



LPN Council Terms of Reference

Mandate

To collaborate amongst Licensed Practical Nurses (LPNs) to establish consistent recommendations and responses to common and or emerging nursing issues in British Columbia.

To work collaboratively and reciprocally with the NNPBC Board to ensure the LPN voice is heard in all health and social policy discussions and that the LPN perspective is recognized as one key component of the nursing profession in the province of British Columbia.

Members/Composition

- The Council will include a maximum of 15 elected representatives.
- Representatives will be known as Councillors.
- All representatives shall be actively practicing Registered Nurses in good standing with the Regulator.
- Additional guests may be invited and consulted as needed (e.g., committee members, advisors, stakeholders, NNPBC staff support).

The Council will strive to include representation from the following groups, recognizing that one individual may represent a number of categories.

- 1) Regional
 - Vancouver
 - Fraser
 - Island
 - Interior
 - Northern
 - Provincial
- 2) One Indigenous nursing representative.
 - Domains of nursing:
 - Clinical practice
 - Education
 - Research
 - Policy
 - Leadership/administration
- 3) One student enrolled in a in a nursing education program recognized by the Board as leading to registration as a licensed practical nurse.
- 4) Up to two public representatives.
- 5) NNPBC Staff Support – Ex Officio.



Term of Membership

Councillors will serve a two-year term from the close of the annual general meeting following their election, renewal for a maximum of three terms (no more than 6 years total).

Formation Details

Elections for Council representatives will occur in the spring each year. In March, the Council will identify which positions are required to be filled and forward this information to their NNPBC staff support person. The Councils will officially be formed at the close of the annual general meeting following their election.

Elections of Councillors for Council Executive (President, Vice-President, etc.) will be determined by the Council during its first meeting following elections.

The Council will appoint two individuals to sit on the NNPBC Board at least 7 days prior to the annual general meeting. An appointment may include Councillors who have been elected during the election process but whose term of office does not commence until the end of the annual general meeting.

Goals, Deliverables and Responsibilities

- 1) Define, discuss and make recommendations around issues of relevance for Registered Nurses in B.C.
- 2) Focus on specific initiatives not undertaken by the NNPBC organization/Board (e.g., designation specific conference, response to specific legislation that impacts only LPNs, etc.)
- 3) Identify spokespeople who will work with NNPBC Staff to respond to media, government and stakeholders.
- 4) Consider and propose funding for LPN-specific projects to be undertaken from the overarching NNPBC budget.
- 5) Develop a priorities list to guide the overall NNPBC Strategic Plan and work with NNPBC Staff to deliver the Strategic Plan (through new and ongoing work e.g., policy, research, new grads, etc.)
- 6) Collaborate with other Councils on shared initiatives.
- 7) Work with NNPBC Board to develop dispute resolution mechanisms for the organization and model these to the larger nursing community.
- 8) Advocate for changes to relationships in the system to better serve nursing (e.g., scope and ONR, roles in research, etc.).
- 9) Create nursing leadership opportunities.
- 10) Ensure specialty voices are heard by identifying priorities for focus.
- 11) Support and execute the decisions and recommendations of the NNPBC Board.

Authority

The LPN Council will be responsible for bringing forward the key issues impacting LPNs to the NNPBC Board. The Council will have support from the NNPBC Staff to determine these issues and will utilize these resources to discuss, research, consult and bring forward recommendations around key areas impacting the profession.



Resources and Budget

The LPN Council will be responsible for managing their financial allocation from the NNPBC Board. The LPN Council will provide an annual financial statement to the NNPBC Board outlining how the allocation received from the NNPBC, and any additional funding provided, was used. More details on meeting and travel costs are outlined under "Communications and Meetings". Additional expense coverage provided by NNPBC not related to meetings must be pre-approved by the NNPBC Board.

Governance

In all instances, consensus will be sought when decisions are required. In the absence of consensus, a 2/3 vote of members will be required to move an issue or recommendation forward.

Communications & Meetings

Councils will be supported and funded to meet up to six times per year in person. Additional phone and webinar opportunities will be available at any time. Councils will determine their meeting schedule and frequency at the first meeting after formation.

Each Council will have access to a confidential Intranet site, as well as shared Intranet space for common and shared files.

Primary communication will be via email, and each Council member will be expected to maintain an up-to-date email and phone number with the NNPBC Executive Assistant.

Travel costs for non-government members, associated with in person meetings, will be in alignment with NNPBC travel and reimbursement policies as set by the Board of Directors.

Additional expenses that may be incurred should be discussed prior to the expenditure and must receive pre-approval from NNPBC for reimbursement.

Dissolution or Liquidation

The intention is that on the dissolution or liquidation of NNPBC, after payment of or adequate provision for all of the NNPBC's liabilities has been made, the remaining money or other property of NNPBC will be distributed equally amongst BC societies that have been organized to represent the RNs, NPs, LPNs and RPNs in BC. The LPN Council will be responsible for identifying a society that will represent the LPNs in BC.