures the Council meeting agendas are aligned with the Council's Strategic Agenda for the year.
 - c. Facilitates the participation of Council Members in discussions at Council meetings including:
 - i. Manages the process of the meeting discussions so that deliberation will be fair, open, thorough, and also timely and efficient.
 - ii. Recognizes the individual strengths and expertise of Council Members, optimizes utilization of that expertise in Council discussions and other activities.
 - iii. Ensures the integrity and efficiency of the Council process by presiding in a manner which fairly but firmly directs the group, promotes participation and adherence to the rules of order and ensures the intended outcomes.
4. Committee Support
 - a. Serves as a voting member of the Finance Committee.
 - b. Serves on other ad hoc committees that may be established by the Council from time to time.



- c. Member of CEO/Registrar Evaluation Committee.
5. Council Facilitation
 - a. Organizes the development of an Annual Council Strategic Agenda which sets goals and priorities for the Council.
 - i. Sets the quarterly Council agenda consistent with the Annual Council Strategic Agenda.
 - b. Supports the Council in consulting with registrants on matters stipulated in the Regulated Health Professions Act (e.g. certain by-law changes).
 - c. Has signing authority for Council related matters.
 - i. Performs such official (signatory) duties as required by the organization's by-laws.
 - d. Works with the CEO/Registrar and Director of Finance to prepare a draft of the Council annual budget.
 6. Council Chair Relationships and Communication

The Council Chair:

 - a. Represents the Council to the public, the registrants, elected politicians, media (related to Council matters), and corresponding elected officers in other organizations.
 - b. Reflects the position of the Council on any issue when speaking on behalf of the Council and the College.
 - c. Represents the Council interest in meetings with senior government officials, politicians, Council officers of allied organizations, and in other instances as determined by the Council or requested by the CEO/Registrar.
 - d. Represents the perspective and best interests of the College as whole rather than the particular position of any interest group.
 - e. Maintains an effective working relationship with the CEO/Registrar, the other officers, and Council members to ensure the free flow of information among these elements.

Note: During the absence or inability of the Council Chair, the duties and powers of the Council Chair may be exercised by the Council Chair-Elect.

Attachments:

Chair-Elect Nomination and Voting Process

Council Chair-Elect Selection Criteria/Competencies

Nomination Form: Council Chair-Elect

Nominee Statement



Chair-Elect Nomination and Voting Process

1. This nomination process will be conducted in a transparent professional manner. All nominees will be kept confidential for the information of Council members and the CEO/Registrar only.
2. No nominations shall be accepted from the floor.
3. The CEO/Registrar will act as the scrutineer.
4. Nominee Criteria for Submission:
 - a. Current Council members who have at least one year of experience on the CRNM Council.
 - b. Commitment to the College's mandate.
 - c. Understanding of the role of the Council Chair/Chair-Elect.
 - d. Understanding of the role of the Council
 - e. Leadership/stewardship skills.
 - f. Time to devote to the role.
 - g. Meeting management skills.
 - h. Strategic thinking, analytical capabilities
 - i. Communication skills
 - j. Facilitation/consensus-building skills
 - k. Completion of, or willingness to complete, approved Council performance training.
 - l. Any conflicts of interest should be identified and dealt with prior to official nomination.
5. Nomination Process:
 - a. The Nominations Sub-Committee is comprised of the Council Chair, Council Chair-Elect and one other Council member who is either ineligible to seek election or has declared that they will not seek election.
 - b. The Nominations Sub-Committee will meet one week prior to the opening of nominations to review the criteria and nomination deadline.
 - c. The nomination period will be at least two weeks.
 - d. The call for nominations for the Chair-Elect position will go out via e-mail to all Council members from the Nominations Sub-Committee, along with a date on which nominations close.
 - e. Nominees can be self-nominated or nominated by another Council member.
 - f. All Council members, including the Council Chair and Chair-Elect, are eligible to nominate a fellow Council member.
 - g. If a nominator is unable to sign the nomination form, they must send an e-mail to the nominee from their College e-mail address indicating their support for the nomination. The nominee will then attach the e-mail to their nomination form.
 - h. Nominees must submit a completed nomination form, along with a one to two-page statement of how they meet the criteria for the position of Chair-Elect by the date set by the Nominations Sub-Committee.



- i. Nominations should be submitted to the Administrative Assistant, Governance & Public Initiatives, who will receive them and forward them to the Nominations Sub-Committee.
- j. Once nominations are closed, the Nominations Sub-Committee will review submissions to ensure applicants meet the criteria.
- k. The approved list of nominees, along with their statements, will be forwarded to Council members at least five days before the Council meeting at which the election will take place.
- l. The election will be held during the *in camera* portion of the March Council meeting every second year. All Council members are eligible to vote, including the Chair and Chair-Elect.
- m. A secret ballot will be administered by the CEO/Registrar, who shall act as returning officer for the election.
- n. The CEO/Registrar will count the votes and will communicate the results to the Council Chair and Chair-Elect.
- o. The Council Chair will announce the results to the Council before the end of the meeting.

Council Chair-Elect Selection Criteria/Competencies

Definitions:

Council Chair-Elect and Council Chair Competencies: A combination of the preferred professional knowledge, skills, experience and behaviours needed to effectively perform the role of Council Chair-Elect and Council Chair.

Selection Criteria/Competencies:

To ensure congruence with the College's accountability to the public and to also ensure that the selection and election of the Council Chair-Elect is competency-based, it is the expectation that Council member nominees for the position of Council Chair-Elect meet the following selection criteria:

1. **College Council Experience:** Has completed at least one year on the College's Council.
2. **Knowledge and Understanding of the Role:** Understanding of the Council Chair-Elect and Council Chair roles, responsibilities and accountabilities. Has expertise within the scope of the Council, and an understanding of the subject matters handled by the Council.
3. **Knowledge and Understanding of the Role of Council:** Understanding of the governance and policy role of the Council.
4. **Meeting Management Skills:** Understanding of how College Council meetings are conducted. Ability to conduct Council meetings in a manner that allows Council business to be completed in a timely manner and provides for informed discussion and decision-making. Ensures that Council member participation is consistent with the mandate of the College and the Council's responsibility to serve and protect the public interest.
5. **Leadership/Stewardship Skills:** Ability to develop, promote and support good working relationships with Council members, external stakeholders and the CEO/Registrar.
6. **Strategic Thinking/Analytical Capabilities:** Capable of a wide perspective on issues. Ability to evaluate alternatives, quickly understand and apply information.
7. **Communication Skills:** Ability to listen to, understand and communicate effectively with Council members, external stakeholders and the CEO/Registrar. Comfortable with public speaking. Is able to summarize discussions, confirm agreements.
8. **Facilitating/Consensus Building Skills:** Is flexible, tactful, patient and courteous. Supports and fosters a Council meeting culture that is respectful of the questions and opinions of Council members. Willingness to raise potentially controversial issues in a manner that encourages dialogue and provides the opportunity for all Council members to participate in discussions.
9. **Time to Devote to the Role:** Has the time to commit to the roles of Council Chair-Elect and Council Chair.
10. **Council Performance Training:** Has attended appropriate Council training sessions as set out in the document *Council Education Opportunities – Guidelines*.



Implementation:

The selection and election of Council Chair-Elect takes place at the March Council meeting every other year. This allows for the introduction of the new Council Chair-Elect at the Annual General Meeting following the election. The incumbent will assume the role on August 1 following election.

Following the two-year term as Council Chair-Elect the Council member will assume a two-year term as Council Chair of the Council.



Nomination Form: Council Chair-Elect

At the March Council meeting every second year, the Council will elect the Council Chair-Elect (two-year term followed by a two-year term as Council Chair).

In accordance with Council policy, a request for nominations for the position of Council Chair-Elect is circulated to Council members.

SELF-NOMINATION

I, _____ am self-nominating for the position of Council Chair-Elect.

Signature: _____

Date: _____

NOMINATION BY COUNCIL MEMBER

I nominate _____ for the position of Council Chair-Elect.

Signature of Nominator*: _____

Date: _____

I accept this nomination. _____

Signature of Nominee

Date: _____

COMPLETED NOMINATION FORM

Please scan and email to sgilbert@crnm.mb.ca or fax to 204-775-6052 Attention: Nominations Sub-Committee, College of Registered Nurses of Manitoba by the deadline set by the Nominations Sub-Committee.

*If a nominator is unable to sign the nomination form, they must send an e-mail to the nominee from their College e-mail address indicating their support for the nomination. The nominee will then attach the e-mail to their nomination form.



Nominee Statement

The up to 500 word Nominee Statement is your opportunity to share why you are interested in the position and the competencies you will bring to the Council Chair-Elect position. Please refer to the document *Election of Council Chair-Elect* for more information. This document must be submitted along with the nomination form by the date specified by the Nominations Sub-Committee.

Name: _____

Council Policy: Council Chair-Elect Competencies	
✓ Must be a current Council member	✓ Time to devote to the role
✓ Completed at least one year on the Council	✓ Meeting management skills
✓ Commitment to the College mandate	✓ Strategic thinking, analytical capabilities
✓ Understanding of the role of the Council Chair/Chair-Elect	✓ Communication skills
✓ Understanding of the role of the Council	✓ Facilitating/consensus building skills
✓ Leadership/stewardship skills	✓ Has completed (or is willing to complete) approved Council Performance Training

Nominee Statement: