



COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF MANITOBA

TITLE: Council Roles and Responsibilities

Policy # G-1

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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 *Regulated Health Professions 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 Council provides oversight to ensure the College meets its mandate and that it operates effectively and in the best interests of all its stakeholders. Council members direct the affairs of the organization with an overall responsibility for governance, strategic planning, financial oversight, and risk management.

Members of the CRPNM Council 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. Ensuring the appropriate policies and systems are in place to proactively identify, assess, manage and monitor risks that could compromise the achievement of the College's mandate;
4. The recruitment, employment and evaluation of the Registrar/CEO;
5. Establishing policies and procedures for the delegation of authority to the Registrar/CEO and supporting the Registrar/CEO in meeting the mandate of the College;
6. Developing and regularly reviewing the by-laws and governing policies to address:
 - a. Governance Processes – defining how the Council organizes, manages and evaluates its operations, and how it relates to its members, the public and key stakeholders;
 - b. Council-Registrar/CEO Relationship- defining the nature of the delegation of authority to the Registrar/CEO, the limitations of this authority, the evaluation of the performance of the Registrar/CEO and how the Registrar/CEO is held accountable;
7. Ensuring that the College has sufficient resources to finance its operations;
8. Ensuring that the Registrar/CEO has the appropriate tools (for e.g., position descriptions, salary scales, policies) for the recruitment, retention and evaluation of the College's staff;
9. Approving the budget and financial statements of the organization;
10. Ensuring the independent audit of the College's finances; and

11. Monitoring the College's performance with regard to the organizations mandate, strategic directions and Council policies.

Council Meetings

The CRPNM Council typically meets six (6) times per year. Council meeting 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 Council's Annual General Meeting with the members. This meeting usually occurs on a weekday afternoon. The Council is responsible for determining its meeting schedule but must meet a minimum of four (4) times a year.

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

Members of the CRPNM Council are expected to:

1. Make reasonable efforts to attend Council meetings;
2. Review meeting materials in advance, participate in discussion and take responsibility for making decisions on issues, policies and other Council matters;
3. Participate in Council development sessions so that the quality of leadership can be enhanced;
4. Work in good faith with other Council 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.

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