

## Registered Nurses' Association of Ontario Board of Directors Policy

<b>Policy Type:</b>	Policy Governance	<b>Title:</b>	Assembly Accountability
<b>Number:</b>	PG – 10 *	<b>First approved by Board:</b>	April 22, 2009
<i>* This policy cross-references Policy PG-1 Governance of the BOD</i>		<b>Review:</b>	Every 2 Years (September)
		<b>Last Reviewed:</b>	Sept 2016
		<b>Monitor:</b>	Annually (September)
		<b>Last Monitored:</b>	September 2016

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### PURPOSE

This policy is intended to ensure that the Assembly\* of the Registered Nurses' Association of Ontario ("RNAO") will comply and report to RNAO's Board of Directors (BOD), compliance with RNAO Policies regarding communications and engagement with members, and attendance at assembly meetings; and keep RNAO's BOD informed of activities through regular written reports in a manner which emphasizes local / regional leadership and ongoing commitment to the members in their jurisdiction / chapter / region without chapters / interest group.

#### \*Assembly

Composition of assembly as defined in RNAO Policy 9.01:

9.01 (1) a. as voting\*\* members: *[\*\*voting on assembly agenda items]*

- i. each director;
- ii. each Responsible Person or their designate; or
- iii. the two Assembly representatives from each Region without Chapters or their designates;
- iv. each Provincial Interest Group Chair and Associated Interest Group Chair or their designates.

a. as non-voting\*\* members:

- i. the Chief Executive Officer of the Association and
- ii. Chair of each Affiliated Group and Pending Associated Interest Groups or their designates.

In this spirit, Assembly members shall not fail to:

- inform Association members, through a written members' voices report submitted prior to each assembly meeting, of issues and activities within the reporting period (with the exception of the Association president, current president-elect (odd years), or immediate past-president (even years), and the Association Chief Executive Officer.
- attend at least 1 of 2 assembly meetings, held twice in a year; or send a designate on their behalf to represent the jurisdiction / chapter / region without chapters / interest group.
- report to RNAO by November 1st of each year, the fulfilment of RNAO Policies 7.03(1)(c) and 8.02(1)(c) related to a minimum of two communications and one membership meeting (face-to-face, audio or video conferencing) per year with all members. No funding will be transferred to those who have not reported. Non-compliance with these requirements by April 1<sup>st</sup> will result in withholding the

full transfer of membership funds from RNAO to the deficient Chapter, Region without a Chapter or Interest Group.

- Regional Representatives and Members-at-Large, as board members, shall not fail to also comply with the requirements of Policy PG-1 Governance of the Board of Directors– which is cross-referenced to this policy.

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**MONITORING INDICATORS**

1. Summary chart of Members' Voices reports received, reflects compliance
2. Minutes of Assembly meetings reflect attendance
3. Attendance Accountability Summary is prepared and reviewed by the Board of Directors annually
4. Report on fulfilment of the minimum requirement of two communications per year with their members
5. Report on fulfilment of one membership meeting (face-to-face, audio or video conferencing) per year with their members
6. Report on how many chapters / regions without chapters / interest groups had any funds withheld, and identify them