

Canadian Association of Nurses in AIDS Care
(CANAC/ACIIS)

BOARD MANUAL

SECTION I

Background and Governance

Revised October 2014

CONTENTS

Overview	4
Mission Statement	4
Core Values	4
Professional Conduct	4
Strategic Goals	5
History	6
 Membership	 7
Categories	7
▪ Regular	
▪ Student	
▪ Associate	
▪ Corporate	
▪ Institutional	
▪ Honorary	
▪ Affiliate	
Fees and Conditions	7
Termination of Membership	7
▪ Resignation	
▪ Delinquency of Payment	
▪ Revocation of Membership	
 Board of Directors	 10
Roles and Responsibilities	10
Primary Responsibilities	10
Board Structure	11
Executive Committee	
President	
President Elect	
Past President	
Secretary	
Treasurer	
Regional Representatives	

Terms of Office	13
Board of Directors Nomination and Election Process	14

Contents (cont'd)

Board Vacancies	15
Organizational Spokesperson	15
Board Representation on External Committees	16
Board Meetings	16
▪ Scheduling	
▪ Attendance	
▪ Preparation	
▪ Minutes	
▪ Quorum	
Board Orientation	17
Operational Committees	18
Committee Structure	18
Fiscal Management	18
Terms of Reference	18
Professional Conduct	19
Standing Committees	19
▪ Bylaws Committee	
▪ Finance Committee	
▪ Nominations Committee	
▪ Awards Committee	
▪ Conference Committee	
Ad Hoc Committees	17
Recognition	21
Awards of Excellence	
▪ Jill Sullivan Award in Clinical Practice	
▪ Andrew Johnson Award for Exceptional Contribution to HIV/AIDS Nursing	
▪ Barney Hickey Newcomer of the Year	
▪ Nomination Process	

OVERVIEW

Mission Statement

To recognize and foster excellence in HIV/AIDS nursing through education, mentorship and support.

CANAC will achieve its mission through the following actions:

- promotion of education and continuous learning opportunities in HIV/AIDS care
- creation of a dynamic network of regional and national support for members
- provision of regular forums to share innovative nursing practices
- encouragement of research and evidence-based HIV/AIDS nursing practices
- service as a national voice for HIV/AIDS nursing issues
- advocacy for the rights and dignity of people who are living with HIV/AIDS or who are vulnerable to HIV infection

Core Values

CANAC has a history and reputation that is founded on the following values:

Member focus	Client focus	Organizational Focus
<ul style="list-style-type: none">• Support• Recognition• Celebration• Validation	<ul style="list-style-type: none">• Respect• Caring• Advocacy• Social Justice	<ul style="list-style-type: none">• Competence• Accessibility• Accountability• Collaboration

Professional Conduct

All CANAC members have the right to be treated politely, with respect, courtesy, and honesty; they therefore have a duty to treat others the same way. These expectations apply to all CANAC members and volunteers, including members of the Board.

CANAC is committed to providing an organizational environment that fosters mutual cooperation, understanding and respect. We are committed to preventing behaviours that undermine the dignity and self-esteem of any individual, or that create an intimidating, hostile or offensive environment. All CANAC members and volunteers share responsibility for contributing to an environment of mutual trust and respect.

All CANAC members should respect expectations of civil behaviour and requirements of professional practice. All members have a responsibility to conduct themselves in a manner that is compatible and consistent with the role of the nurse.

Effective communication, regardless of medium, is an essential skill for all CANAC members. To aid positive and effective communication, the following behaviours should be respected:

In-person and telephonic communication

- Use a respectful tone of voice;
- Listen to what the other person is saying;
- End the conversation politely;
- Avoid shouting, swearing, threatening, or using derogatory terms to the other person or about others;

Electronic and other written communication

- Use both a greeting and closing for e-mail messages;
- Do not respond immediately to correspondence if you are upset, but wait to calm down;
- Consider how your choice of words might be misinterpreted by others;
- Before sending, ensure the message is clear and the language is respectful to the recipients;
- Only copy people who need to know the information in the correspondence;
- Remember that e-mails and other written documentation can be requested by participants in disputes,—so consider what third parties might think of your messages.

Consequences of not respecting these guidelines

Failure to adhere to the guidelines for professional communication may have consequences for members and volunteers. These consequences may range from written admonitions or letters of expectation from the Board, up to expulsion from the organization, at the discretion of the Board. Board members may not be involved in proceedings involving their own conduct.

Strategic Plan

The Strategic Plan is the foundation for the activities of the association by which the Board of Directors can determine that their actions are both achievable and responsive to the needs of the members.

The Strategic Plan covers a four year timeline and includes the activities by which the association will achieve its ends , providing direction and purpose to the decisions of the Board. These activities (identified as Pillars 1-6) should be considered a statement of the core objectives of the association and the basis for future strategic planning.

Pillar 1

Live our Mission: Advocating for the rights and dignity of people living with HIV/AIDS and those vulnerable to HIV.

Pillar 2

Lead through exceptional care, teaching and research: Promoting education and continuous learning, encouraging research and best practice.

Pillar 3

Engage and develop our members: Creating a dynamic network of regional and national support for members.

Pillar 4

Foster a culture of innovation and improvement: Foster a culture of innovation, new learning, creativity and improved outcomes for people living with HIV/AIDS

Pillar 5

Promote partnerships: Serve as a national voice for HIV/AIDS nursing in partnership with Federal, Provincial, Community and Corporate bodies.

Pillar 6

Advance leadership in health care: Develop the speciality of HIV/AIDS nursing and provide national leadership in HIV/AIDS care.

History of CANAC

In 1988 a group of nurses working in HIV/AIDS in Toronto started meeting on a regular basis for support and professional development. Inspired by the activities of the Association of Nurses in AIDS Care (ANAC) in the US, the group applied for chapter status; becoming ANAC's first "international" affiliate chapter group. The Toronto chapter was soon very active in lobbying government for an effective response to HIV/AIDS. Unfortunately, as per US regulations, the ANAC bylaws prohibited chapters from engaging in advocacy targeted at government. Thus, in order to apply for "full chapter" status with ANAC, the Toronto group would have had to restrict its advocacy-related activities. The determination to pursue the group's original objectives gave birth to a vision for creating "CANAC" (C + ANAC).

While nurses were organizing themselves in Toronto, HIV clinic/research nurses in Montreal were longing to network with nurses working in HIV trial sites across Canada. Assuming many of these nurses would be attending the VI International AIDS Conference in San Francisco, a nurse from Montreal arranged to host a meeting of "like minds" during the conference. Nurses from all fields of HIV/AIDS attended; affirming the need for a national association of nurses in AIDS care.

A few months after the meeting in San Francisco, a policy advisor with Health & Welfare Canada gathered a small working group of nurses to assess the viability of creating a national network for nurses in AIDS care. After several hours of brainstorming, in a small hotel room at Toronto's Pearson International airport, an action plan was agreed. Two months later (November 1991) the founding members of CANAC/ACIIS met in Hull, Quebec to draft the association's constitution and elect its first board of directors; establishing CANAC as Canada's first professional association in the field of HIV/AIDS. Within weeks, CANAC submitted its application to become a National Nursing Interest Group of the Canadian Nurses Association. Less than a year later, CANAC held its first national conference for nurses in HIV/AIDS care.

MEMBERSHIP

Categories

Membership categories are established and changed through the Association's by-laws.

Regular membership

Regular membership shall consist of registered nurses, nurse practitioners, registered psychiatric nurses, registered practical nurses and licensed practical nurses that currently hold an active nursing license or registration. Regular members shall:

- pay an annual fee as determined by regulation
- have full voting privileges
- be eligible to hold office and sit on committees
- remain in good standing as long as dues are paid

Student Membership

Student membership shall be open to any full-time student. Student members shall:

- pay a reduced fee as determined by regulation
- be voting members
- be eligible to sit on committees

Student members who hold a valid nursing license are also eligible to hold office.

Associate Membership

Associate membership shall be open to any person committed to supporting the mission of CANAC/ACIIS. Associate members shall:

- pay a reduced fee as determined by regulation
- be non-voting members
- not be eligible to hold office
- be eligible to sit on committees

Corporate Membership

Corporate membership shall be open to any business committed to the mission of CANAC/ACIIS. Corporate members shall:

- pay a fee as determined by regulation
- be non-voting members
- not be eligible to hold office
- not be eligible to sit on committees

Institutional Membership

Institutional membership shall be open to groups of individuals of any institution, organization or other entity engaged in the provision of HIV/AIDS related services committed to supporting the mission of CANAC. Institutional membership shall:

- pay a fee as determined by regulation
- be voting members and
- be eligible to sit on committees

Institutional members who hold a valid nursing license are also eligible to hold office.

Honorary Membership

Honorary members shall be nurses who meet the Regular Membership criteria and who have received unanimous approval of the Board of Directors in recognition of outstanding contributions in support of the mission of the Association. Honorary members shall have the same rights and privileges as any other member in good standing but will be exempt from paying annual dues.

Affiliate Membership

Affiliate membership shall be open to Registered/Licensed Health Professionals other than nurses, who are committed to supporting the mission of CANAC/ACIIS. Affiliate members may include social workers, dieticians, physicians and other allied professions. Affiliate members shall:

- Pay a reduced fee as determined by regulation;
- Be non-voting members
- Not be eligible to hold office
- Be eligible to sit on committees
- Be included in conference/workshop/education/policy development as related to HIV/AIDS care and the expertise/specialized knowledge of their profession

Fees and Conditions

The board reviews and sets membership fees and conditions yearly at least 6 months prior to the end of the fiscal year.

Current fees and Conditions

Individual

- \$50 – Regular
- \$40 – Associate
- \$40 – Student

Institutional

- 20% off for 5 – 15 Applications
- 30% off for 16 – 30 applications
- 40% off for >30 Applications

Minimum 5 applications; all applications must be received at the same time.

Corporate

- \$250.00

Other Conditions:

Individuals/groups joining after September 1st are given extended membership for the balance of the fiscal year for a total of 14 months of membership.

Termination of Membership

Resignation

Members may resign from the Association at any time. A letter of resignation must be sent to the Board Secretary. There will be no refund of dues with resignation.

Delinquency of Payment

Members who are delinquent in the payment of membership fees by more than sixty (60) days after the membership expiration date shall be considered as resigned.

Revocation of Membership

Membership may be revoked should it be found by the Board after investigation, that a member has:

- Failed to uphold the professional image of the organization
- Failed to abide by the Communication Guidelines of the organization
- Misrepresented the organization
- Violated organizational policies
- Changed, altered or accessed confidential CANAC documents or administrative systems without prior authority or approval from the Board

BOARD OF DIRECTORS

Board Roles & Responsibilities

The Board of Directors shall be responsible for the affairs of CANAC/ACIIS. Board members assume overall responsibility for the successful development and implementation of all initiatives under the control of the Association. The Board is responsible for CANAC/ACIIS governance, while committees and appointees are responsible for more detailed operations. In recognizing its role as the governing body of CANAC/ACIIS, the Board endeavours to avoid involvement in the detailed operations/work of its committees. Governance is defined as having the ultimate authority and accountability for the organization. It involves setting policy and taking measures to ensure implementation. Elected directors will be required to sign a consent to serve form as a director and oath of confidentiality upon election to the Board.

Primary Responsibilities

- Ensuring CANAC/ACIIS secures and maintains adequate resources for its operations, and demonstrates financial accountability
- Monitoring the operational and financial progress of all initiatives under the purview of CANAC/ACIIS on a regular basis to ensure these initiatives are well executed and within budget
- Ensuring effective organizational planning, and evaluation of the Association in meeting its goals
- Developing and reviewing organizational policies and procedures that will ensure operational effectiveness, with input from the general membership
- Developing and reviewing the Strategic Goals of the Association with input from the Board, the general membership and other stakeholders as appropriate
- Ensuring appropriate resource utilization
- Maintaining an organizational structure responsive to its members' needs
- Communicating regularly with the membership
- Identifying relevant professional issues for introduction to the membership, committees, and/or Board
- Ensuring all contractual obligations between CANAC/ACIIS and other parties are honoured to the fullest extent possible

- Approving key appointments based on criteria/qualifications defined by the Association, to ensure the best expertise is applied to the defined task
- Promoting and effectively articulating the mission of CANAC/ACIIS to key stakeholders
- Reviewing all proposed actions by the Association, and the impact - fiscal and otherwise - of any proposed action
- Carrying out other assigned responsibilities as directed by the membership
- Delegating work to committees

Board Structure

The CANAC/ACIIS Board of Directors is comprised of nine (9) Directors elected by the membership:

- President
- President-elect OR Past-president
- Treasurer
- Secretary
- Five (5) regional representatives; one from each of the following geographic regions:
 1. Atlantic provinces
 2. Quebec
 3. Ontario
 4. Prairies & North
 5. Pacific

The Board is accountable to the membership of the Association.

Executive Committee

Four elected officers (President, President-elect/Past-president, Secretary and Treasurer) comprise the Executive Committee. In the event of an emergency, where immediate action may be necessary, and all the members of the Board of Directors are not available, the Executive Committee shall take action on behalf of the Board of Directors. All such actions will be reported to the entire Board at its next regularly scheduled meeting.

The Executive Committee, or designate, has responsibility for supervision of any staff or contracted employees engaged by the Association.

President

- shall preside at all meetings of the Board of Directors, meetings of the Executive Committee, the Annual General meeting and any special meetings of the general membership
- shall submit a report to the general membership at the Annual General Meeting
- shall be responsible (conjointly with the Secretary) for the maintenance of all organizational records
- shall ensure regular review and updating of the Associations' Strategic Goals
- shall be the public spokesperson of the Association
- shall represent CANAC/ACIIS within and outside the Association, or designate an alternate to do so
- shall call a meeting of the Board of Directors each year prior to the Annual General meeting, and may call meetings at other times during the year, as deemed necessary
- shall act as a co-signatory on all cheques, bills of exchange or other orders for payment, unless otherwise designated by the Board
- shall maintain oversight of all CANAC/ACIIS operations

President-elect

- shall assist the President in matters that will assure smooth transitions and continuity of organizational operations
- shall assume the duties of the Presidency during the absence of the President
- shall chair the Nominations Committee

Past-President

- shall assist the President in matters that will assure smooth transitions and continuity of organizational operations
- shall assume the duties of the Presidency during the absence of the President
- shall chair the Nominations Committee

Secretary

- shall, conjointly with the President, be responsible for maintaining all organizational records and assist with archiving Association minutes and documents
- shall be responsible for maintaining minutes of all meetings, communicating with the membership, and carrying out direct correspondence on behalf of the Association
- shall review and update the Board Manual on a bi-annual basis, and present substantive revisions to the Board of Directors for approval

Treasurer

- shall keep records of all revenue and expenditures

- shall be responsible for the oversight of Annual National Conference accounts, liaising with the Conference Committee as required to ensure accurate accounting, payment of invoices and record keeping
- shall submit the financial records for an external review (expert opinion) annually
- shall present prepared statements to the Board of Directors, at their meeting preceding the Annual General meeting.
- shall provide a financial report at the Annual General meeting
- shall, in consultation with the Executive Committee, prepare a budget for the autumn board meeting, for the approval of the Board of Directors
- shall act as a co-signatory on all cheques, bills of exchange or other orders for payment, unless otherwise designated by the Board
- shall recommend fiscal policies and procedures, and investments where appropriate
- shall maintain oversight of all CANAC/ACIIS accounts and assets
- shall ensure all reports and financial statements are submitted to funders and regulatory bodies as required.
- shall establish and maintain financial/banking services

Regional Representatives

- shall serve as a vital communication agent with the membership in their respective regions
- shall actively engage in recruitment and retention initiatives with the membership
- shall participate on committees as appointed
- shall prepare and distribute regular regional reports to their constituents and the Board
- shall serve as the Board liaison to the Conference planning committee when the conference is occurring in their region, with the support of the Executive Committee as necessary.
- Shall serve as the Board liaison to member access to Legacy Funds

Terms of Office

The Term of Office for the Secretary, Treasurer and Regional Representatives is two (2) years. The term may be repeated once, for a total of four years consecutively.

The term of office for the President shall be: one (1) year as President-elect, two (2) years as President, and one (1) year as Past-president. The total term of office for the President is four years, not to be repeated consecutively.

In the second year of the President's term, a President-elect is appointed and the Past president exits the Board.

All terms begin on November 1st of the year of the election to office.

Elections for positions on the Board of Directors shall be split into alternate years as follows:

Every 2 years in Odd-numbered years (eg: 2013, 2015)	President-Elect <i>4 year term comprised of: 1 year as president-elect 2 years as president 1 year as past-president</i>
Odd-numbered years (eg: 2013, 2015)	Secretary Atlantic Rep. Quebec Rep.
Even-numbered years (eg: 2014, 2016)	Treasurer Ontario Rep. Prairies & North Rep. Pacific Rep.

Board of Directors Nomination and Election Process

Elections for the Board of Directors shall be split into alternate years as outlined under Terms of Office. To avoid potential conflicts of interest nominations and election ballots will not be reviewed by board members but instead be sent to the Administrative assistant for verification

Nominations:

A call for nominations for the appropriate board member positions will be announced each year at the Annual National Conference, followed by an email to members no later than April 30th. This notice will include an overview of Board roles and responsibilities related to the available positions. The call for nominations and an on-line submission form will also be posted on the website to ensure access to all members and interested parties.

Nominees must be nurses and members in good standing of the Association. Nominees should submit a completed Nomination form with signatures from two nominators. Any member in good standing can be a nominator. Sitting board members can be nominators and can themselves be nominated, provided they would not be exceeding the maximum number of consecutive years allowable for their term of office.

Nominations may be submitted by mail or email. An emailed nomination shall be considered valid with or without an electronic signature(s), provided it is accompanied by a short note from the nominee, comes from a known email address and nominators can be verified.

Elections:

Regular members are sent ballots and a slate of nominees with biographical sketches in August of each year. Only voting members of a region can vote for their regional representative; all voting members in good standing can vote for the President-Elect, Treasurer and Secretary.

Ballots must be returned by September 1st. If only one candidate is nominated for a position the candidate is acclaimed and no election for that position is needed.

The candidate receiving the highest number of votes for each position will be declared elected. In the event of a tie or if there are too few members in a region to allow for multiple candidates to receive a reasonable number of votes a winner will be chosen by drawing lots.

Elected candidates will be notified by October 1st.

Board Vacancies

In the event of a vacancy in the office of President, the President-elect will assume the Presidency and the office of President-elect will remain vacant until the next scheduled balloting.

Should a vacancy occur simultaneously in the offices of President and President-elect, the Board of Directors shall appoint a President, pro term, until the next scheduled balloting, at which time a President and President-elect shall be elected by the membership.

If the secretary or treasurer's office is vacated before the end of term, the Board of Directors shall appoint a member of the Board to act as interim Secretary or Treasurer.

In the event of a vacancy of a regional representative, the position may remain vacant until the next scheduled balloting or the Board may appoint an interim representative until the next election occurs.

An individual may not hold more than one office at a time.

Organizational Spokesperson

As indicated above, the President fulfills the role as official spokesperson for the organization. No other director shall speak on behalf of the Association without the

expressed direction of the Board. It is essential that each Director possess a clear understanding of Board policy, procedure and established positions on issues.

All correspondence with elected public officials is to be on the CANAC/ACIIS letterhead, and under the signature of the President or designate. All correspondence with staff of the federal and provincial governments is to be on the CANAC/ACIIS letterhead and pre-approved by the President.

Media requests concerning the Association's position on an issue are directed to the President, who will determine the appropriate spokesperson for the issue.

Board Representation on External Committees

CANAC/ACIIS will seek representation status on appropriate external organizations.

Representatives of CANAC/ACIIS must be appointed/endorsed by the Board. The Board reviews these appointments on an annual basis.

CANAC/ACIIS representatives shall represent the policies of CANAC/ACIIS and make regular reports to the Board of Directors. To ensure continuity, upon completion of a term as a CANAC/ACIIS representative, copies of related files are to be turned over to the Secretary of the Board. All such records are to be kept in the CANAC archives.

Board Meetings

Scheduling

Where resources permit, the Board shall meet in person twice annually, once in the spring to coincide with the CANAC Conference, and once in the fall after elections have occurred. At the fall meeting, dates for teleconference meetings will be scheduled for the remainder of the year. Should a meeting date change, a minimum of one (1) week's notice is required. There is a minimum of four meetings per year. The Secretary will be responsible for circulating an annual schedule of meetings following the fall meeting.

All Board members will correspond via email when issues arise between scheduled meetings.

Attendance

Attendance at Board meetings is compulsory. Absences, when required, must be discussed in advance with the President. Where repeated absences occur, the President shall discuss attendance with the Board member involved. Failing to attend 3 consecutive meetings shall result in an automatic review by the full Board.

Preparation

The President is responsible for preparing the Agenda and circulating it a minimum one (1) week in advance of the meeting. The Secretary ensures that minutes of the preceding meeting are circulated in advance. Planning and preparation for meetings is of importance due to the time, travel and cost involved in bringing the Board together. All members are expected to review materials and come prepared to discuss issues in an informed manner.

Minutes

Permanent records of Agendas and Minutes are the responsibility of the Secretary of the Board. The Secretary shall be responsible for emailing “draft” minutes to all Board members within four (4) weeks following the date of the Board meeting. Any Board member who wishes to make revisions to the minutes must reply by email within one (1) week, so that changes can be included. Revisions will be incorporated and sent out again via email. At the next Board meeting, minutes will be reviewed for adoption. Once adopted, the minutes are changed from “Draft” to “Approved”. Approved minutes are kept in the Association’s Records.

Quorum

All Board members are expected to attend meetings. Quorum shall consist of a simple majority of the elected Directors

Board Orientation

All new Board Members shall receive an updated copy of the Board Manual in advance of their first Board meeting.

In addition, out-going Directors will meet in person, where possible, with their successors to orientate them to the role for which they have been elected. Copies of relevant Board materials will be handed over at that time to the incoming Board Member.

OPERATIONAL COMMITTEES

The Board of Directors authorizes committees of the Board, to address the operational needs of the Association.

Committee Structure

The chair of each committee will be elected from the Committee membership. An elected board member will sit on each committee and act as the liaison between the committee and the board.

Committee members are appointed by the Board and approved annually.

Committees of the Board report to the Board through the chair and/or Board liaison and will provide a summary of committee activities for review at each board meeting.

Fiscal Management

Based on the nature of the committee, a budgetary allocation may be approved by the Board, to carry out the work of the committee. The Treasurer of CANAC/ACIIS shall assist committee chairs with developing budgets. The Treasurer shall utilize past budgets as a guideline in order to ensure that the budgets reflect the goals and needs of the association.

Committee budgets are forwarded to the Board for review and approval. Each Board chair will be advised of the approved budget. It is the responsibility of the Board liaison, in concert with the committee chair, to maintain fiscal compliance. The Board liaison shall inform the Treasurer if there will be any anticipated or actual budget concerns as soon as they are discovered.

Expenses incurred by committee members must be budgeted items (or otherwise pre-approved by the Treasurer) and must be submitted for reimbursement in a timely manner using the Expense Claim Form. All original receipts are to be submitted.

Terms of Reference

All committees will have Terms of Reference that are to be pre-approved by the CANAC/ACIIS Board of Directors.

Terms of Reference will follow a standardized format, which includes:

- a) Committee name
- b) Purpose (general statement, area of responsibility, primary tasks to be undertaken)
- c) Reporting Relationship (through the chair to the Board of Directors)
- d) Membership (numbers and expertise required to accomplish the purpose/tasks)
- e) Chair (does not need to be a Board member)

- f) Frequency of Meetings
- g) Quorum (50% plus 1 of committee membership)
- h) Circulation of Minutes

Committee meetings' minutes are to be taken. Minutes are to be forwarded to the Board Secretary to be included in the CANAC archives.

Professional Conduct of Committees

All committees are expected to meet the mandate of CANAC and always act and behave in a manner which upholds the professional image of the Association and abides by the CANAC guidelines on professional behaviour and communication.

Committee members are not permitted to make fundamental changes to CANAC policy or practice without approval of the Board. Committees are not permitted to make system changes to email accounts, registration systems, conference registration systems or CANAC administrative functions without the express permission of the Board.

Failure to uphold the professional image of the Association will be addressed by an Extraordinary Board Meeting and may result in disciplinary measures up to and including removal from a committee and/or CANAC membership being revoked.

Standing Committees

Nominations Committee

There shall be a Nominations committee whose responsibility is to administer nominations and elections. The President-elect/Past-president shall serve as the chair of the Nominations Committee.

Every year, at the Annual General Meeting, the President shall issue a call for nominations for elected positions that are due to expire. Nominations for elected positions may be submitted by mail or email. Emailed nominations shall be considered valid with or without an electronic signature, provided they are accompanied by a short note from the nominator, come from a known email address and can be verified.

Each June, the membership shall receive the slate of nominees with biographical sketches.

Each September, voting shall take place via mail ballot. Ballots must be received and forwarded to the Secretary by September 1st.

See [Board of Directors Nominations and Elections Process](#) for more information.

Executive Committee

The Executive Committee shall consist of the President, Secretary, Treasurer and one of the President-elect, Past President.

Awards Committee

The Awards committee is charged with developing and implementing policies and procedures for the administration of the Awards of Excellence, scholarships, and similar programs that may be offered by the Association. This includes developing criteria for nomination and selection, developing necessary calls for nomination, overseeing award selection, and liaising with the Conference planning committee for the Awards presentation at the annual conference.

Conference Committee

The Conference committee is responsible for the overall planning, development, organization, implementation and evaluation of the CANAC/ACIIS conference. Standing members of the Conference Committee are the President, Treasurer and the Regional Representative of the Region hosting the conference. The standing members of the committee shall invite members of the region where the conference is being hosted, to assist in the following planning activities:

- Budget preparation for approval by the Board
- Reporting to the Treasurer of all revenues and expenses
- Fundraising and securing sponsorship
- Administration of Scholarships to CANAC members as available from sponsorship/external funding and/or as decided by the Board at the Fall Board Meeting
- Organization of Scholarship winner registration, accommodation and travel
- Organization of CANAC Board registration, accommodation and travel
- Organization of CANAC Board Meeting accommodation prior to Conference
- Content approval/Program development/ abstract review
- Overseeing registration and on-site conference management
- Arranging publicity/media and special events
- Submitting updates to Communications Committee for social media
- Ensuring social media is maintained daily throughout the conference
- Careful review of evaluation feedback

A member of the Board will be appointed to the Conference committee to ensure that all of the above primary responsibilities are carried out in a manner consistent with Board policy. (See “Fiscal Management” above.)

Ad Hoc committees

From time to time the Board will strike ad-hoc committees as necessary, to deal with special issues or concerns.

RECOGNITION

Awards of Excellence

The Awards of Excellence distinguish members of CANAC/ACIIS who have demonstrated a level of excellence in clinical practice or have made an exceptional contribution to the profession of HIV/AIDS nursing.

Jill Sullivan Award in Clinical Practice

Candidates must meet the following criteria:

- Be a regular member of the Association in good standing
- Demonstrate excellence in their practice of nursing
- Demonstrate their commitment to caring for people infected, affected or vulnerable to HIV/AIDS
- Demonstrate advocacy for people infected, affected or vulnerable to HIV/AIDS
- Act as a role model and as a mentor for caregivers in HIV/AIDS care
- Demonstrate innovative ideas and practices

Andrew Johnson Award for Exceptional Contribution to Nursing in HIV/AIDS

Candidates must meet the following criteria:

- Be a member of the Association in good standing
- Demonstrate commitment and leadership

Barney Hickey Newcomer of the Year Award

This award is given in memory of Barney Hickey, who was passionate about mental health and advocated for the health and rights of persons living with HIV. Barney lived life fully, and was devoted to nursing and cared deeply about his patients, colleagues, and the students he mentored. His tireless and inspiring work was recognised by the both College of Registered Nurses of BC, which honoured Barney with its Excellence in Nursing Practice Award and by this organization, which bestowed the Excellence in AIDS Care Award upon him.

Providing care to individuals living with and/or vulnerable to HIV/AIDS can be both rewarding and frustrating or even traumatic at the same time. CANAC acknowledges the learning challenges and emotional burdens faced by nurses entering the field of HIV/AIDS care. This award recognises a member who has not only “braved the storm and survived” their entry into the field of HIV/AIDS, but has excelled in the process.

In addition to the criteria presented above, candidates in this category must meet the following criteria:

- Demonstrate a commitment to learning about HIV/AIDS and the individual or groups infected with, affected by, or vulnerable to the disease

- Develop a positive response to cope with the demands of HIV work
- Have been working in the field of HIV/AIDS for less than 2 years

Nomination Process

Call for Awards of Excellence Nominations

The call for Nominations is posted on the CANAC/ACIIS website to ensure access to all members and interested parties with an annual deadline of March 1st for submissions. Conference attendees will be encouraged at the Gala to begin considering nominations for the next conference and a reminder will be distributed via mail and/or e-mail to all members 3 months prior to the annual Conference.

Criteria for Nominations

- 1) Nominations for awards of excellence will be accepted up to March 1st of each year and must include a letter describing in detail how the nominee meets the criteria of the specific award.
- 2) Nominated persons, as well as those who nominate them must be members in good standing of CANAC/ACIIS. Non-members are encouraged to send letters regarding those whom they feel should be nominated
- 3) Nominated persons must meet all of the criteria of the award for which they are nominated
- 4) Individuals can be nominated and/or re-nominated yearly for any or all of the awards for which they qualify; however once given an award he/she is not able to win that same award twice.
- 5) Sitting board members are excluded from consideration for awards until their term of office is completed.

Nominations may be submitted by mail or email. Emailed nominations shall be considered valid with or without an electronic signature, provided they are accompanied by a short note from the nominator, come from a known email address and can be verified.

The nominations committee will review all submissions and make recommendations to the Board prior to the Awards Ceremony.