



COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

TITLE: Board Roles and Responsibilities

Date in Effect: January 22, 2015

Date approved: January 22, 2015

Date reviewed:

Policy Type: Board- Governance

The College of Registered Psychiatric Nurses of Manitoba (CRPNM) is the regulatory body for the psychiatric nursing profession in Manitoba. The CRPNM is mandated, by the government of Manitoba and the *Registered Psychiatric Nurses Act*, to carry out its activities and govern its members in a manner that serves and protects the public interest.

As the governing body of the CRPNM, the Board of Directors provides oversight to ensure the College meets its mandate and that it operates effectively and in the best interests of all its stakeholders. Board members direct the affairs of the organization with an overall responsibility for strategic planning, finance, organizational operations and human resources.

Members of the CRPNM Board of Directors are responsible for:

1. Defining the strategic direction and priorities of the organization in the context of the legislated mandate;
2. Ensuring that the College conducts its operations in a manner that is consistent with the legislation and the by-laws;
3. The recruitment, employment and evaluation of the Executive Director;
4. Establishing policies and procedures for the delegation of authority to the Executive Director and supporting the Executive Director in meeting the mandate of the College;
5. Developing and regularly reviewing the by-laws and governing policies to address:
 - a. Governance Processes – defining how the board organizes, manages and evaluates its operations, and how it relates to its members, the public and key stakeholders;
 - b. Board-Executive Director Relationship- defining the nature of the delegation of authority to the Executive Director, the limitations of this authority, the evaluation of the performance of the Executive Director and how the Executive director is held accountable;
6. Ensuring that the College has sufficient resources to finance its operations;
7. Ensuring that the Executive Director has the appropriate tools (for e.g., position descriptions, salary scales, policies) for the recruitment, retention and evaluation of the College's staff;
8. Approving the financial statements of the organization;
9. Ensuring the independent audit of the College's finances; and
10. Monitoring the College's performance with regard to the organizations mandate, strategic directions and Board policies.

Board Meetings

The CRPNM Board of Directors typically meets six (6) times per year. Board meetings are held either on a weekday evening or a Saturday morning. Travel, when required, is reimbursed in accordance with CRPNM policy.

One of the six meetings is the Board's Annual General Meeting with the members. This meeting usually occurs on a weekday afternoon. The Board is responsible for determining its meeting schedule but must meet a minimum of four (4) times a year.

The Board of Directors is the appeal body for certain types of decisions made by the Registrar or by the Investigation Committee. Occasionally, the Board is required to meet for the purposes of an appeal. These meetings are outside the regularly scheduled meetings.

Members of the CRPNM Board of Directors are expected to:

1. Make reasonable efforts to attend Board meetings;
2. Review meeting materials in advance, participate in discussion and take responsibility for making decisions on issues, policies and other board matters;
3. Participate in board development sessions so that the quality of leadership can be enhanced;
4. Work in good faith with other board members and staff as partners towards achievement of the College's mandate; and,
5. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.

REFERENCES:

Board Motion- 15:04