



CASN Elections 2025- Position Descriptions

CASN Board of Directors

2025 Elections: 2 Director positions in the Western/Northwestern Region, 2 Director positions in the Ontario Region, 2 Director positions in the Atlantic Region, 1 Indigenous Faculty Representative (non-region specific).

Meeting requirements/Commitments:

- Spring: One full day or one afternoon or evening working dinner and a full day, in-person meeting (May/June) *;
- Fall: One full day or one afternoon or evening working dinner and a full day, in-person meeting (November)* and attendance at AGM/Council meetings (normally held right after the board meeting);
- Four additional virtual meetings per year;
- 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 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 (2025-2027). *Two-year term, renewable by election twice for a maximum of 3 consecutive terms.*

CASN Awards and Nominations Committee

2025 Elections: *1 committee member position in the Western-Northwestern Region, 1 committee member position in the Atlantic Region.*

Meeting requirements/Commitments:

At least one virtual meeting per year (August/September), if needed. Other virtual meetings may be called by the Chief Electoral Office as needed. The Chief Electoral Officer attends the Council meeting/AGM every Fall to provide the report from the committee and oversee the elections.

Responsibilities:

- Review and evaluate nominations received for the CASN Awards.
- Keep in the strictest confidence all knowledge of nominations until the official list of Award winners is announced by the CASN Board of Directors.
- 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.

Term of Office – 2 years (2025-2027). *Two-year term, renewable by election twice for a maximum of 3 consecutive terms.*

CASN Accreditation Bureau (CAB) – BScN

2025 Elections: *1 Bilingual Faculty Representative position, 1 Faculty Representative position.*

Meeting requirements/Commitments:

Monthly virtual meetings and one in-person meeting in the Spring (usually in May-June for approximately 3-5 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 (2025-2028). *Faculty representatives are eligible for renewal by election once for a maximum appointment of two terms.*