

Aboriginal Nurses Manitoba Inc.

Terms of Reference

The Aboriginal Nurses Manitoba Inc. is a professional association of nurses of Aboriginal ancestry committed to enhancing the wellbeing and quality of life of Aboriginal Peoples of Manitoba.

Mission:

Aboriginal Nurses Manitoba will support practicing Aboriginal Nurses in Manitoba. The Aboriginal Nurses Manitoba Incorporated will act as consultants in the development of linkages regarding Nursing Practice in Aboriginal Communities.

Vision:

Our vision is to create a network for Aboriginal Nurses and facilitate the process of the identification of issues and resolution of issues affecting Aboriginal Nurses who work in the Aboriginal Community.

Goal(s):

To promote, support, advocate and share information on behalf of the Aboriginal Nurses in areas of education, research and practice.

To define holistic health in spirit, physical, emotional and mental as defined in Aboriginal Health and Healing cultural traditions.

Objectives:

To address issues surrounding training and capacity development of Aboriginal Nurses.

To support, mentor, recruit and retain Aboriginal Nurses who have graduated from a recognized School of Nursing and encourage membership to the Aboriginal Nurses Manitoba Inc.

To provide guidance, direction and work collaboratively with funding bodies in areas of capacity development regarding Aboriginal Nursing issues.

To network and collaborate with other organizations and ensure that Aboriginal Nursing interests are addressed and resolved.

To develop a registry of Aboriginal Nurses of Manitoba Inc. as a means of communicating with the membership.

Board of Directors Structure:

The role of the members will be that of an advisory capacity, liaison between Provincial/Federal/Political organizations.

Quorum will be reached with 51% of members at a meeting.

The committee will elect one President, Secretary, and Treasurer to serve the membership over a period of two years. Elected members cannot serve for more than two consecutive terms. (maximum of 4 Years)

Executives of the Aboriginal Nurses Manitoba Inc. main function will be to ensure the smooth operation of the organization and to communicate with the Aboriginal Nurses Manitoba Inc. Board of Directors.

Aboriginal Nurses Manitoba Inc.

Vacancies

In the event of a resignation of a Board Member, vacancies will need to be filled immediately by a period of no longer than four months. Interim positions can be determined by the Board collectively and a member may be granted the position on a temporary basis until the next election.

Annual Meetings

On an bi-annual basis, the membership will be provided with the opportunity to come together to discuss the issues collectively, collaborate, network and resolve outstanding issues.

The Board of Directors will be tasked to provide a report of activities, financial information (audited), and assist in capacity development and training opportunities.

All Board of Director positions will be voted by membership at the Bi -Annual Meeting. Bi Annual Meeting date(s) and location will be determined at the discretion of the Board of Directors.

Membership Fees:

The following fees outline the costs associated with membership of Aboriginal Nurses Inc. to support the costs of mailing, faxing any correspondence from meetings etc.

Membership Fees will cover the period from April – March annually.

Regular Members: \$20.00

Associate Members: \$10.00

Affiliation: \$10.00

Honorary Members: \$10.00

Student Members: \$10.00

Termination of Membership

Termination of Membership to the Aboriginal Nurses Manitoba Inc. will occur for the following reasons (but not limited to):

1. A member is formally charged by the Law Enforcement Agency.
2. A member is removed from the active practicing roster of any of the Provincial Regulatory Bodies – College of Registered Nurses of Manitoba, College of Licensed Practical Nurses or other regulatory body.
3. Failure to renew membership.
4. Other as deemed necessary by the membership.

Reporting Mechanism:

The Board will be responsible to report developments and plans arising from all meetings by providing meeting minutes to the membership via written correspondence, email, and or fax.

Aboriginal Nurses Manitoba Inc. will also be responsible to share business arising from meetings with various organizations as deemed necessary by the membership.

Organization of Meetings:

Meetings are to be held quarterly or as required in locations as decided upon by the Board of Directors.

Travel and administrative costs will be covered for the Director, Treasurer, Secretary and appointed Board Members.

Aboriginal Nurses Manitoba Inc.

Minutes will be recorded of all meetings by members on a rotating basis with all follow-up actions clearly stated. Minutes of meetings will be kept in a binder and will serve as the official record/reference. The Secretary Treasurer will be responsible for maintaining the minutes of meetings. Previous meeting minutes will be reviewed and adopted at the next meeting by those in attendance at the meeting.

External Committee Involvement:

Organizational requests for Aboriginal Nurses Manitoba Inc. representation and/or presentations will be referred to the Board of Directors for consultation, direction and/or appointment. All requests must be in writing for record purposes.

Data Base

All Aboriginal Nurses Inc. membership will be kept on a database. The database will contain information regarding the membership – Name, Status, Non-Status, Member/Associate, address, employed etc. This information will not be shared with anyone without consent from the members.

The Privacy Act and all regulations will be followed to ensure the member's confidential information is protected.

Adhoc Committees:

To conduct business or various activities, the following Adhoc Committees will be required from time to time. Each adhoc committee will be chaired by one Board of Director as follows:

- Conference Planning Committee
- Fundraising Committee
- Nursing Awards Committee
- Newsletter Committee
- Political Committee
- Nursing Recruitment and Retention Committee
- Nursing Students Committee
- Grace Easter Memorial Scholarship Committee

Ratified by the Board of Directors	February 13, 2010
Revised: March 2012	