



NP Councillor Descriptions, Roles and Responsibilities

President (1)

This is a 2-year term. Year 1 as President Elect and year 2 as President. The President will assume a seat on the NNPBC Board.

Responsible for the overall functioning of NNPBC NP Council, keeping abreast of all the work of the working committees and the NP Council, and represent the NP Council on the NNPBC Board.

Specifically:

- Serves as an official spokesperson for the NP Council with governmental, civic, and professional organizations for the purpose of advancing the objectives and policies of NP specific matters.
- Interprets NNPBC's goals, policies, and objectives to the NP Council and NP membership.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Liaising with the NNPBC NP Lead (staff) and NNPBC Staff, Nursing Advisory Director, and Executive Director on NP matters.
- Represent NNPBC and the NP Council at stakeholder meetings (E.g. MoH, CNO Group, BCCNP, other professional & community groups).
- Provides leadership for the NP Council and oversees the work of the NP Council to ensure the strategic plan of the NP Council and NNPBC moves forward.
- Facilitating the development of the strategic plan for the NP Council and annual action plan.
- Completing tasks assigned to the President resulting from the annual action plan.
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Respond to and post discussions on NNPBC Board email and the NNPBC Board SharePoint.
- Attend NNPBC Board meetings.
- Act as an ex officio member on all NP Council sub-committees.
- Respond to media and other organization requests.
- Respond to member concerns as requested.
- Chair NP Council meetings and assign tasks as per action plan.
- Chair general members meetings.
- Facilitate and promote nominations for the NP Council.
- Approve, with the NP Council and NNPBC Board, the NP Council's financial obligations.
- Approve, with the NP Council and NNPBC Board, the hiring of consultants to the NP Council.
- Serve as a resource for NNPBC, the NP Council, and NNPBC membership.
- Member communication – at meetings, NNPBC newsletter and President's updates as required by NNPBC's communication team.
- Attends annual strategic planning day for NP Council and NNPBC Board.



- Develops and approves ToR and expectations for committees and consultant(s) directly related to NP Council.
- Serve as a link to past presidents or the SAGE advisory committee (see Appendix C).
- Sits on SAGE Committee at end of term.

What is the time commitment for this role?

Varies greatly depending on meeting schedule and workload. Minimum of 12-20 hrs/week.

President Elect (1)

This is a 2-year term, Year 1 as PE and Year 2 as President. The PE position is obtained by nomination for election and voted on by the membership. If no one runs, an NP Councillor may be appointed to the position. The President Elect will assume a seat on the NNPBC Board.

Responsibilities: to support and assist the president; to act in role of president when president is absent or unable to fulfill duties; attend meetings with outside agencies, i.e., the Ministry of Health, BCCNP, Health Match BC, Doctors of BC, etc., with the president.

- Along with the President, the President Elect represents of the NP Council on the Board of the NNPBC.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council. Attend monthly meetings of the NNPBC Board.
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Respond to and post discussions on NNPBC Board email and the NNPBC Board SharePoint.
- Act as liaison to the NNPBC NP Lead (Staff), Director of Nursing and Executive Director.
- Completing assignments as per the strategic plan of the NP Council and NNPBC.
- PE is an opportunity to be mentored into a new role. It helps to better understand the responsibilities of the president, organizational priorities and to prepare for the role of president
- Attends annual strategic planning day for NP Council and NNPBC Board.
- Facilitate and promote nominations for the NP Council.
- Develops and approves ToR and expectations for committee(s) and consultant(s) directly related to NP Council.
- Serve as a link to past presidents or the SAGE advisory committee (see Appendix C).

What is the time commitment for this role?

The time required to complete this position varies depending on the workload. It is important to be able to attend functions as needed on behalf of president and to be responsive to requests from the government.

Approximately 8 to 12 hours per week on average.



Regional Councillor (6)

This is a 2-year term. The Regional position is obtained by election and voted on by the membership.

- Promote the mission and vision of NNPBC and actively participate in the development and carrying out of NNPBC's strategic plan and annual objectives.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council.
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Respond to and post discussions on NNPBC Board email and the NNPBC Board SharePoint (if holding that seat).
- Completing assignments as per the strategic plan for the NP Council and NNPBC.
- Represent the interests and concerns of their respective geographical regions.
- Informs NNPBC and NP Council regarding activities in region related to NP practice.
- Facilitates dissemination of information related to NNPBC and the NP Council activities and initiatives to regional members.
- Promotes NNPBC new membership and identifies facilitators and barriers to membership and brings these to the attention of the NP Council.
- Acts as executive liaison for assigned NP Council working committee(s) and consultants.
- Attends annual strategic planning day for NP Council.
- Promote nominations for the NP Council.
- Councillors on the NP Council will strive to incorporate and represent the domains of nursing including clinical practice, education, research, policy, and leadership/administration

Indigenous Councillor (1)

This is a 2-year term. The Indigenous position is obtained by election and voted on by the membership. Must be of Indigenous decent. The NP Indigenous Councillor may assume a seat on the NNPBC Board as determined collectively by the Indigenous Councillors on each Council (See NNPBC By-Laws).

- Promote the mission and vision of NNPBC and actively participate in the development and carrying out of NNPBC's strategic plan and annual objectives.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council (and NNPBC Board if holding that seat).
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Completing assignments as per the strategic plan for the NP Council and NNPBC.
- Represent the interests and concerns of Indigenous NPs and peoples.
- Represent Indigenous health practice issues.



- Advocate for improved Indigenous health and wellbeing.
- Discuss and provide solutions and implement strategies for address Indigenous health issues.
- Endorse the recommendations for the Truth and Reconciliation Commission and work with key stakeholders to influence, advocate and implement necessary changes from an Indigenous NP perspective.
- Give direction to the NP Council and NNPBC Board and staff on bylaws, policies, and advocacy work through an Indigenous lens.
- Work to build capacity and leadership development for Indigenous NPs in BC.
- Promotes NNPBC new membership and identifies facilitators and barriers to membership and brings these to the attention of the NP Council.
- Attends annual strategic planning day for NP Council (and NNPBC Board if holding that seat).
- Promote nominations for the NP Council.
- Acts as executive liaison for assigned NP Council working committee(s) and consultants.
- Councillors on the NP Council will strive to incorporate and represent the domains of nursing including clinical practice, education, research, policy, and leadership/administration

Councillor At Large (1)

This is a 2-year term. The Councillor At Large position is obtained by election and voted on by the membership.

- Promote the mission and vision of NNPBC and actively participate in the development and carrying out of NNPBC's strategic plan and annual objectives.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council (and NNPBC Board if holding that seat).
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Completing assignments as per the strategic plan for the NP Council and NNPBC.
- Councillors on the NP Council will strive to incorporate and represent the domains of nursing including clinical practice, education, research, policy, and leadership/administration.
- Promotes NNPBC new membership and identifies facilitators and barriers to membership and brings these to the attention of the NP Council.
- Acts as executive liaison for assigned NP Council working committee(s) and consultants.
- Attends annual strategic planning day for NP Council.
- Promote nominations for the NP Council.



Councillor At Large/Ex-Officio (1)

The Councillor at Large/Ex-Officio position is obtained by appointment by the NP Council. This would be a non-voting seat and a term of 1 to 2 years to be determined by NP Council.

- Examples of who may hold this seat would include the past president or another NP council member who is still actively involved in time sensitive and strategic work requiring consistency and maintenance of key relationships at provincial tables. Examples of work may include, and are not limited to, negotiations regarding NP remuneration, NP-Primary Care Clinic initiatives/prototypes, working relationships with MoH, NPS, NNPBC, DocsofBC, and others.
- Promote the mission and vision of NNPBC and actively participate in the development and carrying out of NNPBC's strategic plan and annual objectives.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council.
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Completing assignments as per the strategic plan for the NP Council and NNPBC.
- Councillors on the NP Council will strive to incorporate and represent the domains of nursing including clinical practice, education, research, policy, and leadership/administration.
- Promotes NNPBC new membership and identifies facilitators and barriers to membership and brings these to the attention of the NP Council.
- Attends annual strategic planning day for NP Council.
- Promote nominations for the NP Council.

NP Student Councillor (1)

This is a 1-year term. The Student position is obtained by appointment by the NP Council. The Student Councillor may assume a seat on the NNPBC Board as appointed by the NNPBC Board (See NNPBC By-Laws).

- Promote the mission and vision of NNPBC and actively participate in the development and carrying out of NNPBC's strategic plan and annual objectives.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council (and NNPBC Board if holding that seat).
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Completing assignments as per the strategic plan for the NP Council and NNPBC.
- Represents issues of NP students.
- Informs NNPBC and NP Council regarding issues and activities pertaining to NP Programs in BC and in Canada as it applies to BC student NPs.
- Promotes NNPBC new membership and identifies facilitators and barriers to membership and brings these to the attention of the NP Council.
- Attends annual strategic planning day for NP Council (and NNPBC Board if holding that seat).
- Promote nominations for the NP Council.



- Councillors on the NP Council will strive to incorporate and represent the domains of nursing including clinical practice, education, research, policy, and leadership/administration.

Public Representative (1)

This is a 2-year term. The Public Representative position is obtained by appointment by the NP Council.

- Must be a member of the public and not be a student enrolled in a nursing education program, a Registered Nurse, a Nurse Practitioner, a Licensed Practical Nurse, a Registered Psychiatric Nurse, or retired health professional.
- Promote the mission and vision of NNPBC and actively participate in the development and carrying out of NNPBC's strategic plan and annual objectives.
- Adheres to established [NNPBC Bylaws](#) and [NP Council Terms of Reference](#).
- Attend monthly meetings of the NP Council.
- Respond to and post discussions on NNPBC NP Council email and the NP Council SharePoint.
- Completing assignments as per the strategic plan for the NP Council and NNPBC.
- Brings public representation to the NP Council.
- Promotes NNPBC new membership and identifies facilitators and barriers to membership and brings these to the attention of the NP Council.
- Attends annual strategic planning day for NP Council (and NNPBC Board if holding that seat).
- Promote nominations for the NP Council.

SAGE Advisory Committee

- Comprised of Past Presidents of the NP Council.
- Consolatory role to the NP Council and Council Executive, NNPBC Board and staff as required.
- Maintains organizational memory.
- Guided by Terms of Reference as created by the SAGE Committee and approved by the NP Council. Term on SAGE Advisory Committee would be no more than 2 years and no less than 1 year.