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	Approved By NAPANc Board of Directors	Last reviewed April, 2007 May, 2009 May, 2010	
	Effective Date:	October, 2011 October, 2012	
	Originated By: Executive Committee 2006		

Definitions:

Chair: The President of the National Association of PeriAnesthesia Nurses of Canada (NAPAN©) will be referred to as the Chair of the Executive Committee.

Purpose:

1. To follow NAPAN©'s Mission, Values and Nursing Paradigm.
2. To endeavour to promote and accomplish the Objectives of NAPAN© as written in the Constitution and Bylaws.
3. To work collaboratively with NAPAN© Board of Directors and to accomplish the business of NAPAN©.

Reporting Structure: The NAPAN© Executive Committee:


1. Will report directly to the Canadian Nurses Association (CNA) in matters pertaining to the Associate Membership with the CNA
2. Will report to the NAPAN© Board of Directors.
3. Will report to the NAPAN© membership regarding the NAPAN© Board business and decisions at the Annual General Meeting (AGM).
4. Will provide Review of Engagement reports to the NAPAN© membership at the AGM annually.

Membership:

1. President
2. President-Elect
3. Secretary
4. Secretary-Elect
5. Treasurer
6. Treasurer-Elect
7. Immediate Past President

Terms of membership:

1. All members of the Executive Committee will assume their responsibilities as written in the NAPAN© Constitution and Bylaws.
2. Each member of the Executive Committee will abide by their "Position Description" in fulfilling his/her duties.
3. Members will support consensus decisions made by the Executive Committee and reflect these decisions during professional interactions.

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4. Members will notify the Chair by email, within seven (7) business days, of their intent to attend or send regrets to a meeting, and within three (3) months of Attendance or Regrets to the AGM.
5. Members will inform the Chair of the dates of planned vacation or unavailability for meetings.
6. Members of the Board of Directors, who are Provincial Representatives, will submit their Provincial PeriAnesthesia membership information annually at the request of the Chair.
7. Members will respond to the Chair by email within 2 business days (48 hours) that information has been received by email from any other member of the Executive Committee.
8. The Chair of the Executive Committee will submit an annual proposed budget to the Treasurer prior to the end of the fiscal year, March 31.


Signatures:

Chair NAPAN© Executive Committee
President of NAPAN©

Date

Secretary of NAPAN©

Date

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09/04/07

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