

**JOIN THE EXECUTIVE COUNCIL! BE PART OF THE ACTION!**



## **CALL FOR EXECUTIVE COUNCIL NOMINATIONS 2024**

### **The Executive Council needs a President-Elect, Treasurer, & Secretary**

The Executive Council is responsible for the administration of the Act and controls, governs and manages, or supervises the control, government and management of the business and affairs of the organization and all aspects of the practice of speech-language pathology and audiology.

The Executive Council and the Registrar/Executive Director work together in a synergistic partnership. In this collaborative relationship, the Executive Council is responsible for governance and strategic direction, while the Registrar/Executive Director implements these strategies operationally. This partnership enhances NBALSPA's credibility and effectiveness as a regulatory authority.

The Executive Council meets at least quarterly. Members receive orientation and annual governance training, along with an annual honorarium in the amount equivalent to the annual registration fee. Time spent on the Executive Council responsibilities can be counted towards currency hours or Continuing Education Equivalents (CEEs). This role offers the chance to develop leadership skills, participate in governance, contribute to change management, and enhance your resume.

**Nominate a colleague or let a colleague know you want to be nominated!**

# The Responsibilities of the Executive Council



## Sets Mission and Strategic Direction

- Defines the strategic direction of the organization.
- Approves the mission, vision, values, goals, policies, and strategic plan.
- Reviews and approves the Registrar/Executive Director's annual implementation plans to ensure alignment with the strategic plan.

## Ensures Organizational Stability and Leadership

- Ensures the long-term organizational stability and strength of the organization, bringing into the organization individuals with the necessary abilities to lead and manage the organization.
- Facilitates regular performance evaluation of the Registrar/Executive Director to ensure strategic, financial, regulatory, and operational goals are being met.
- Entrusts the Registrar/Executive Director with the responsibility of running the organization.

## Ensures Financial Stability and Oversight

- Secures the organization's long-term financial stability by ensuring adequate sources of income.
- Approves the annual budget.
- Appoints the financial auditor.
- Approves financial policies and internal control policies.
- Reviews financial indicators and ensures timely adjustments are made.
- Approves investment policies and ensures compliance with regulatory requirements.

## Program and Risk Management

- Ensures programs are achieving their objectives.
- Monitors regulatory and operational risk and approves mitigation strategies.

## **Nominations for the following positions on the NBASLPA Executive Council are requested:**

(Please be advised that position titles and descriptions are subject to change by Bylaw amendment as NBASLPA transitions fully into a college.)

### **President-Elect**

**(1-YEAR TERM FOLLOWED BY 1 YEAR AS PRESIDENT AND 1 YEAR AS PAST PRESIDENT) NOMINEES MUST HAVE A MINIMUM OF TWO YEARS OF WORK EXPERIENCE IN EITHER SPEECH-LANGUAGE PATHOLOGY OR AUDIOLOGY**

#### **Role:**

- Perform the duties of the president when the president is unable to perform them.
- Assume the office of the president at the end of the term or resignation of the president, whichever comes first.
- Participate in governance training.
- Participate as a member of the Finance Committee.
- Act as the nomination committee chair.
- Act as signing officer on financial accounts.
- Perform such other duties that may be delegated under the bylaws or by the Executive Council.

### **Treasurer**

**(2-YEAR TERM)**

#### **Role:**

- Safeguard the assets of the organization.
- Act as signing officer on financial accounts & sign off on financial transactions in a timely manner.
- Participate in the preparation of the annual budget.
- Serve as the Chair and participate on the Finance Committee.
- Present the quarterly annual financial statements to the Executive Council on behalf of the Finance Committee.
- Perform such other duties as may be delegated under the bylaws or by the Executive Council and for the efficient management of the association.

## Secretary

(2-YEAR TERM)

### Role:

- Act as signing officer on financial accounts & sign off on financial transactions in a timely manner.
- Review and sign-off on the taking of the Executive Council meeting minutes.
- Perform such other duties as may be delegated under the bylaws or by the Executive Council.

## Am I qualified to be an Executive Council member?

Your clinical background provides you with a strong foundation of skills that are highly relevant to serving on the Executive Council. As a clinician, you have likely developed transferable skills in critical thinking, respectful communication, effective listening, and problem-solving, which are valuable skills for collaboration and leadership as an Executive Council member.

**Experience:** Nominees for President-Elect must have at least two years of work experience in either speech-language pathology or audiology. This requirement does not apply to nominees for Treasurer or Secretary.

**Registration Status:** Only registrants in good standing and on the Practising register are eligible to stand for office. Do you hold a Practising registration? Are you in good standing with NBASLPA?

**Leadership:** Are you comfortable in leadership roles and capable of making impactful decisions in the public interest, even if they may not be popular with your colleagues?

**Decision-Making:** Decisions made by the Executive Council through majority vote reflect the unified voice of all Executive Council members. Are you prepared to support and uphold a decision made by the Executive Council, even if you personally voted against it?

**Financial Acumen:** As an Executive Council member, you have a fiduciary responsibility. Are you comfortable making reasonable financial decisions based on quarterly financial reviews from the Finance Committee and budget proposals from the Registrar/Executive Director?

**Organizational Skills:** Are you organized and able to manage multiple responsibilities efficiently?

**Communication:** Can you communicate effectively and respectfully with other Executive Council members, stakeholders, and the Registrar/Executive Director?

**Commitment:** Are you willing to commit the time required to prepare and attend meetings, participate in training, and be accessible to the organization's needs?

## What kind of support will I receive as an Executive Council member?

- We offer governance training and continuous support to help you understand your role and responsibilities as an Executive Council member.
- Serving on the Executive Council is a team effort, and you'll have the support of experienced Executive Council members, and the Registrar/Executive Director of the organization.

## Expectations of Executive Council Members

- ✓ Attend and participate in regular quarterly meetings.
- ✓ Attend and participate in strategic planning meetings.
- ✓ Attend and participate in annual governance training and an in-person Executive Council Day.
- ✓ Be accessible, by phone or e-mail, to other Executive Council members and the Registrar/Executive Director as needed.
- ✓ Participate in Executive Council member recruitment & orientation.
- ✓ Participate in hiring and evaluating NBASLPA's Registrar/Executive Director when required.
- ✓ Review the NBASLPA Act, Bylaws, and Rules on a regular basis to ensure due diligence in regulatory responsibilities and ongoing compliance.
- ✓ Abide by the Code of Conduct for all Executive Council members.
- ✓ Abide by all financial, operational, and regulatory policies of the organization.

***Nominations must be submitted online here:***

***Executive Council Nominations Form***

***no later than:***

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***October 2, 2024***

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- *Please indicate for which position you are nominating your colleague (President-Elect, Treasurer, or Secretary).*
- *Please remember that no one should be nominated without their consent.*
- *All NBASLPA registrants are urged to take part by nominating a fellow Practising registrant or allowing their name to stand on the ballot.*