



CASN Public Representative Position description and application process

The Public Representative is a Director on the CASN Board of Directors that is appointed by the Canadian Association of Schools of Nursing (CASN)'s board of directors. It is an unpaid, voluntary position.

Term of Office: Two-year term starting mid-November 2026, renewable by appointment twice for a maximum of three consecutive two-year terms (up to six years maximum).

Overall Responsibilities (detailed in the CASN Bylaws)

- Vote as a Board on matters to determine the best course of action for issues with respect to policy and governance.
- 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.
- In addition to the above responsibilities, the Public Representative is also expected to sit on the Finance and Audit Committee.

Meeting Requirements and Commitments

- Four virtual board meetings per year (approx. 2 hours/meeting) – on weekdays.
- One spring in-person board meeting per year (1.5 days): One afternoon and/or evening working dinner followed by a full day (May or June) *- normally held on a weekend.
- One fall in-person board meeting per year (1.5 days): One afternoon and/or evening working dinner followed by a full day (November)* - normally held on a weekend.
- Attend Annual General Meeting/Council meeting in-person* - normally held the Monday and Tuesday (full days) right after the fall board meeting.
- Attend Finance & Audit Committee meetings- meet virtually four times per year (approx. 2 hours/meeting).
- Act as a board liaison to select CASN committees or task forces (4-5 virtual meetings/year per committee or task force).
- Review and respond to regular correspondence.
- Prepare for meetings by reviewing provided documents.

**In-person meetings may also be held virtually if circumstances (e.g. pandemic) do not allow in-person meetings.*

Core Qualities

- **Public and education focus:** You have a desire to participate on the board to share your thoughts on quality nursing programs and how it ultimately translates to good patient care.
- **Willingness to learn and open mind:** You listen to and read the information provided, prepare for meetings, and ask relevant questions.
- **Good judgment:** You make fair and wise choices for the community and for nursing education.
- **No conflict of interest:** You have no financial or employment links to CASN or CASN member nursing schools. **Note:** Faculty members, instructors, staff and administrators of CASN member nursing schools are **not** eligible to apply for this position.
- **Availability:** You must be available to attend the scheduled board meetings as described, along with CASN's Annual General Meeting/Council Meeting and Finance and Audit Committee meetings. You must also participate on at least one other CASN committee or advisory group as a board liaison.

Skills and Background

- **Diverse view:** You bring a non-nursing voice from the community within Canada.
- **Skills:** You are familiar with finance/budgeting, business management, law or public policy.
- **Team player:** You work well in a group, are collegial and respect other's opinions.
- **Clear communication:** You communicate effectively and clearly.
- **Prior experience:** previous experience sitting on a board of directors or related committee(s) and/or demonstrated community engagement/involvement is an asset.

Travel, accommodation and meal expenses to attend in person board meetings and the Council meeting will be covered by CASN.

Application instructions

Please provide a CV/resumé and cover letter that addresses the core qualities, skills and background described above. As well, please provide at least two references who can speak about your qualifications, along with their contact information (email and phone), and your relationship to each referee.

Please send your application package to Sheema Inayatulla, Managing Director, Corporate Services, sinayatulla@casn.ca by end of day on Monday, November 2, 2026.

Application selection process

Applicants will be reviewed by and the successful candidate selected by CASN's board of directors. The board of directors reserves the right not to fill the position through this process, to negotiate terms of engagement with any applicant, and to consider or appoint candidates identified through other recruitment methods.

CASN's board of directors welcomes diversity and encourages applications from all qualified applicants. Only the successful candidate will be notified.