



LPNABC COMMITTEE GUIDELINES ROLES AND RESPONSIBILITIES MANUAL

2014

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

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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Standing Committees:

- Educator Coordinator



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- Finance Committee
- Regional Representative Liaison
 - Regional Representatives (5)
- Communication Committee
 - Promotions Committee
- Annual General Meeting & Conference Committee
- Bylaw & Legislative Committee
- Nominations Committee

National Membership:

Practical Nurse Association

TERMS OF REFERENCE:

- All committee members will adhere to the Policies and Protocols of LPNABC and Committee Guideline Manual
- 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
- Verbal reports at meetings will be for updates only
- There will be a question and answer period for submitted reports.
- 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.
- LPNABC will acknowledge your volunteer hours to be recognized by CLPNBC Policy “Nursing Practice Hours” see Appendix B.



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Communications Committee

Purpose:

To communicate LPNABC news and activities to members and the public

Composition:

- The Chairperson will be the First Vice President of LPNABC
- Lead Communication may be appointed by the Board for a two (2) year term
- The Lead will report directly to First Vice President to implement the communication plans of the association as directed.
- Chair & Lead may select two or more members within the membership of the Association to assist.

Duties:

- ☐ Produce and publish electronic newsletters at least monthly and one annual newsletter in print
- ☐ Receive newsletter articles and information from board members and other committees
- ☐ Send draft editions of the newsletter to the Board for pre-approval
- ☐ Chair will submit budget & pre-approved expenses to the Treasurer
- ☐ Chair will receive a list of member email addresses and mailing addresses from the Treasurer for usage under direct guidance of the Chair
- ☐ Liaise with the Promotions Committee, AGM & Conference Committee, and Nominations Committee regarding promotional materials, events, and elections as needed
- ☐ Chair will liaison with the AGM & Conference Committee by February of each year to prepare and sent out notification regarding registration opening and closing date with how to register, location, suggested accommodation, time plus costs associated with Conference & AGM. This could include using electronic notification and or via Social media involving the Newspaper Editor or other board members.
- ☐ Chair to submit reports to the Board prior to each board meeting
- ☐ Lead will collaborate with Chair for all LPNABC social media accounts and in collaboration with the board
- ☐ Chair will post news updates and LPNABC information on social media, survey current members for feedback regarding member satisfaction and report to the Board



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AGM & Conference Committee

Purpose:

To organize the LPNABC Annual General Meeting and Conference and in collaboration with the LPNABC Executive Board Annual General Meeting

Composition:

- Chair must be a member in good standing with the Association.
- Chair may be appointed by the Board for a two (2) year term or annually renewed
- The AGM & Conference Chair selects two or more members within the membership of the Association to assist
- AGM & Conference chair may delegate committee members to oversee various areas of the conference as deemed appropriate - IE Door prizes and Silent Auction, food & refreshments other duties as needed

Duties:

- ☐ The board **will select** the location of the AGM/Conference by working with the organizers of past Conferences based on a budget provided by the Board.
- ☐ The Chair will work with LPNABC President and the Treasurer to oversee the budget and approve all commitments on behalf of the board
- ☐ Provide suggestions for subject(s) and or theme of the Conference workshop pertains to nursing, health or professional issues, upon approval will work with agreement
- ☐ Provide the following information (no later than **November 15th of each year**) to be submitted to 1st Vice President, which will present at the January Board meeting for approval
- ☐ Board will provide the date and suggest the location for the venue based on a rotating basis; board will work with Regional Representatives.

Have the following information ready no later than **November 15th of every year** for approval at the next Executive Board meeting:

- i Draft Conference theme, AGM agenda, workshop/educational needs
- ii Submit budget cost for Advertising (eg: brochures, posters, newsletters)
- iii Submit budget costs for workshop expenses (room, equipment, and workshop-print material)
- iv Submit budget submission for Speaker/Guests expenses
- v Tentative Food and refreshment costs based on previous years' attendance.
- vi List of potential or actual sponsors and exhibitors
- vii Event promotion strategy



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viii Submit suggested Guest Speaker list

- ☐ AGM & Conference Committee to have all AGM information ready by February Board Meeting upon approval of submission (November of each year)
- ☐ AGM & Conference Committee advises the Communication Chair of the date, time, place, and accommodation costs for announcement
- ☐ Registration will take place online with a Board member over-seeing and keeping the Conference Chair up to date with current information on attendance numbers.
- ☐ LPNABC Board to confirm all invited guests and advise AGM & Conference Committee the final list by January 1st of each year
- ☐ LPNABC Board to confirm attendance of speakers and or special guests as per a timeline determined by the board
- ☐ AGM & Conference Committee to liaise with board and Promotions for donations, silent auction and door prizes within approved budget
- ☐ AGM & Conference Committee collects and assembles the folders, Folio of Reports and additional information, not limited to but including the Evaluation survey, summarize and submit final report to LPNABC Board within 30 days of event closing
- ☐ AGM & Conference Committee prepares handouts relevant to the workshop or conference in collaboration with Promotions Committee and/or Communications Committee. This may include welcome package information and other handouts. This to include all sponsors advertisements
- ☐ AGM & Conference Chair submit accurate records of all expenses incurred and are accountable to remain within budget to the Secretary
- ☐ Financial report to be submitted to Treasurer upon completion of AGM & Conference immediately. Treasurer will be responsible for all deposits of monies collected at event
- ☐ Chair to work with Secretary to maintains an accurate inventory of all AGM and Conference supplies

AT EVENT:

- ☐ Assisting as needed during & after the Conference and AGM.
- ☐ Collaborates with Board to ensure speakers are present at the venue prior to the event commencing



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POST EVENT:

- ☐ The AGM & Conference Committee will correlate and provide a report on the Evaluation survey from attendees at the event to the Board within 30 days post conference.
- ☐ The AGM & Conference Committee Chair will provide a full written report to the Board prior to their next meeting (in May) including budget and feedback going forward

Education Coordinator

Purpose:

Participate in ongoing consultations regarding PN practice based on the ASI Blueprint Advocate for advancement and professional excellence in Practical Nursing programs in BC

Promote the LPNABC to Practical Nursing Students

Composition:

- A LPNABC member in good standing and is appointed by the Executive for a two (2) year term
- Reports directly to 1st Vice President
- The Educator Coordinator may select two or more members within the membership of the Association to assist as needed upon approval of the board

Duties:

- ☐ Represent LPNABC on the PN Articulation Committee (twice a year commitment)
- ☐ Responsible to prepare a report on behalf of LPNABC, upon approval by the board submit and present on behalf of the association
- ☐ Report all information pertaining to PN Curriculum and availability of Continuing Education needs to the Board
- ☐ Liaison with School of Nursing that offer the Practical Nursing Program
- ☐ Chair will have ongoing communication with Regional Representatives regarding education presentations and will provide updates to the board as required
 - Liaise with Regional Representatives to present to PN students within their regions during semesters or at graduation as needed
- ☐ Maintain LPNABC presentation and materials for PN Schools of Nursing and provide to Regional Representatives for presentations to Practical Nursing students as needed



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- ☐ Communicate with Provincial, National, and International Learning Agencies for continuing LPN education programs in collaboration with board
- ☐ LPNABC representation as a stakeholder at the CLPNBC Standards of Education committee
- ☐ Collaborate with Treasurer yearly to allocate Education Award and organize the nomination process
- ☐ Work with AGM & Conference Committee yearly, what are the key educational needs in BC
- ☐ Submits reports and pre-approved expenses to the Board and AGM

Qualifications

Experience with, and thorough knowledge of the PN curriculum in BC

Finance Committee

Purpose:

- To maintain all financial matters regarding the income and dispersal of funds.
- To give direction to the Treasurer
- To review financial statements
- To prepare and submit budget to the board under direction of the Treasurer

Composition:

- The Chairperson is the Treasurer.
- The Chairperson establishes a working committee of not less than two members to assist with the responsibilities pertaining to the financials of the association

Duties:

- ☐ Prepare annual Financial Statements and Annual Budget for LPNABC and AGM & Conference to present and member approve
- ☐ Prepare and review financial reports for board meetings and uphold the financial integrity of LPNABC
- ☐ Maintain Chequing Account & responsible to reconcile all bank accounts:
 - Bank Account, deposits, financial statement maintenance
 - PayPal® Account, transfers
 - Term Deposits, interest payment, reinvestments
- ☐ Maintain Membership list, reconcile to PayPal® and bank accounts



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☐ Review and make recommendations to the Board to remain financially responsible regarding:

- Investments
- Association membership fees
- Increasing income
- Liability Insurance
- Review membership list

Qualifications

Experience with, and thorough knowledge of basic accounting principle

Experience in budget analysis using Excel spreadsheets would be preferable

Legislation and Bylaw Committee

Purpose:

To review and make recommendations to the Board on matters pertaining to the Bylaws and Policies & Procedures for LPNABC

Composition:

- The chairperson will be the Second Vice President.
- A minimum of three (3) active members in good standing, recommended by the Chairperson and approved by the LPNABC Board

Duties:

- ☐ Assess current bylaws and recommend amendments and changes to the Association
- ☐ Study and report on existing or proposed legislation affecting Licensed Practical Nurses
- ☐ Receive proposed Bylaw resolutions from members
- ☐ Review and ensure amendments are not in conflict of the Society Act
- ☐ Recommend relevant changes to the Policies and Procedures Manual
- ☐ Prepare and submit all amendments, revisions and reports to 2nd Vice President to present to the LPNABC Board as required
- ☐ Submit Society Act reports as directed by 2nd Vice President in alliance with Treasurer



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Requirements:

- Ability to work well in a team environment that is respectful of the questions and comments of other team members
- Preference given to previous experience in policy writing and/or sitting on committees

Nominations Committee

Purpose:

- To screen and establish a slate of nominated candidates for elected positions
- Oversee and conduct all aspects of LPNABC elections

Composition:

- A Board member will appoint a chairperson for a two year term or annually
- Chair will report directly to 1st Vice President
- The chairperson will establish a working committee composed of at least two members in good standing

Duties:

- ☐ Liaise with Executive Board and Communications Committee Chair to announce:
 - Vacant or Term Completion - elections
 - Voting information
 - Nominations period and deadlines for nominations
 - Nominations and acceptance forms
- ☐ Work with the board to determine whether tele-voting, online voting, mail out ballot voting, or in person voting at the AGM is appropriate
- ☐ Ensure all election procedures are followed according to LPNABC bylaws, ensuring all elections documents are current and relevant
- ☐ Voting during the AGM:
 - **Nomination Committee Members will be Scrutineers at the AGM**
 - Accept nominations from the floor
 - Prepare a list of candidates for each office
 - Verify that all nominees are members in good standing
 - Monitor time of each nominee's speech
 - Where only one nomination is received for an office that nominee shall be declared elected by acclamation
- ☐ Verify nominations are duly signed and seconded, accurate records of elections



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Promotions Committee

Purpose:

To work as an extension of Communications Committee for the purpose of:

- To promote the LPNABC to the LPNs, public, and stakeholders by increasing the recognition of
- To strategize and collaborate with executive board members and regional representatives to recruit and retain LPNABC members

Composition:

- The Chair will be LPNABC board member
- A minimum of one active member in good standing appointed by the Board for a two year term, or a committee of members with a Chair appointed by the Board

Duties:

- ☐ Work in collaboration with the Board and Communications Committee to set annual prioritized goals, articulate strategic plans and advise stakeholder connections to meet those goals
- ☐ Promotional work is to be in line with the Vision, Mandate, and strategic plan of the Association
- ☐ Collaborate with the Communications Committee regarding social media contact, surveys, and newsletter information
- ☐ Foster relationships with Regional Reps and educate and motivate to be ambassadors of the LPNABC
- ☐ Annual submission for proclamation of LPN Day - May 13th every year
- ☐ Organize nursing week activities within promotional approved budget, work with Communications Committee and Regional Representatives
- ☐ Develop and implement strategies for recruitment of new members in collaboration with Regional Representatives
- ☐ Seek out new promotional opportunities
- ☐ Formulate and submit an annual budget, submit pre-approved expenses for board approval
- ☐ Work with AGM & Conference Committee and Communication Committee in preparing all promotional needs (eg: brochures, banners, posters) for membership and public no later than the end of February of each year
- ☐ Submit reports to the Board prior to each board meeting



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Regional Representative Liaison

Purpose:

Liaison between LPNABC Regional Representatives and LPNABC Board Members
Recruitment, organization, and supervision of LPNABC Regional Representatives

Composition:

- The Chair will be LPNABC Secretary
- The Board appoints Regional Representatives for a two year term

Duties:

- ☐ Liaison between all Regional Representatives and LPNABC Executive Board on all matters across the province
- ☐ Notify the LPNABC Board Members of letters of interest for Regional Representative vacancies
- ☐ Ensure all documents are transferred from outgoing Regional Representatives to incoming Regional Representatives
- ☐ Arrange for an organizational meeting with new Regional Representatives and orientation to their role;
 - Provide an informational package:
 - LPNABC Bylaws, Regional Representatives role expectations, LPNABC mandate, vision, and history, strategic plan, and other relevant documents
 - Contact information
 - LPNABC promotional materials
- ☐ Chair a minimum of four meetings per year with Regional Representatives
- ☐ Pre-approve meeting agendas with the LPNABC Board members
- ☐ Provide ongoing support to Regional Representatives
- ☐ Submit reports detailing Regional Representative Activities to the Board members
- ☐ Liaison Regional Representatives with Promotions, Educator Coordinator and Communications Committee to align strategic planning, budget reviews, recruitment and retention, educational presentations and needs as required
- ☐ Submit reports and attend regular meetings with the executive/board



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Regional Representatives

Purpose:

- To promote the LPNABC within their region
- To engage and support LPNABC members in their region
- In collaboration with Communication/Promotions Committee to provide outreach with members within their region

Composition:

- A minimum of one LPNABC active member in good standing, appointed by the board or a regional committee of LPNABC members with a chairperson appointed by the board
 - **Regional Boundaries**
 - Region 1: Vancouver Coastal (including Providence)
 - Region 2: Vancouver Island
 - Region 3: Fraser Health
 - Region 4: Interior Health
 - Region 5: Northern Health

Duties:

- ☐ All Regional Representatives are a key member for LPNABC as your roles are to engage with members bringing the association to each of your regions.
- ☐ All Regional Representatives will be supported through the Regional Representative Liaison by communicating members' issues, concerns, and feedback at Regional Rep meetings
- ☐ All Regional Representatives are to maintain the Mandate of LPNABC and are not independent but part of the organization through "one voice".

Promote the LPNABC by:

- ☐ Attend nursing events in the region upon approval of the Regional Rep Liaison
- ☐ Liaise with Education Coordinator to present to PN classes and seek out new continuing education for LPNs and report to Regional Rep Liaison
- ☐ Contact facilities in their region requesting permission to post LPNABC and educational information in collaboration with Promotions and Communications Committee

Engages and supports LPNABC members by:

- ☐ Receives contact information for all LPNABC members in the region and keeps confidential records with the sole purpose to contact members in their region
- ☐ Sends welcome letter to new members upon registration and shares Regional Representative Contact information (only).
- ☐ Establish and maintain relationships with LPNs (members and non-members) in the region and communicate LPNABC news, events, campaigns, surveys, etc.



Appendix A

LPNABC Committees

Application Form

Thank you for your interest in serving on an LPNABC committee.

Fill in this form and submit it with a brief (250 words) description to LPNABC by email or mail:

Email: info@lpnabc.ca

Mailing Address:

LPNABC

9912 Lougheed Hwy, Burnaby, BC. V3J 1N3

Please refer to the LPNABC Committee Policies Manual for committee functions and member requirements.

Indicate which committee(s) you are interested in.

If there are no current openings, we will offer you alternative committee and/or keep your information on file for two years.

LPNABC Committees:

☐ **Education Coordinator**

Purpose:

- Participate in ongoing consultations regarding PN practice based on the ASI Blueprint
- Advocate for advancement and professional excellence in Practical Nursing programs in BC
- Promote the LPNABC to Practical Nursing Students
- Attend PN Articulation Meetings (twice a year)



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☐ Legislation and Bylaw Committee

Purpose:

- ☐ To review and make recommendations to the Board on matters pertaining to the Bylaws and Policies & Procedures and Committee Guidelines as necessary

☐ Regional Liaison

Purpose:

- Liaison between LPNABC Regional Representatives and LPNABC Board Members
- Recruitment, orientation, and support for all LPNABC Regional Representatives

☐ Regional Representative

Purpose:

- ☐ To promote the LPNABC within their region
- ☐ Outreach communications and promotions for LPNABC
- ☐ To engage and support LPNABC members in their region

☐ Conference Committee

Purpose:

- To organize the LPNABC Annual conference and in collaboration with the LPNABC Executive Board Annual General Meeting

☐ Nominations Committee

Purpose:

- ☐ To establish all candidates for elected and/or appointed positions
- ☐ Oversee and conduct all aspects of LPNABC elections
- ☐ Perform scrutineer duties at all AGM as needed

☐ Promotions Committee

Purpose:

- To help promote the LPNABC to the LPNs, public, and stakeholders
- To increase the recognition of LPNs



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To work with Communications committee and Regional Representatives in recruitment and retention of LPNABC members through planning and implementation of promotional strategies

☐ Communications

Purpose:

- To lead the communication of LPNABC through all social medias
- Produce monthly newsletters and advertisements of activities to members and the public
- Collaborate with Promotions committee members on promotional strategies and report directly to 1st Vice President, Chair of Communications

☐ Finance Committee

Purpose:

- ☐ To assist the Board regarding the income and dispersal of funds.
- ☐ To give direction to the Treasurer
- ☐ To review financial statements
- ☐ To review draft budget

About you:

Name:

Email:

CLPNBC License Number: _____ LPNABC Membership Number: _____

Area of Employment:

Position (title)

Current or past LPNABC participation



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Skills and Experience

1. In 250 words or less, tell us why you want to serve on the committee(s).

Thank you so much for applying to LPNABC!



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Appendix B

College of Licensed Practical Nurses of BC - Nursing Practice Hours Policy

CLPNBC is introducing a **nursing practice hour's** requirement for LPNs.

Beginning in January 2014, all practicing LPNs need to track the hours they are working as an LPN.

What hours can you track?

You can count hours worked as an LPN in:

- paid employment
- self-employment
- **volunteer work**
- **committee work**
- **a nursing regulatory college/union/association**
- an educator role
- a managerial role

To renew your practicing registration CLPNBC will require you to work 1,125 hours over a five year period.

At renewal in the fall of 2014, you will begin reporting the LPN hours you have worked for that year; you will have until the end of 2018 to accumulate 1,125 LPN hours. This policy means that on an ongoing basis, you will have to work 1,125 LPN hours within a five year period to retain your practicing license.

This minimum number of hours is one indicator of your competence to practice. CLPNBC is developing a Quality Assurance Program which will also support your continuing competence.

Retrieved: CLPNBC Website under "Registration & Renewal";
<https://www.clpnbc.org/Registration-Renewal/Nursing-Practice-Hours>

March 24, 2014