



*Canadian Palliative Care
Nursing Association*
*Association Canadienne des
Soins Infirmiers Palliatifs*

CPCNA Role Description: Director of Education

Position type: Volunteer Board Position

Term: 2-year term which may be extended to a second 2-year term for a total of 4 consecutive years

Purpose:

The Director of Education serves and is accountable to the board of directors of the Association. The role of the Director of Education is to facilitate the development of national hospice palliative care nursing education resources and programs.

Authority:

The Director of Education has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized. Like other board members, the Director of Education is entitled to make motions and vote on matters before the Association.

The Director of Education may not, on behalf of the Association enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board.

Time Commitment:

10 hours per month including preparing for and attending monthly board meetings.

Primary Duties:

- Provides leadership in the development of an annual educational plan for approval by the CPCNA Board of Directors.
- May collaborate with professional nursing associations/organizations/educational institutions regarding palliative care nursing education.
- Assesses the educational needs of the CPCNA membership both formally and informally, on an ongoing basis.
- Develops, implements and evaluates relevant educational resources for membership.
- Organizes regular education sessions for members, including communication with guest speakers, hosting education sessions, thanking invited guests and speakers and evaluating educational offerings
- Leads the Education Committee (may co-chair with a CPCNA member)
- Provides an annual summary of initiatives for inclusion in the CPCNA Annual Report

Qualifications:

The Director of Education must have, in addition to the qualifications stated in the CPCNA bylaws:

- Current membership in the CPCNA as a full member in good standing
- A commitment to, and a clear understanding of the mission of the organization
- Sufficient time to devote to his/her primary duties

Removal of Director of Education:

The Members may, by Ordinary Resolution, passed at a meeting of Members, remove any Director from office before the expiration of the Director's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director so removed, failing which such vacancy may be filled by the Board.

To whom does the policy apply:

Though specific to the Director of Education role, understanding of the policy applies to all directors.

Responsibilities:

The Board is responsible for the implementation and review of this role description.