



CASN Elections 2026- Position Descriptions

CASN Board of Directors

2026 Elections: 1 President-Elect position (non-region specific), 1 Treasurer position (non-region specific), 1 Director position in the Western/Northwestern Region, 1 Director position in the Ontario Region, 2 Director positions in the Quebec Region.

Meeting requirements/Commitments:

- Spring: One full day or one afternoon or evening working dinner and a full day, in-person meeting (May/June) *-normally on a weekend;
- Fall: One full day or one afternoon or evening working dinner and a full day, in-person meeting (November)* -normally on a weekend, and attendance at AGM/Council meetings (normally held right after the board meeting);
- Four additional virtual meetings per year – normally on weekdays;
- Regular correspondence; and
- Board members act as a liaison to CASN committees or task forces (5-6 virtual meetings/ year).

**These meetings may also be held virtually.*

Overall Responsibilities of the President-Elect (details in the CASN Bylaws):

- In the absence or disability of the President, the President-Elect shall perform the duties and exercise the powers of the President:
 - Preside at all meetings of the Council and of the Board of Directors, see that all orders and resolutions of the Board are carried into effect, advocate on behalf of the Association, and, in certain circumstances, serve as spokesperson for the Association. The President shall give or cause to be given notice of all meetings of the Council and of the Board of Directors.

Term of office: 2-year term, followed by the position of President (2-year term), subsequently followed by the position of Past-President (1-year term). This position requires a commitment of 5 years in total.

Overall Responsibilities of the Treasurer (details in the CASN Bylaws):

- On behalf of the Board of Directors, the Treasurer shall oversee the financial stewardship of the Association and shall have custody of the funds and securities of the Association.
- Presents financial reports to the board of directors at the in-person meetings
- Presents the approved budget to Council members at the Annual General Meeting.
- Chair the CASN Finance & Audit Committee
 - Normally four virtual meetings per year

Term of office: 3 years (2026-2029). *Three-year term, renewable by election twice for a maximum of 3 consecutive terms*

Overall Responsibilities of the Directors (details in CASN Bylaws):

- Set the annual budget to conduct the business of the Association and ensure that the budget is followed.
- Delegate and designate by resolution the right to employ, review the performance of and renew the Executive Director.
- Vote as a Board on matters to determine the best course of action for issues with respect to policy and governance.

Term of Office: 2 years (2026-2028). Two-year term, renewable by election twice for a maximum of 3 consecutive terms.

CASN Awards and Nominations Committee

2026 Elections: *1 committee member position in the Ontario Region, 1 committee member position in the Quebec Region, 1 Chief Electoral Officer (non-region specific).*

Meeting requirements/Commitments:

At least one virtual meeting per year (August/September), if needed. Other virtual meetings may be called by the Chair or Chief Electoral Officer as needed.

Overall Responsibilities of the Committee Members:

- Review and evaluate nominations received for the CASN Awards.
- Present the recommendations of the CASN Award winners to the CASN Board of Directors for ratification.
- Keep in the strictest confidence all knowledge of the CASN Award winners until the official announcement is made.
- Regularly review and update the awards rating scales and review process.

Overall Responsibilities of the Chief Electoral Officer:

In addition to his/her responsibilities as a committee member, the Chief Electoral Officer attends the Council meeting/AGM every Fall to provide the *Report from the CASN Awards & Nominations Committee* and to oversee the CASN elections as follows:

- Ensure that all the names appearing on the nomination forms for elected positions are those of official members of a CASN member school, and that at least one qualified suitable candidate is available for each position to be elected.
- Keep knowledge of the nominations in the strictest confidence until the close of the nomination period.
- If election is held in person:
 - polling and counting of ballots on the second day of the Council meeting;
 - training of Scrutineers regarding policy and procedures to follow while on duty;

- securing ballots prior to the opening of the polls;
 - tabulation of ballots final count and approval;
 - rulings on ballot spoilage;
 - determining whether a second count is not necessary.
- If election is held virtually:
 - tabulating the virtual results along with a CASN staff member who has access to the online election platform;
 - determining whether a second count is not necessary.
- During the polling period, keeping the ballot boxes, master lists of registered voters, and ballots for each assigned polling station.
- All complaints are brought before the Chief Electoral Officer first.
- All misconduct is reported to the Chief Electoral Officer for investigation

Term of Office: 2 years (2026-2028). *Two-year term, renewable by election twice for a maximum of 3 consecutive terms.*

CASN Accreditation Bureau (CAB) – BScN

2026 Elections: *One Faculty Representative position, from a college.*

Meeting requirements/Commitments:

Monthly virtual meetings and one in-person meeting in the Spring (usually in May-June for approximately 3 days in Ottawa, ON).

Responsibilities

- The Accreditation Bureau is the decision-making body regarding CASN Accreditation status and terms, and functions within established CASN policies and guidelines.
- The role of the Accreditation Bureau is to evaluate entry-to-practice degree programs that lead to Registered Nurse designation and degree programs for Registered Nurses with a diploma.
- Accreditation decisions are the responsibility of the Accreditation Bureau. The Bureau acts independently of the Board of Directors and CASN Council.
- Members make decisions with respect to accreditation, report accreditation-aggregated decisions to the Board of Directors, which in turn reports them to CASN Council.
- Members serve and vote as individuals and not as representatives of their institutions.
- At least five members of the Bureau must be fluent in English and French.
- No member of CASN Council or CASN Board of Directors shall be appointed to the CASN Accreditation Bureau.

Term of Office: 3 years (2026-2029). *Faculty representatives are eligible for renewal by election once for a maximum appointment of two terms.*