



LICENSED PRACTICAL NURSES ASSOCIATION OF BC POLICIES AND PROCEDURE MANUAL 2016

Mission

LPNABC promotes professional excellence and lifelong learning with strength through a unified voice representing the LPNs of BC

Licensed Practical Nurses Association of BC Policies and Procedure Manual 2016

Introduction

The Practical Nurses Association of BC has been established under the Society Act since 1951, changing their name to **Licensed Practical Nurses Association of British Columbia** (LPNABC) as a non-profit organization incorporated under the Societies Act for B.C. on February 8, 1965 Corporation # S-0007065; Business #874522675BC.

LPNABC promotes professional excellence and lifelong learning with strength through a unified voice representing LPNs of BC through membership. All full members and the Executive must be Licensed Practical Nurses, registered with College Licensed Practical Nurse of BC (CLPNBC).

LPNABC advocates on behalf of the members to the Government, Regulatory College and other key stakeholders with a mandate to advocate for the advancement and recognition of LPNs and to increase the educational and professional status of LPNs in the province of British Columbia.

Position Statement:

“LPNABC promotes professional excellence and lifelong learning with strength through a unified voice representing the Licensed Practical Nurses of British Columbia.”

The Early Years of the Licensed Practical Nurses Association of BC

- **March 23, 1945** the first Licensed Practical Nurses Act to provide legislation and regulation for the training, examination and licensing of Practical Nurses in Canada received royal assent in Manitoba. This was the first legislation to govern PN’s in Canada.
- **1947** A Joint Planning Group in Nursing reported to the RNABC at its’ annual meeting a recommendation that the training and employment of nurses’ aides be considered an emergency measure only and that suitable aides be encouraged to qualify as practical nurses. It was this Joint Planning Group and others that approached the provincial government to establish the training of practical nurses.
- **April 1951** 3 years after formal training began for Practical Nurses; the Practical Nurses Act was passed by the BC legislature. The Act was formed to control the training, examination, licensing and regulation of PN’s in BC. (Not proclaimed until 1965)
- **1951** The Practical Nurses Association in BC (PNABC) was formed to advocate for and represent Practical Nurses in professional practice issues.

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1. Addresses:

Licensed Practical Nurses Association of BC will maintain a head office address that shall be posted on all correspondence and available on the LPNABC website.

Each Executive, Committee Members and Regional Representatives will submit and receive a current list of Executive's addresses, phone and email contact information as applicable.

2. Annual General Meeting:

To be held in April of every year. Date, time and location of AGM are to be posted 90 - 120 days in advance by the LPNABC Board. The public notification shall be on the website, newsletter and ongoing correspondence providing all members advance notification.

Educational Workshop/Conferences will be in conjunction with the Annual General Meeting.

AGM Folio of Reports to contain:

- An agenda for the Annual General Meeting
- Minutes for the last Annual General Meeting
- Election to be announced and nomination biographies
- Reports:
 - President, on behalf of LPNABC
 - Report for current year
 - Strategic Plan
 - Treasurer, on behalf of LPNABC
 - Annual Financial Report
 - LPNABC Annual Budget Report
 - Committees Chair(s)
 - Regional Representative Liaison
- Resolutions to be moved
- All reports and resolutions to be received one month prior to the Annual General Meeting submitted to LPNABC 1st Vice President

3. Attendance at meeting:

Executive members, Board members and appointed committee members are required to attend two-thirds (2/3) of scheduled meetings per calendar year in order to maintain office.

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Executive Board, Board members and appointed committee members will give forty-eight (48) hours notification to their direct report if unable to attend the scheduled meeting.

Attendance to all board or committee meetings can be by held by means of face to face, teleconference, Skype or other acceptable to the attendees at large.

4. Board Meeting Reports:

All reports for Board meetings are to be in the hands of the 1st Vice President prior to the Board meeting, (AGM reports must be submitted 30 days in advance).

Reports not submitted within agreed time frame, will otherwise be accepted in notation format only; will be placed at the bottom of the Agenda and will NOT be discussed unless time permits.

If there are two consecutive “late” reports submitted without reasonable cause, could be cause for dismissal from position.

5. Conflict of Interest:

Intent/Purpose:

To establish LPNABC Conflict of Interest (COI) policy and to identify to whom it applies.

To establish the procedures for the review of conflicts of interest and to provide relevant working examples for the association.

This policy applies to all LPNABC volunteers and members in leadership, advisory or decision-making roles and/or who may become involved in the services. This policy also applies to agents or contractors engaged by LPNABC and their directors, officers, and individuals with access to LPNABC information systems.

Policy:

LPNABC Directors and committee members are expected to act to the highest standards of conduct with respect to conflicts of interest whether **real or perceived**. As soon as a conflict situation is identified it should be brought forward for discussion. Prompt and early disclosure often permits an easy resolution of any conflicting situations.

Persons potentially acting in an advisory position or engaged directly in a decision-making capacity on behalf of LPNABC are required to disclose to their 1st Vice President and/or President, as appropriate, all potential situations in which a conflict of interest or the appearance of a conflict of interest may arise. Depending upon the disclosed

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situation it may be required that the person be restricted from involvement in the transaction or remedy the conflict to the satisfaction of the organization.

The 1st Vice President, will advise in all discussions/ decisions pertaining to real, perceived and/or potential conflicts of interest and maintain the written documentation required under this policy.

Situations that result in a real or perceived conflict of interest are to be avoided.

For purposes of this policy, potential future conflict, any real conflict and the potential for public perception of a conflict of interest shall have the requirement for a disclosure.

A non-exhaustive list of examples may include:

- Any positions or financial interests held in any concern from which LPNABC members benefit from financial gains in association with LPNABC through name or position;
- Any positions or financial interests held in any concern that is in competition with LPNABC;
- Any governing body memberships or managerial or consultative relations with any outside concern that does business with or competes with LPNABC;
- Any relationship with an outside interest, organization or association that may give rise to the appearance of a conflict with the mission, vision, values and policies of LPNABC
- Any other matter in which the individual's ability to act in the best interest of LPNABC may be compromised by a competing interest outside of LPNABC;

Departure from this policy by Directors or Committee Members without the prior specific approval of the President may lead to disciplinary action up to and including dismissal or suspension of privileges.

Gifts, hospitality, favours, sponsorships or funds shall not be solicited nor accepted from any outside concern that provides goods or services to LPNABC, seeks to provide goods or services to LPNABC, does business with LPNABC or is in competition with LPNABC outside the normal exchange of services between persons doing business in this province.

Disclosure or use of inside information relating to LPNABC for the personal profit of the individual or to the advantage of any business entity in which the individual holds a position or has a financial interest or to benefit a relative is prohibited.

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6. Correspondence:

All letters, emails or communication by any means is to be addressed to the organization as a whole, not an individual. All mail is to be received at the head office address only. Return mail is to be directed to the head office.

All electronic correspondence are to be addressed to the appropriate addressee (eg: President, 1st Vice President) as per the following:

- president@lpnabc.ca
- vp1@lpnabc.ca
- vp2@lpnabc.ca
- treasurer@lpnabc.ca
- secretary@lpnabc.ca

All electronic responses to LPNABC portals will be from info@lpnabc.ca or lpnabcboard@lpnabc.ca, personal email addresses are discouraged.

All Executive Board members will have access codes to the LPNABC portal upon acceptance of their respective offices, upon termination or resignation the access to these portals will be removed.

All access codes and email address will remain the sole responsibility of the Executive Board to maintain and distribute to the appropriate Committee Chairs

All official correspondence sent to or received on behalf of LPNABC letterhead will be recorded by the Secretary and kept in an electronic file and be available to members to read at all board meetings and Annual General Meetings.

All correspondence sent or received on behalf of LPNABC will follow Bylaw 9.1(c)
“The President will conduct the correspondence of the Association.”

7. Dress Code:

For professional representation, there will be appropriate dress (No jeans, or shorts) at all Board meetings, and Annual General Meetings. This applies when representing the membership of the LPNABC at any function.

8. Elections - Nomination and Appointment of offices:

Board Member Term of Office:	3 years
Members at Large term of office:	2 years
Committee Member Term of Office:	1 - 2 year or as needed

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Election results to be announced at Annual General Meeting

Elections may be held by ballot, tele-voting, mail out ballot, or online. The election process will be chosen by the board and announced to all members 90-120 days in advance.

The Board announces the Nomination Committee, when the AGM date and time is confirmed.

The Nomination Committee

- Screens and establishes a slate of nominated candidates for elected positions
- Oversees and conducts all aspects of LPNABC elections

Elections will be held at the AGM when term has expired or as required based on vacancy.

All appointments by the Executive Board are considered “interim” and must be brought forward to the immediate AGM for election by LPNABC members.

Nomination period beginning in January and election or election results to be announced at AGM.

Terms of office are effective as of the date of the AGM, upon acceptance

All nominees running for executive position must present a short (250 word min) resume about themselves to be presented to the Nomination Committee.

All members running for election understand their bio and summary of qualifications for publication on the LPNABC website and newsletter.

The tabulation of votes is the responsibility of the Nominations Committee and will be held in confidence. The Nominations Committee will be responsible for ensuring integrity of voting process to be fair and equitable.

Appointment of Committee Members - this is the responsibility of the LPNABC Executive Board members to review applications and based on qualifications the board will appoint the most appropriate candidate for all vacancies.

9. Fees:

a) Active Membership Fee	\$30.00
b) Student Membership Fee	\$20.00
c) Honorary Membership	N/C
d) Retired Membership	\$20.00

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- e) Refunds can be requested within 30 calendar days of joining. Request must be in writing and the membership card and receipt must accompany the request.
- f) Membership fees are an annual payment and affective upon confirmation of payment. Members will be given a 30 day notification of renewal.
- g) Payments can be made through PayPal®, cheque or money order.
- h) All membership Fees are inclusive of PN Canada membership

10. Finances:

Treasurer will be responsible for all Association deposits, payments and equipment.

The Treasurer will chair the Finance Committee, who is accountable to LPNABC executive board to maintain all financial records in good standing.

Annual Budget will be presented to the Board for approval at the first Board meeting of the calendar year.

There will be two signatures on all cheques, two recorded authorizations for payments through PayPal® or petty cash.

All banking records and accounting records are to be held by the Treasurer to be available for review upon request.

The Treasurer is responsible to submit all forms and reports to Society Act to maintain the Association Corporation status.

The Finance Committee is held accountable for all recording keeping and maintenance of funds to be used solely for the purposes of LPNABC according to the mandate.

The Finance Committee is held accountable in collaboration with the President for all disbursements and reporting if there is payments that were not prior approved to not be authorized for payment, and to remain within the annually approved budget.

11. Financial Reimbursement:

The Board has the right to veto payments for expenses submitted for payment if there were no prior approval.

Only Executive, Board, Committee and delegate members on Association business will be reimbursed for their expenses upon board approval.

- a) **Accommodations:** Lodgings will be by the most economical means, and only upon board approval. When more than one person attending, shared accommodations is required. If staying with friends or relatives, allocation of \$25.00 per day in lieu of lodging will apply.

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- b) **Mileage:** The Association will pay per kilometer using current Ministry of Transportation rates. Kilometers must be noted on the LPNABC expense form. Travel will be by the most economical means when applicable, taxis to and from airports. Whenever possible, carpools or transit is encouraged.
- c) **Per Diems:** The Association will pay a maximum per diem rate of \$50.00 per day when on LPNABC business upon pre-approval of the board.
 - a. The Association will pay a maximum meal rate of \$50.00 per day.
 - b. The Association will pay only the per diem rate when on LPNABC business.
 - c. PN Canada will cover all per diem and expenses when conducting work on national association. All rates for LPNABC and PN Canada will remain similar for reimbursement.
- d) **Other:** All expenditures related to LPNABC business, (eg: telephone, long distance charges, postage, etc) must be submitted to board members for approval for payment in advance.
 - a. All approved expenditures must be submitted to the Treasurer on an LPNABC Expense Report form with all receipts attached, signed and dated appropriately.
- e) **Receipts:** Receipts to accompany expense form for reimbursement and must be submitted to Treasurer within 6 months of expense or reimbursement will be forfeited. See Appendix A (Expense Form)

ALL EXPENSES ARE TO BE BY THE MOST ECONOMICAL MEANS.

12. LPNABC Letter head Paper

LPNABC letterhead paper and electronic shall be used ONLY for official correspondence and business.

13. Membership Lists:

All Membership information is confidential and will only be used for Association business, remains the property of the Executive Board.

All Membership information is confidential and is **NOT** to be forwarded, shared or conveyed by any means outside of the work for LPNABC.

To be available upon request to Regional Representatives **only if the member has indicated contact information is permissible. Upon termination of term in position**

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or resignation whichever is first, all confidential information is to be returned immediately to LPNABC.

14. Minutes:

Minutes of Board meetings and Annual General Meetings will be recorded by the Secretary and transcribed into recorded minutes of every meeting.

Secretary will be the recording secretary at all meetings unless otherwise not available then the responsibility will lay with the 2nd Vice President or appointed by President.

Minutes of Board meetings and / or Annual General Meetings are to be in the hands of the Executive and the Board members **NO LATER than THREE WEEKS** following said meeting.

15. Motions:

Must be written, signed and given to the President before discussion.

Debate will be by Robert's Rules of Order (current).

Debate will be limited to four minutes unless the assembly grants permission for extension.

Members making a motion shall have the right to speak to the motion first.

Members shall speak only once to any given question until all members wishing to speak has done so.

Record of motion(s) to indicate MSC / MSD only (meaning Moved, Seconded, Carried/Defeated).

16. Newsletters, Website, and Communications to Members and Public

The LPNABC website is owned by the association and the minimum of two Executive Board members **MUST** have administrative access that will be responsible for maintaining all website updates.

Newsletters will be electronically printed a **minimum** of three times a year (eg: March, July and November) and updated to website by the Communications Committee Chair.

All job postings in newsletters will be supporting LPNs position only and posted for a maximum of one month.

The LPNABC Facebook and Twitter account will be managed by the Communications Committee under the approval of the board for all communication distribution.

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All communication will remain neutral regarding all union representation matters.

All communications will be guided by the mandate of the association on behalf of the members.

17. Newly Elected Executive Board Members:

Upon election confirmation, all newly elected board members will immediately assume the roles & responsibilities. The past elected board members for each position held; will remain available for orientation and transitional phase.

Transitional Phase: (one to three months)

The past elected board members will no longer be an active participant in board meetings but available to the newly elected to support the transition through 1:1 meetings, answer questions and review portfolio as needed. The understanding is to help support the association in a fluid transition for continuity of work.

Post AGM Election -

- Elected officers appoint committee chairs from applications.
- Review and revise LPNABC Strategic Plan prioritize board goals.
- Have on record the goal, which is in charge of action, deadline for goal, and budget committee members if applicable, record immediate, plans for the year.
- Newsletter to be posted no later than 6 weeks after post annual Board meetings, but may be posted earlier to enable renewal applications and Annual General Meeting material and the board recognizes.

The President and corresponding secretary must send letters of introduction to: the MOH, the Health Critic, PN Canada board, all provincial LPN offices, all educational colleges with LPN programs in BC, the CLPNBC, CRNBC, CRPNBC, ARNBC, CNO Council, all Committee Chairs of the LPNABC, area representatives.

Review all Communication portals, access, banking signing authorities, and other authorization for LPNABC.

Budget Preparation: This is done together by the president and the Treasurer with input by the committees as they submit what they can see as the need of the committee for the next year. The president is involved as they see future needs and vision and assist committees to see the growth need. The president and another executive member are also on the national board so they can see the growing movement across Canada.

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Correspondence: from the government must also be responded to by deadlines and expenses must be envisioned in the budget. Also, meetings with the CLPNBC and unions may be considered as well as the possibility of a member attending AGM or Conference meeting if within a western province.

The Treasurer is responsible once prepared, a copy of the minutes, a copy of the annual financial report (review) any resolutions requiring bylaw changes and all appropriate fees are to be sent to Victoria (Registration of Companies and Societies). They require a copy of Annual General Meeting minutes, official new executive form with all elected members' names and addresses, copy of annual financial review and appropriate fee. Send to Victoria, BC Society Act - Form 7.

The Secretary; review the minutes with attention to all action required. Motion actions require time frame, responsible persons and to be objectives of the LPNABC.

Proclamation request: president/ Secretary- done late November / December for the next May 13. Address to, Administrator, Order in Council Administration, Ministry of Attorney General, Parliament Buildings, Room 029, Victoria, BC, V8V 1X4.

Confidentiality Agreement: all Executive Board members; Members at Large; Regional representatives and Committee members are to sign a confidentiality agreement upon acceptance to their office

18. Outgoing Executive and Board Members:

Upon completion of term of office will forward to new incumbent within 30 days, all items belonging to the Association for example but not limited to:

- ✓ Documents
- ✓ Minutes
- ✓ Correspondence
- ✓ Files (both printed and electronic devices)

19. Records Storage & Disposal:

Each member of the Executive is responsible for proper disposal of records in accordance with BC Government policies under the Society Act.

All LPNABC records to be held by the President unless otherwise agreed upon through a board meeting to be stored in a recorded location that is accessible at all times by LPNABC board members.

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20. Regions:

Regional Representatives are appointed by the board.

Regional Representatives:

- Engage and support LPNABC members in their region
- Support members and future members within their region
- Support members with educational needs

Regional Representatives are to encourage education of members through workshops to support the scope of practice of the LPN in BC.

Regional Representatives liaise with the Educator Coordinator to present to PN classes and seek out new continuing education opportunities for LPNs within their region.

Regional Representatives will meet with the Regional Liaison a minimum of four times per year and submit report upon request by the Regional Liaison for presentation at required board meetings. The Regional Representative will receive reports from the board to convey to their membership to ensure connection with the Board et al.

LPNABC to provide financial support equally to each region as needed to support and/or sponsor educational workshops/courses for the LPNs in their area upon approved request through Regional Representative Liaison.

21. Roles of the Executive:

Terms of Reference:

Elected for a three-year term at the Annual General Meeting

Consists of the President; First-Vice President; Second-Vice President; Treasurer and Secretary

Function:

The supervision and administration of Association business.

President:

- Is the Chief Executive officer of the Association and the authority to act on behalf of the board.
- Presides at all meetings of the Association, but not limited to the following;
 - Ministry of Health

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- Chief Nursing Officer Council
- CLPNBC Quarterly meeting & public board meetings
- Other meeting invites
- Is the official representative of the Association on matters pertaining to policy, philosophy or positions of the Association that affect the membership
- Is the Ex-officio of all committees
- Sets the agenda for all board meetings including the Annual General Meeting yearly
- Is one of three signing officers
- Liaison with AGM & Conference Committee Chair
- Announce Nomination Committee annually
- PN Canada - point person and representative at national levels

1st Vice President:

- In the absence of the President, assumes all presidential duties.
- Historian for LPNABC
- Chair of Communications Committee
 - Website - point person with Webmaster and provides updates
 - Letters and draft documents
- Liaises with all standing committees
- Receive and coordinate all reports from committees and regional representatives
- Is one of three signing officers
- Orientate Members at Large and Standing Committee

2nd Vice President:

- In the absence of the First Vice- President and President, assumes all presidential duties.
- Parliamentarian for LPNABC meetings
- Chair of Legislation & Bylaw Committee
- Alternate for secretary taking minutes at meetings
- Reviews the duties of the BCCNA office every six months: signs contract

Treasurer:

- Chair the Finance Committee.
- Receives all moneys and receipts of the association
- Issues all cheques for payment of approved expenditures of the Association.
- Practical Nurses Canada drafts a proposals budget and administration for.
- Drafts a proposed budget for presentation at the first board meeting of the calendar year.
- Monitors membership list
- Monitors receipts issued for fees

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- Monitors deposit records prepare a financial statement to be presented at each board meeting.
- Ensure review of financial ledgers, meets with the Association Board approval
- Maintains records of all equipment, as required
- Maintains records of all promotional items
- Is one of three signing officers

Secretary:

- Holds Regional Representative Liaison position
- Attends board meetings and is the official minute taker
- Record keeping for all confidential matters
- Receive and coordinate all reports from board members
- Records and maintains all files on behalf of LPNABC
- Assists President in preparing:
 - Agendas for meetings
 - Correlate all board reports

22. Auxiliary Members of Board

Members at Large

Purpose

The primary role of Member at Large is to become familiar with the operations of the Provincial Board Members. The Members at Large will assist the Provincial Board Members in achieving LPNABC goals and effecting policies and/or decisions made by the Provincial Board Members.

Eligibility

A LPNABC Member in good standing and holds a current CLPNBC License.

Authority

The authority of the Member at Large is conferred by the LPNABC membership through election, and as specified in the LPNABC Bylaws and Policies.

Accountability

The Member at Large is accountable to the Membership by virtue of election and the Provincial Board Members and the Licensed Practical Nursing Association through reporting activities. The Member at Large agrees to uphold and abide by LPNABC Bylaws, Policy, Job Description and Financial Policies & Procedures.

Term of Office

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The term of office of the Member at Large is two years.

Vacancy and Succession

If a Member at Large resigns, the Provincial Board Members must appoint a member to take the place of the Member at Large.

Relationship

The Member at Large works most closely and communicates with Provincial Board Members and the associations members.

23. Practical Nurses Canada Directors Duties:

Purpose:

To represent LPNABC provincially, on the National Association.

Composition:

The President shall be the CPNA director

One other member of the executive will be the alternate

The term of directorship will end following the LPNABC AGM Election year and PN Canada Annual General Meeting of the same year.

Function:

- Attend PN Canada Annual General Meeting and Fall Teleconference supported by PN Canada.
- Inform LPNABC Board of PN Canada meeting dates and place of meeting.
- Represent LPNABC on PN Canada Emerging Group committees.
- Solicit the Provincial Board position on PN Canada policies and decisions as required.
- Submit a report to LPNABC Board and Annual General Meeting
- Submit LPNABC report to PN Canada
- Ensure PN Canada Manual is current
- Ambassador to CNA - Specialty Groups as Emerging Groups responding to all email correspondence and report to the Executive Board.

24. Standing Committee Duties:

Standing Committees:

- Educator Coordinator
- Finance Committee
- Regional Representative Liaison
 - Regional Representatives (6)
- Communication Committee

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- Promotions Committee
- Bylaw & Legislative Committee
- Annual General Meeting & Conference Committee
- Nominations Committee

National Membership:

Practical Nurse Association

Association Membership:

Association of Registered Nurses of BC
Geriatric Nurses Association of BC
BC Coalition of Nursing Associations

25. Committee Terms of Reference:

- All committee members will adhere to the Policies and Protocols of LPNABC
- All committee members are representatives of LPNABC and work in collaboration with LPNABC Executive Board.
- All materials, information and records are possession of LPNABC and to be returned upon completion of the term or upon resignation.
- All committees to send reports to First Vice President prior to each meeting upon request
- Committee Chairs to attend General Board Meetings
- Committee Members will adhere to the LPNABC Committee Guideline Manual (2014) details “Roles & Responsibilities” as appointed by the Board
- Verbal reports at meetings will be for updates only
- Committee Chairperson will plan a budget and submit it to the Treasurer by January 1st of each year so that the Treasurer can draft the budget.

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Appendix A



Confidentiality Agreement

Confidentiality Undertaking

In consideration of the Licensed Practical Nursing Association appointing me to participate on the Provincial Board, I do hereby acknowledge and agree as follows:

1. For the purposes of this Confidentiality Undertaking, “Confidential Information” means all data, information and material relating to LPNABC its services, board members, association members, contractors, service providers, whether in written, electronic or any other form, that I may receive or have access to in connection with my position. Confidential Information includes “personal information” as defined by the *Freedom of Information and Protection of Privacy Act* (“FOIPPA”) concerning LPNABC services, board members, association members and includes any information related to the business, affairs or operations of LPNABC which is not generally known or available to the public;
2. I will maintain Confidential Information in strict confidence and not disclose to any person, except as required by law or as necessary to my position. I agree to take all reasonable steps to protect all Confidential Information (electronic or hard copy) from inadvertent disclosure, and will not copy, alter, destroy, retain, disclose or reproduce any Confidential Information except as authorized by LPNABC and in accordance LPNABC policies;
3. I understand that LPNABC is governed by FOIPPA, and I agree to comply with the privacy and confidentiality policies of LPNABC as amended from time to time, concerning the collection, use and disclosure of personal information. In particular, I understand that all personal information concerning board members, LPNABC operations, business affairs and association members who receive communications (including electronic) with LPNABC, including without limitation, records relating to business operations and affairs, and may not be communicated or released to anyone in any manner, except as authorized by LPNABC.
4. Upon request by LPNABC, and/or on completion of my position, I will immediately return to LPNABC or destroy all electronic or written documents or records in my possession that may contain Confidential Information;
5. I understand that compliance with confidentiality is a condition of my position and that failure to comply may result in immediate resignation from my position, in addition to legal action by the LPNABC and others;
6. I consent to LPNABC collecting, using and disposing of personal information about me for the purposes of my position and ensuring the safety and protection of the board members and association members, for conducting investigations and compliance with legal requirements and any other purpose relating to my position.

Full Name _____

(Please print)

Signature _____ Signed this **DATE** _____

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Appendix B



Licensed Practical Nurses Association of BC REIMBURSEMENT CLAIM

Name _____ Telephone _____

Address _____

Postal Code _____

Committee Meeting/Purpose of Travel _____

Note: Please submit expense account within 30 days after the meeting. Please indicate details and amounts in appropriate sections below. Attach supporting documents and receipts.

Dates	Transportation *Air *Rail *Bus *Ferry *Taxi *Parking Travel Mileage @ \$.52/km	Accommodation *Hotel *Motel *Other *\$20/night if staying with family/friend	Per Diem Meals - Indicate B - Breakfast L - Lunch D - Dinner BLD for all Reimbursement Maximum is B = \$ 10.00 L = \$ 15.00 D = \$25.00 or \$50.00/day	Equipment Use *telephone chgs *e-mail *yrly computer *yrly fax	Office Supplies *photocopies *stamps *mailing fees *paper supply *envelopes *fax
	Subtotal \$ _____	Subtotal \$ _____	Subtotal \$ _____	Subtotal \$ _____	Subtotal \$ _____

Total Expenses Claimed \$ _____

LPNABC USE ONLY

Signature _____

Date Received _____ Date Paid _____

Total Paid _____ Cheque# _____

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Appendix C



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NOTICE OF MOTION

_____ DATE: _____

MOVED BY: _____

SECONDED BY: _____

I MOVE

THAT:

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.....

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.....

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CARRIED _____ DEFEATED _____ AMENDED _____

VOTE COUNT - Yes _____ No _____

FOR _____ AGAINST _____ ABSTAIN _____

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Appendix D



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Nomination forms

I, _____, being a member of the LPNABC do hereby

Nominate _____ for the position of

_____ in LPNABC.

Acceptance

I, _____, being a member of the LPNABC do hereby

Accept the nomination for the position of _____ for the

LPNABC. If elected, I will start my term as of the _____ day of _____, 20 ____.