

# Council and Committee Guidelines

## Membership Privileges

- Each Council member/clinical nursing area shall have 1 vote.
- Appointments/Sign ups to Councils will be annually in the Staff Garden platform.
- Members are responsible for coordinating meetings or reporting activities and disseminating minutes/information to their respective units each time the Council meets.

## Officers

- The Chair of the Nursing Leadership Council will be the CNO.
- All other Council Chairs will be elected from the membership of the Council. There will be a Chair that will be in their respective position for 2 years or more depending on agreement within the Council.
- The Nurse Director serves as a resource and advises the Council on issues that impact the goals and objectives of patient care and the organization.

## Duties of the Officers

- The Council Chair is responsible to attend and report to the Nursing Leadership Council.
- Schedule and facilitate regular meetings.
- Assist with the development of an agenda for each meeting.
- Ensure meeting minutes are maintained and disseminated.
- Educate staff members as to the activities and goals of their Council.

## Committees

- Each Council will meet once per month or as decided by the Council and its activities.
- Members must attend 50% of yearly meetings in order to maintain their Council membership.
- Inability to attend a meeting must be communicated to the Council Chair in advance and a substitute from the department will be arranged.
- The substitute attending in lieu of the Committee member will not be counted for the Clinical Ladder Nurse's attendance in Staff Garden.
- Any recommended changes in the guidelines will be reviewed and approved by the Nursing Leadership Council.