Canadian Federation of Mental Health Nurses
Fédération Canadienne des Infirmières et Infirmiers en Santé Mentale

Fall 2009 No. 53

# Don't Miss Out!

## CFMHN National Conference 2009

It **is** around the corner! Our National Conference "Hope, Health and Healing: Mental Health Nursing Around the Corner and Around the World" is fast approaching. It will be held Oct 21-23, 2009 in Halifax, Nova Scotia. Register for the conference on-line www.cfmhn.ca

Conference organizers are working on final details. We are excited to announce that **56** concurrent sessions will be offered on a wide range of topics relevant to mental health nursing. Many areas of Canada will be represented in these sessions. There will be **28 poster** presentations showcasing innovative work in the field of mental health nursing.

We are thrilled, The **Honourable Michael Kirby**, Chair of the Mental Health Commission of Canada will provide the keynote address on **Wednesday, October 21** . He will give an update of the work of the commission and engage participants in a dialogue about issues in mental health.

**Dr. Cheryl Forchuk RN Phd** will provide the keynote address on **Thursday, October 22**. Dr. Forchuk is a Canadian nurse leader, researcher, advocate and author. Her conference address will focus on promoting hope, health and healing through partnerships.



*Citadel Hill,Halifax,Nova Scotia*

Our conference will be a wonderful opportunity to share knowledge and network with mental health nurses from across the country. We want you to know we have some fun filled social activities planned as well.

A **conference dinner** is included on **Wednesday, October 21** and will be held at Pier 21. Pier 21 is a significant part of Canadian history. It was the entry point for many immigrants to Canada. Pier 21 is now Canada's Immigration Museum. It honours the stories of the 1.5 million immigrants and military service personnel who passed through Pier 21 between 1928 and 1971. You will be able to view the exhibits and enjoy a delicious meal. You will then experience a traditional kitchen party known as a **CEILIDH** (kaylee).

*Continued on page 2*

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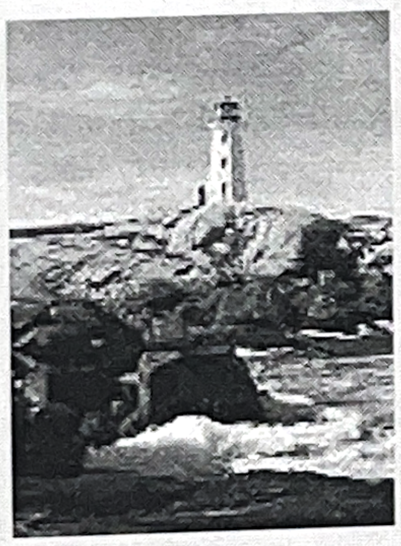

Peggy's Cove,Nova Scotia

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**www.cfmhn.ca**

# Don't Miss Out!

**Continued**

On **Tuesday, October 20** there is an **optional tour of world famous Peggy's Cove**. You will capture the Maritime experience and see highlights of Halifax such as Citadel Hill. You will then travel along the rugged Atlantic coastline to the shores of Peggy's Cove. The tour is $ 40.00 and you will experience the breathtaking beauty and power of Canada's Ocean Playground! If you are interested in participating in this tour please contact Heidi at Heidi.wolfe@cdha.nshealth.ca

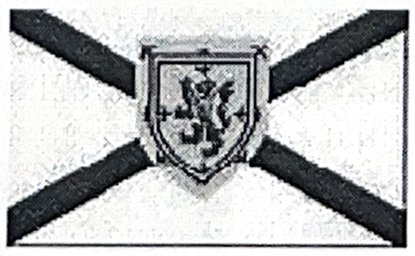
October is a wonderful time to visit Nova Scotia. The splendid fall foliage will be painting the landscape with many shades of orange, gold and yellow.

We welcome you to this exciting conference and trust you will enjoy a true Nova Scotia welcome!

**Did you know….Interesting facts about Nova Scotia?**

- 1 in 5 Canadians has a direct connection to Halifax's historic Pier 21.
- The first newspaper in Canada was started in Halifax in 1752 and was known as the "Gazette."
- Three Canadian Prime Ministers were from Nova Scotia: Sir John Thompson, Sir Charles Tupper and Sir Robert Borden.
- The Nova Scotia Tartan is Canada's Oldest. In 1956, Nova Scotia became Canada's first province to have an official tartan approved by the Royal Registry in Scotland. Colors:
  - **Blue & White** - The seas
  - **Greens** - The forests
  - **Red** - The Royal Lion
  - **Gold** - The Nova Scotia Royal Charter
- **The Official Welcome: "Ciad Mile Failte"** - (Key-ut-me-la falchuh), Gaelic for "One Hundred Thousand Welcomes"

~ We bid you " Ciad Mile Failte" to this exciting conference in October! ~



## From the desk of the Editor

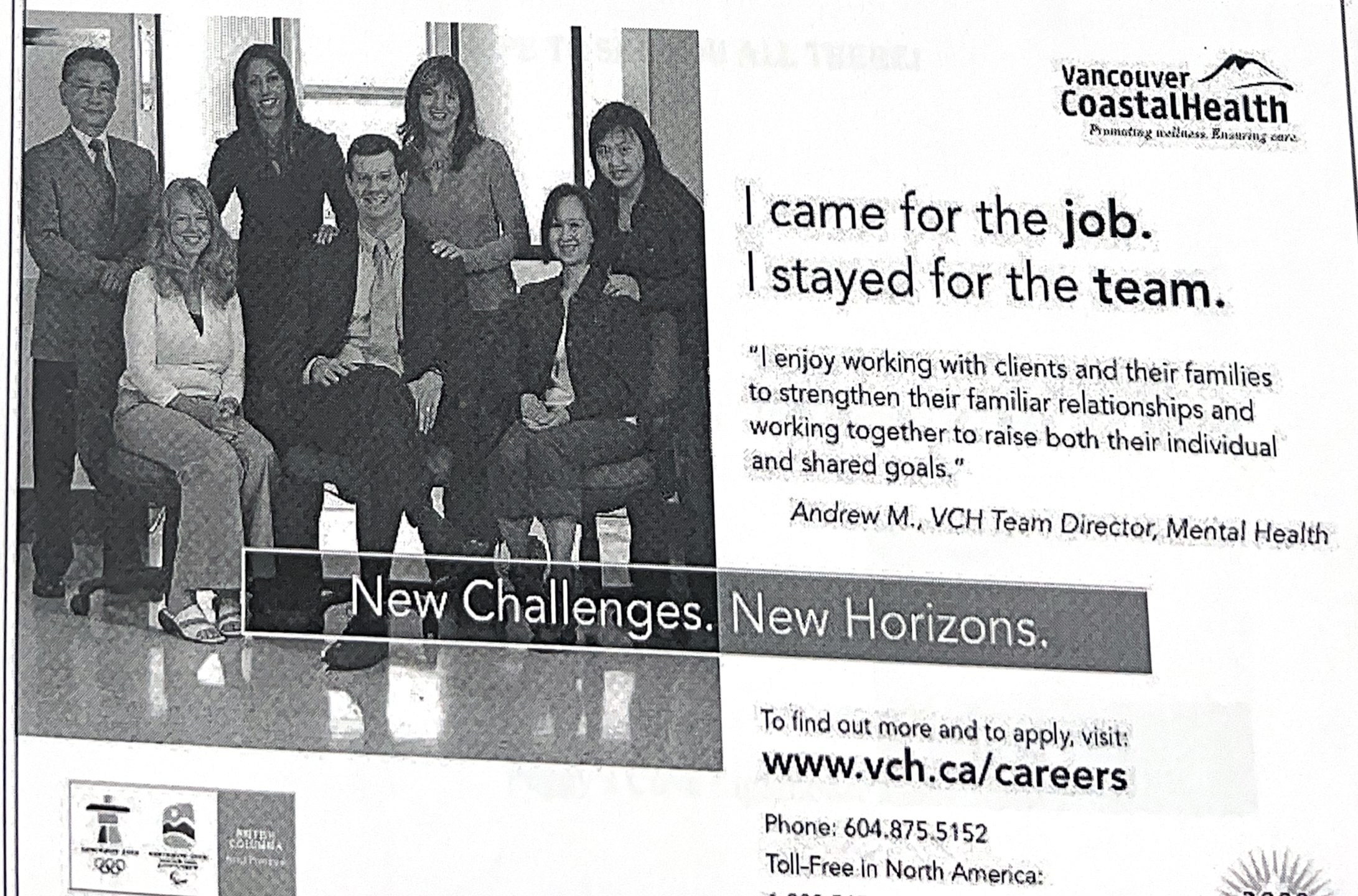
### Hope Health and Healing …….

The title of our National Conference is definitely a reflection of the times and where we find ourselves as PMH nurses today in Canada. Our Fall 2009 issue also reflects this theme with some sneak previews of conference presentations, suicide prevention resource information, working with the homeless, to name a few articles.

With media headlines focusing on recession, loss, violence, chaos, greed and so on, the steady hand of the PMH nurse becomes ever more important, and dare I say, necessary. The role of the nurse to instill hope, emphasize health and focus on healing is fast becoming something we cannot live without. Regardless of your chosen area of interest and expertise, the role you play and the significant footprint you leave is having its impact. Let's all focus on hope, health and healing, sharing our knowledge and skill through avenues such as this newsletter, our CFMHN webpage, our blog and our national conference.

I hope you enjoy this issue and please consider taking an opportunity to send a note to the editor or submit an article that you would like to share with your colleagues. We'll get it published in an upcoming edition for you!

On behalf of Susanne Swayze, Assistant Editor, and myself, we look forward to hearing from you at: www.cfmn.ca



"Sneak Previews: Halifax presenters provide a tempting look into topical issues being highlighted at the conference"

## Hope, Health & Healing

Hello everyone. Many of you may know me as the assistant editor to our web based newsletter, but I also work as a nurse on the medium secure forensic unit at St. Joseph's Healthcare Hamilton. Not only am I happy to say that I will be attending the conference in Halifax, but, along with our Clinical Nurse Specialist, I have the honor of being one of the presenters at the conference.

The presentation is titled; Building a Collaborative Practice among a Nursing Team. The presentation describes the education and training to implement the Best Practice Guideline: Collaborative practice Among Nursing Teams. Enhancing the quality of the work environment is an important investment because it can contribute to quality patient care. This particular BPG implementation came about through a fellowship that was awarded last year by the RPNAO in collaboration with the Ministry of Health and Long Term Care, and has since been on ongoing venture.

I hope to be able to share some valuable information with those that attend the presentation workshop, and I hope to have the privilege of meeting many of our members in Halifax, Nova Scotia on October 21-23, 2009.

**HOPE TO SEE YOU ALL THERE!**



Arial View of Pier 21, *"The Gateway of Hope"*

Peggy's Cove Lighthouse 





## 'Connecting with Hope': A nursing care plan for suicidal persons

The following is an outline of the presentation that Petrea Taylor will be facilitating at the CFMHN "Hope Health and Healing" Halifax Conference in October. 'Hope' to see you there!

Program Objectives
Caring for suicidal persons can be very challenging to mental health nurses. Understanding how suicidal persons heal and the clinical application of this knowledge will help mental health nurses to provide optimal care to suicidal persons and will facilitate their recovery.

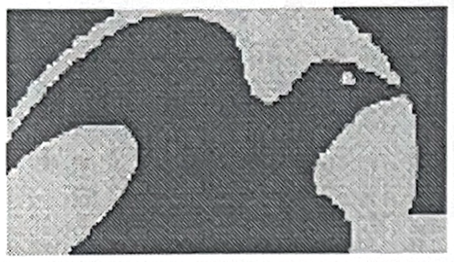
Methodology
Adult participants from NB were interviewed about their suicidal experiences as adolescents. A substantial theory emerged using a grounded theory research approach and a constant comparative data analysis. A nursing care plan was later developed and will be implemented on psychiatric units in 2009.

Results
As persons perceive support and learn to manage their pain, they 'Connect with Hope' through different healing strategies (e.g. hanging on and understanding self). The theory increases nurses' understanding of the suicidal person; an endeavor required to facilitate healing. The outcomes of implementing the 'Connecting with Hope' nursing care plan on an 'in-pt' unit will also be reported.

Discussion
Helping to decrease the factors that cause pain, increasing a persons' perception of support, and facilitating the 'Connecting with Hope' are strategies professionals can use to enable healing. The clinical application of the 'Connecting with Hope' nursing care plan on an 'in-pt' unit will be discussed in relation to the staff and clients' perspectives.

For those of you who are not able to attend the presentation and want to know more about "Connecting with Hope", I'd be delighted to discuss it further with you via email, phone, or in person!

Petrea Taylor, RN MN CPMHN (c)
petaylor@serha.ca
(506) 857-5246
Moncton City Hospital





## President's Final Address - September 2009

Here it is mid-September already. The summer has flown by as have the four years since we last met together in Winnipeg for the CFMHN National Conference. I remember that time well as I was in the process of relocating to Ontario. The conference in Winnipeg was a welcome stop for me in that long drive from Victoria.

For the past three years a dedicated group of nurses from Nova Scotia, under the leadership of Jane Hughes, have come together to plan for the 2009 conference in Halifax, taking place in less than six weeks. They have also formed the new Nova Scotia Mental Health Nursing Interest Group. I am really looking forward to being in Halifax October 21-23 '09; the members of the conference planning committee have assured that October is a beautiful time to be in Halifax. For information on how to register and on the program see www.cfmhn.ca Hope to see many of you there!

The Federation Annual General Meeting will take place at the conference on October 22nd at 1330, and I hope you will plan to attend. Last year we were able to have members participate from across the country via dial-in and plan to do that again this year.

The Federation is your Federation and represents you at CNA, at the Mental Health Commission, at CAMIMH, and at various other meetings/conferences and committees and your voice is important.

In closing, this will be my last newsletter submission as President of CFMHN. At our AGM, we will elect a new President. I want to take this opportunity to thank the Board members for their support and dedication to the Federation, to you the members and to the people effected by and living with mental illness with whom we work. This is an exciting time to be working in mental health nursing!
I particularly want to thank Ann Greene and Marg Osborne who went above and beyond on numerous occasions.
I wish the new executive well in the coming years.

Respectfully submitted,
Chris Davis, President

*By Paula Tognazzini (BC Representative)*

## Study on people who are homeless and have a mental illness

The Mental Health Commission of Canada (MHCC) has received funding for a four year research project to study mental illness in Canada's homeless population. According to the Commission's Annual Report 2008-2009 "an estimated 25-50% of homeless people have a mental illness and that up to 70% of those with a severe mental illness also abuse substances and almost a third of Canada's homeless are youth aged 16-24" (Out of the Shadows Forever, available from http://www.mentalhealthcommission.ca ). The objective of this study is to determine the most effective ways of improving outcomes for this specific population. The overall goal is to find best practice interventions that will help people return to their communities and live full and productive lives. This is consistent with the overall vision of the MHCC which values and promotes mental health.

The study will have a control group and an experimental group with a total of 2,225 people across Canada. People in the experimental group (n= 1,325) will receive housing and support services. The control group (n=900) will continue to receive the services currently being offered in their area.

This research will take place in five cities across Canada. These cities are Vancouver, Winnipeg, Toronto, Montreal and Moncton. Each of the cities was chosen to study particular populations for example; Vancouver will focus on homeless people living with mental illness, substance abuse and addictions. In Winnipeg, the target population will be homeless Aboriginal people with a mental illness. The City of Toronto will focus particularly on ethno-cultural diversity with a special focus on homeless new immigrants. In Montreal, this study will focus on unique approaches that are already in existence for people who are homeless and have a mental illness. The Moncton project will not only concentrate on furthering understanding of best approaches in a quickly growing city with very few mental health services but also study services for people that are homeless and have a mental illness in rural communities.

The Mental Health Commission of Canada will continue to work collaboratively with all levels of government, people that are homeless and are living with a mental illness, as well as local service providers.

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Janssen-Ortho.
Dedicated to
bringing patients out of the shadows.
And back into the
community.



At Janssen-Ortho, our focus is helping people with mental illnesses live full and complete lives.

And our history of innovation has brought that dedication to generations of patients. We were one of the leaders in the development of the first antipsychotic medications for the treatment of psychotic disorders. Then we developed an *atypical* antipsychotic and the first *long-acting* atypical antipsychotic.

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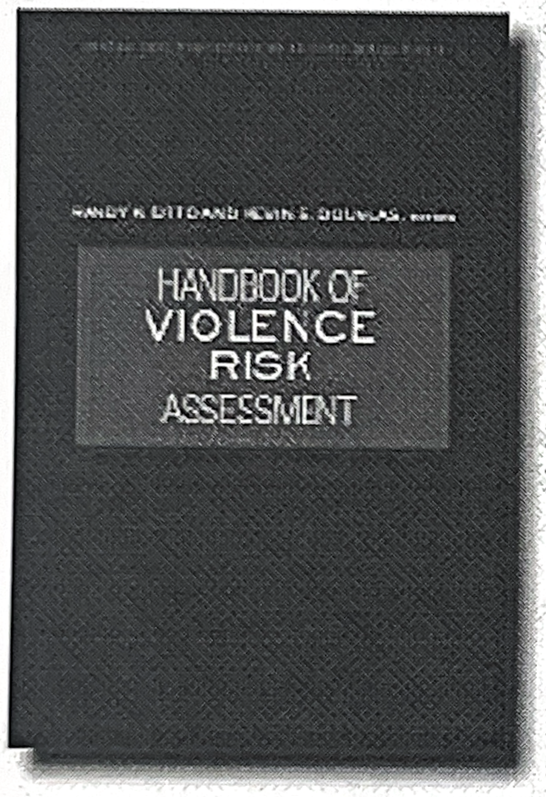
# Routledge Mental Health

Taylor & Francis Group

Dear Colleague,




Routledge Mental Health is pleased to offer a special 10 % discount on orders placed through **www.forensic-psychology-arena.com** for the *Handbook of Violence Risk Assessment*, edited by Randy K. Otto, Ph.D., and Kevin S. Douglas, Ph.D.

The editors of the *Handbook of Violence Risk Assessment* are the authorities in the field, and this comprehensive handbook of original chapters is an excellent primary reference for clinicians and researchers alike. In addition to introductory and summary chapters devoted to general issues in violence-risk assessment, each chapter centers on a comprehensive discussion of a particular risk-assessment measure. Each chapter is structured according to the same format in order to facilitate comparison of measures across chapters and make the book user-friendly.

*"This is an important topic that is not covered comprehensively elsewhere. I would buy this book both for myself and for my school's library."*
**- Rebecca Jackson, Director of Forensic Psychology Program, Pacific Graduate School of Psychology**

**Randy K. Otto, Ph.D.**, is a senior faculty member of the Department of Mental Health Law & Policy at the Florida Mental Health Institute. He's written more than 20 book chapters and monographs in forensic psychology and won the Klopfer award in 1994 from the Society for Personality Assessment.

**Kevin S. Douglas** is on the psychology faculty at Simon Fraser University. He has a PhD in clinical-forensic psychology, as well as a law degree. His publications include 40– chapters and articles within the law / violence / psychopathy area and he is the co-author (with Stephen Hart) of the HCR-20, the most widely used violence assessment tool in the world.

**Special 10% Discount for Online Orders!**

## Available September 24, 2009

**www.forensic-psychology-arena.com**
**www.routledgementalhealth.com**

***Review and desk copies of this title are also available.**

Please send all published reviews of **Routledge Mental Health** titles to: Julia Gardner, Marketing Assistant, Routledge Publishers, 270 Madison Avenue, New York, NY 10016

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## Committee Report

**Committee:** **Manitoba Mental Health Nurses Interest Group**
**Date:** **September 2009**

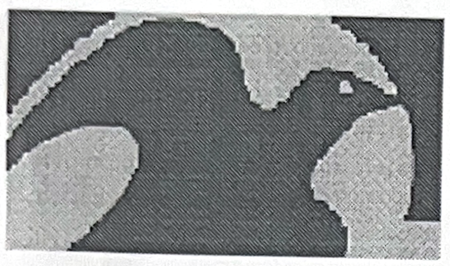
1. **Current members:**
   The MMHNIG has 23 members and averages 8-10 active participants at each meeting.

2. **Purpose of the committee:**
   The main purpose of the group is to develop and support a network of Psychiatric/Mental Health (PMH) nurses in Manitoba. The focus is the sharing of educational and best practice information to maintain and enhance currency in practice.

3. **Number of meetings in reporting period:** There were five meetings in 2008-09.
   - September 15, 2008 Presentation: Iranian Mothers Perception of Living with a Child with Mental Retardation (new research) – Elaine Mordoch (Member)
   - November 17, 2008 Presentation: Expressive Arts Therapy in Practice and Storytelling Exercise – Debra Dusome (Member)
   - Jan 19, 2009 Presentation: Immigrant Women and Resilience (new research) – Judith Toth (Member)
   - March 16, 2009 Presentation: Sexually Exploited Youth and the Programs in Winnipeg to Serve this Population – Wendy Sheirich
   - May 25, 2009 Annual Dinner Meeting

4. **Goals and Next Steps:**
   - Increased Membership – in the next year the organization will reach out to PMH nurses practicing outside of the City of Winnipeg through the use of Telehealth technology to reach the rural and remote areas.
   - Increased involvement in the Canadian Federation of Mental Health Nurses – several members will be presenting at the CFMHN Conference in Halifax in October 2009 and will be able to attend the Annual General Meeting

5. **Issues or concerns identified:**
   In the last year, the organization made financial donations to two community services: Dorchester House – a half-way house for persons with mental illness on parole and transitioning back to community. The funding was used for transportation to social, leisure and work appointments that facilitate recovery, sobriety and community connectedness and; Crossing Communities Art Project – a service which uses various art modalities with street youth, women in the sex trade and women who have been incarcerated, to communicate their stories, and to advocate for improved services.





## An Introduction to… Elly Spencer RN – Manitoba

I am a Registered Nurse with 28 years experience in the practice of PMH nursing in Manitoba. I have mainly worked in clinical practice with short forays into the realms of Nursing Education and Research. I am currently in an administrative position in a small, northern Regional Health Authority (RHA).

I have been a member of the Canadian Federation of Mental Health Nurses in the distance past, serving as Manitoba's representative and then as President from 1988-1993. I was a member of the Committee that developed the first edition of the Canadian Standards for Psychiatric-Mental Health Nursing and am humbled by the dedication and knowledge of the subsequent review committees who have reproduced documents we can all rely on to enhance our practice and protect the clients we serve.

I am happy to be back in an active role with the CFMHN Board of Directors and look forward to a productive term representing Manitoba.

Manitoba's health care system is administered by 11 urban, rural and northern Health Authorities, each of which is governed by independent Boards of Directors to represent the philosophies, needs and wishes of their citizens. All RHA's are required to administer and provide core health services as determined by the Ministries of Health and Healthy Living of the Government of Manitoba and Mental Health Services are one of these.

There is some variety in the scope and types of Mental Health Services provided throughout the Province, mostly in the areas of specialized service. All RHA's provide community mental health services which include psychiatric emergency services, crisis care, outreach, identification, assessment, intervention, follow-up and support across the lifespan. Some RHA's have acute care beds and only the urban RHA's have specialized services i.e. for children, eating disorders, and several others.

The Provincial Ministries of Health and Healthy Living have joint responsibility for Mental Health through the Division of Mental Health, Addictions and Spiritual Care and facilitate communication with the RHA's through a leadership Network of Mental Health Mangers that includes a representative of each RHA. The major work of this group, beginning in September 2008 and scheduled for completion in December 2009 is the development of a provincial Mental Health Strategy.

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Please join us in welcoming
***Marilyn Isaac***
As the new regional representative of New Brunswick.

**Marilyn Isaac – Bio**

I was born in Scotland and moved to Canada in 1962. I have been married for 35 years and have a son, 32 and a daughter, 29.

I worked in the hematology lab in Saint John for 10 years before deciding to change careers and graduated for Nursing School in 1990 at the age of 37. I have worked on the acute psychiatric unit for 18 years, the last 10 or so as Resource Nurse.

I love to learn and teach so I read everything I can get my hands on to do with Mental Health Nursing. I researched and planned an Early Psychosis Intervention Program for our region, which, unfortunately, has not commenced due to lack of government funding.

I am passionate about Mental Health and our patients and am proud to now represent New Brunswick in this organization. I hope to learn lots and help as much as I can.



## CFMHN Annual General Meeting 2009

Don't miss out. The AGM is being held in conjunction with our National Conference in Halifax. Dial-in options will be posted on the website on the News and Information page as the information becomes available.

ALL of our memberships are welcome to participate via the conference call link. **Only members present in person would be able to actually "vote"** but you would find this an informative way to find out more about your national association. The Dial In phone line is Toll Free and will not cost you anything. To join the call at the time in your area listed below, please follow these simple steps.

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Dial Toll-Free: 1-866-440-4486
At the prompt, please enter this conference code: 6274022, followed by the # sign.
You will be joined automatically to the call.

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Thursday, October 22, 2009:
1330-1430 Atlantic Standard Time
1230-1330 EST
1130-1230 CST
1030-1130 MST
0930-1030 PST

Prior to the Annual Meeting, all CFMHN Members will be receiving electronically a copy of our 2009 Annual Report. This will contain reports from all of our Directors and key committee chairs as well as the association's financial report. Of particular importance is a number of bylaw amendments that the Board would like to have approved by the members in attendance. Over the years since our last changes (2001) the association has changed much of the way it conducts its business and we feel it is important that the bylaws be updated to reflect these new processes.

The current recommendations for By-Law amendments at the AGM are as follows:

## CANADIAN FEDERATION OF MENTAL HEALTH NURSES
# CONSTITUTION AND BY – LAWS

| Revised By - Laws - Approved 2001 | Changes to By - Laws October 2009 |
|---|---|
| **CONSTITUTION**<br>**ARTICLE 1 – NAME**<br>The name of the Federation is the Canadian Federation of Mental Health Nurses | |
| ARTICLE 2 – AFFILIATION<br>The Canadian Federation of Mental Health Nurses shall be an Associate Member of the Canadian Nurses Association. | |
| **ARTICLE 3 – PURPOSE**<br>The purpose of the Federation is to further the standard of psychiatric and mental health nursing practice in Canada through such activities as: | **ARTICLE 3 – PURPOSE**<br>The purpose of the Federation is to further the standard of psychiatric, mental health *and addictions* nursing practice in Canada through such activities as: |
| 3. 1 participating in the implementation of a certification process for psychiatric and mental health nurses. | 3. 1 participating in the implementation of a certification process for psychiatric mental health *and addictions* nurses. |
| 3.2 developing, maintaining, and revising, as necessary, national standards for psychiatric and mental health nursing practice, with a review every 5 years. | 3.2 developing, maintaining, and revising, as necessary, national standards for psychiatric mental health *and addictions* nursing practice, with a review every 5 years. |
| 3.3 providing a network for the sharing of information, concerns and support for members. | |
| 3.4 providing advocacy by speaking on national issues related to improving the mental health of Canadians. | |

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| 3.5 liaising and collaborating with national and international groups with related interests in mental health. | 3.5 liaising and collaborating with national and international groups with related interests in mental health *and addictions*. |
| 3.6 facilitating professional development of psychiatric and mental health nurses by promoting educational opportunities for nurses through conferences, workshops, and other professional activities. | 3.6 facilitating professional development of psychiatric mental health *and addictions* nurses by promoting educational opportunities for nurses through conferences, workshops, and other professional activities. |
| 3.7 responding to relevant political events with policy and position statements which reflect the philosophy and standards of the Federation. | |
| **ARTICLE 4 – FINANCIAL**<br>The purpose of the Federation shall be carried on without financial gain to its members and any profits or other accretions to the Federation shall be used to promote its purpose. This provision is unalterable. | |
| **ARTICLE 5 – AMENDENTS**<br>5.1 Subject to the approval of the Canadian Nurses Association, amendments to the Constitution and By-laws may be made at any annual or special meeting by a two-thirds vote of members present. | |
| 5.2 Proposed amendments must be submitted in writing to the Board of Directors at least 12 weeks before any meeting at which they are to be considered. Proposed amendments must be signed by no fewer than three members of the Federation. | |
| 5.3 Notice of a proposed amendment must be given in writing to each member at least twenty-eight days in advance of the date of meeting. | |

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| 5.4 Accidental non-receipt of notice by any member shall not invalidate an amendment made under this article. | |
| **BY-LAWS**<br>**ARTICLE 1 – INTERPRETATION**<br>1.1 In these by-laws unless the content otherwise requires: | |
| 1.1.1 "directors" means the directors of the Federation for the time being and includes regional representatives. | |
| 1.1.2 "registered address" of a member means the address as recorded in the register of members. | |
| 1.1.3 "member" means an individual who becomes and remains a member in accordance with the by-laws. | |
| 1.2 Words importing the singular include the plural and vice versa. | |
| **ARTICLE 2 – MEMBERSHIP**<br>2.1 Nurses who are interested in psychiatric and mental health nursing are eligible for membership in the Federation. | **ARTICLE 2 – MEMBERSHIP**<br>2.1 Nurses who are interested in psychiatric mental health *and addictions* nursing are eligible for membership in the Federation. |
| 2.2 There shall be three categories of Federation membership: | 2.2 There shall be *four* categories of Federation membership: |
| 2.2.1 Regular membership – any person who holds current Registered Nurse licensor Registered Psychiatric Nurse licensor in a Canadian province or territory is eligible. Regular members shall be voting members of the Federation. | |
| 2.2.2 Associate membership – for any person who is not eligible for Regular Membership (e.g. graduate nurses, non-practicing nurses, nurses from other countries, student nurses, registered practical nurses or equivalent). | 2.2.2 Associate membership – for any person who is not eligible for Regular Membership (e.g. *Licensed Practical Nurse licensor or Registered Practical Nurse licensure,* graduate nurses,non-practicing nurses,nurses from from other countries,student nurses or equivalent.) |





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| 2.2.3 Honourary membership – may be conferred on persons by the CFMHN for their contribution to the field of psychiatric and mental health practice. Honourary members will be voting members of the Federation who do not pay annual fees. Honourary membership is conferred by a majority vote of the Board of Directors. | 2.2.3 Honourary membership – may be conferred on persons by the CFMHN for their contribution to the field of psychiatric mental health *or addictions* practice. Honourary members will be voting members of the Federation who do not pay annual fees. Honourary membership is conferred by a majority vote of the Board of Directors. |
| 2.3 The majority of all members shall be RN's. Over fifty percent of RN members must also be members of the Canadian Nurses Association. | |
| 2.4 Any changes to the annual membership dues shall be recommended by the Board of Directors and approved by resolution at the Annual General Meeting or a special meeting. | |
| 2.5 Annual membership dues shall be by subscription. | |
| 2.6 An individual shall cease to be a member of the Federation: | |
| 2.6.1 by sending or delivering a resignation in writing to the Federation, or | |
| 2.6.2 on failure to pay the annual membership dues, or | |
| 2.6.3 by being expelled, or | |
| 2.6.4 on death. | |
| **ARTICLE 3 – BOARD OF DIRECTORS**<br>3.1 The property and business of the Federation shall be managed by a Board of Directors comprised of the following: | |
| 3.1.1 Executive Committee:<br>President<br>President-Elect<br>Secretary<br>Treasurer<br>Immediate Past President | 3.1.*2* <u>Regional Representatives</u>:<br>Where possible, there shall be one representative from each Province and Territory on the Board. |

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| 3.2 The election of directors shall normally take place at the annual meeting of the Federation. | |
| 3.2.1 Directors shall be elected for a term of two years. No director may hold office for longer than two consecutive terms without Board approval. | |
| 3.2.2 The President and President-Elect shall be elected in even numbered years unless an unusual circumstance prevails | |
| 3. Each province or territory shall elect or appoint its own representative for a two year term: BC, SK, PQ, NB, PEI and YK in even numbered years; AB, MB, ON, NS, NF/LB, NWT in odd numbered years | 3. Each province or territory shall elect or appoint its own representative for a two year term: BC, SK, PQ, NB, PEI and YK in even numbered years; AB, MB, ON, NS, NF/LB, NWT and *Nunavut* in odd numbered years |
| 3.4 If a director resigns office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director. A director so appointed holds office until the end of the term of office of the position to which the appointment was made. | |
| **ARTICLE 4 – DUTIES OF EXECUTIVE COMMITTEE**<br>4.1 Duties of the President shall include: | |
| 4.1.1 to preside at all meetings of the Federation and of its directors, | |
| 4.1.2 to support other directors in the execution of their duties, | |
| 4.1.3 to ensure that all resolutions of the board are carried into effect, | |
| 4.1.4 to interpret Federation activity and policy to others, | |
| 4.1.5 to be a signing officer, including revisions of the Constitution and By-laws, and correspondence, and | 4.1.5 *to be a signing officer for revisions to the Constitution, By laws and Correspondence, and* |

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| 4.1.6 to be spokesperson for the Federation. | |
| 4.2 **Duties of the President-Elect shall include:** | |
| 4.2.1 to perform functions delegated by the President or the Board of Directors, | |
| 4.2.2 to assume the Office of President should that office become vacant between elections, | |
| 4.2.3 to assume the duties of President in the absence or inability of the President to act, and | |
| 4.2.4 to be a signing officer. | 4.2.4 *Omit* |
| 4.3 **Duties of the Secretary shall include:** | |
| 4.3.1to ensure that all official records of the Federation are maintained, including minutes of meetings, | |
| 4.3.2 to ensure that records and documents are secured, and | |
| 4.3.3 to be a signing officer. | 4.3.3 *Omit* |
| 4.4 **Duties of the Treasurer shall include:** | |
| 4.4.1 to maintain custody of all Federation monies and other valuable effects, | 4.4.1 *to oversee the* custody of all Federation monies and other valuable effects, |
| 4.4.2 to deposit all monies and other valuables in the name of and to the credit of the Federation and in such depositories as may be designated by the Board of Directors from time to time, | 4.4.2 *to oversee* the deposit of all monies and other valuables in the name of and to the credit of the Federation and in such depositories as may be designated by the Board of Directors |
| 4.4.3 to disburse the funds of the Federation as may be ordered by the Board, | 4.4.3 *to oversee the management of the disbursement* of funds of the Federation as may be ordered by the Board, |
| 4.4.4 to ensure that all necessary records, including financial books of account and membership, are maintained, | 4.4.4 to ensure that all necessary financial records, *including books of account, are maintained and the facilitation of a yearly internal audit. is reported to the Board* |

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| 4.4.5 to render financial statements to the directors, members, and others when required, and | 4.4.5 *to oversee the rendering* of financial statements to the directors, members, and others when required, *inclusive of the preparation of the annual budget, the year end financial statements, the monthly financial statements including income and expenditures, balance sheet and budget variance reports* |
| 4.4.6 to be a signing officer. | 4.4.6 *to facilitate the designation of signing officers (2) for the Federation.* |
| | 4.4.7 *to oversee the development and maintenance of financial policies to guide the financial status of the Federation.* |
| 4.5 **Duties of the Immediate Past President shall include:** | |
| 4.5.1 to serve in the role of advisor / mentor to the President, | |
| 4.5.2 to perform duties as delegated by the Board of Directors. | |
| | 4.5.3 *to represent the Federation in International affairs* |
| 4.6 Subject to the approval of the Board of Directors, the Executive Committee shall have the power to administer the duties of the Board of Directors between meetings of the Board. | |
| **ARTICLE 5 – MEETINGS**<br>5.1 An annual general meeting shall be held at such time and place as the directors decide. | **ARTICLE 5 – MEETINGS**<br>5.1 An annual general meeting shall be held at such time and place, and shall include virtual access, as the directors decide. |
| 5.2 Every general meeting, other than an annual general meeting, is a special general meeting. | |
| 5.3 A special general meeting may be convened by the Board of Directors whenever it thinks fit, or on the request in writing addressed by ten percent of the members of the Federation. | |
| 5.4 A requested meeting shall be held within ninety days of receipt of the request. | |

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| 5.5 Written notice of an annual or special meeting shall be sent to members no later than thirty days prior to the meeting. | |
| 5.6 Notice of a general meeting shall specify the place, the day and the hour of meeting, and in the case of special business, the general nature of the business. | 5.6 Notice of a general meeting shall specify the place, the day and the hour of meeting, *how to connect in,* and in the case of special business, the general nature of the business. |
| 5.7 Twelve members of the Federation present in person, or by proxy, shall constitute a quorum at any annual or special meetings. | 5.7 Twelve members of the Federation present in person, virtual, or by proxy, shall constitute a quorum at any annual or special meetings. |
| 5.8 Meetings of the Directors: | |
| 5.8.1 The directors may Teleconference or meet together at such time as they see fit for the dispatch of business. At least one meeting per year will be face-to-face, when possible/feasible. | 5.8.1 The directors may virtually connect or meet together at such time as they see fit for the dispatch of business. At least one meeting per year will be face-to-face, when possible/feasible. |
| 5.8.2 Notice in writing of such meetings shall be sent to each director no later than two weeks prior to the meeting. | |
| 5.8.3 A majority of the directors in office shall constitute the quorum necessary for the transaction of business. | |
| 5.8.4 The Board of Directors may conduct business by mail, email, telephone, or fax when necessary. A report of any action taken by these methods shall be verified and made a part of the minutes of the next meetings of the Board of Directors. | 5.8.4 The Board of Directors may conduct business by mail, email, telephone, fax or other electronic or on-line communication when necessary. A report of any action taken by these methods shall be verified and made a part of the minutes of the next meetings of the Board of Directors. |
| 5.8.5 Questions arising at any general meeting or committee meeting shall be decided by a majority of votes. | |
| | 5.9 *The Executive Committee may conduct business in preparation for Director meetings as they see fit.* |

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| 5.10 Travel or other expenses related to attending meetings must be approved by the Board, prior to being incurred. | |
| **ARTICLE 6 – COMMITTEES**<br>6.1 The Board of Directors may appoint standing or ad hoc committees. | |
| 6.2 The Board of Directors may delegate any, but not all, of their powers to committees consisting of such Federation members as they see fit. | |
| 6.3 The Board shall appoint a member as chair of such committees. All committee chairs shall report directly to the Board. | |
| 6.4 The chair shall select the other members of such committees. All committee members shall be members of CFMHN. | |
| 6.5 The president shall be ex-officio member of all committees except the Committee on Nominations. | |

# Your 2009 CFMHN National Board of Directors

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**The editor of the CFMHN Newsletter is Ann Greene & Co-Editor Susanne Swayze They are always looking for interesting articles for the newsletter. Contact Susanne at: ssferraz@stjosham.on.ea or nursesusanne@gmail. com. Contact Ann at: aagreene@shaw.ca**

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