



CARDIOLOGY TECHNOLOGISTS' ASSOCIATION OF NOVA SCOTIA
(CTANS)

EXECUTIVE POLICY MANUAL

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1. POLICY MANUAL PROCESSING

- a. A dated and current policy manual will be available in an electronic format.
- b. The policy manual is to be reviewed annually by the CTANS Board of Directors and amended as necessary.
- c. Board decisions that require a new policy will be converted to policy and then approved by the Board, prior to implementation.
- d. Board decisions that require amendment to a policy must be approved by the Board, prior to implementation
- e. All new policies and/or policy amendments shall be compared to the Bylaws to avoid conflict.
- f. All new policies and/or amendments to existing policies are to be documented in the Policy manual within one (1) month of the change, by the Executive Secretary. The date of the change is to be noted in the policy index on page 2.
- g. Any policy that is published or attached with any other communication to a member or other professional or legal body must include the most recent date of approval.
- h. The CTANS policy manuals must, whenever possible, align with the CSCT Policy Manual for the purpose of continuity.

REVISED AND APPROVED MARCH 30, 2022

2. EXECUTIVE RESPONSIBILITIES

a. ALL EXECUTIVE DIRECTORS

- I. All Executive board members must be active in the field of cardiology.
- II. If an Executive member is unable to attend a meeting, then notice and report are to be forwarded to the president 10 days prior to the meeting.
- III. The end of term for each executive director, the outgoing member must supply the incoming with their job description, their CTANS USB drive, and aid in a smooth transfer of position.
- IV. Board members who have a loss of wages to attend a meeting will be reimbursed by CTANS. Proof of such loss is to be given in the form of a letter or electronic email from their immediate supervisor.
- V. Milage for travel by car for any CTANS Executive Business will only be issued upon the completion of expense statements with gas receipts.

b. PRESIDENT

- I. Shall head all Executive Meetings. Date of meetings is to be set before adjourning the ongoing meeting.
- II. Shall Reply to all correspondence after discussion with the board.
- III. Formulates Agenda for meetings and sends to executive at least one week prior to meeting date.
- IV. Bylaws are to be revised annually for any changes and be brought forward at the annual general meeting.

c. PROVINCIAL DIRECTOR

- I. Will act as the liaison from the CSCT Board to their Province
- II. Will submit a report for each CSCT Board Meeting and for Each AGM. These reports are to include a current Provincial Board List. See template for required content in CSCT Dropbox. Reports for CSCT Board meetings must be received by the CSCT Secretary 10 days prior to meeting. Reports for the CSCT AGM must be received by the CSCT Secretary no later than one month prior to the AGM. Reports are accessible on the CSCT website.
- III. Will inform their province of any changes to CSCT policy, procedure, and mandates.
- IV. Will follow CSCTs policies for Financial reimbursement for airfare to CSCT Board meetings. For other expenses, see CTANS Policy #3. Board/Committee Expenses.

d. CEU COORDINATOR/ EDUCATION DIRECTOR

- I. Is to Participate in all National CEU Committee meetings as a provincial representative.
- II. Will update members CEUs no later than the 30th/31st of each Yearly Quarter (March, July, October, December).
- III. Will aid members looking for CEU/Education opportunities and will forward any events to the VP and Technology Director for the Website.

e. TREASURER/REGISTRAR

- I. CTANS Financial books are to be reviewed annually and certified by an accountant.
- II. Pay CSCT Per Capita annually by the last business day in February of each year. Payment should be in the form of a cheque, with no signature required upon delivery, along with a hard copy of the per capita summary form. Late fees of \$100 can be fined.
- III. Send Welcome email to new/student members which will include the current list of ctans executives, the membership policy manual, a copy of the CTANS bylaws, the website walkthrough tutorial, and any pertinent information relating to being a CTANS member in good standing.

f. VICE PRESIDENT

- I. Spring Newsletter to be created and distributed no later than one (1) month prior to May AGM
- II. Fall Newsletter to be created and distributed by October 1st, one (1) month prior to CTANS renewal due date.
- III. Ensure Social media accounts are engaged monthly.
- IV. Shall act in place of the President when the President is unable to fulfill her duties/head a meeting.

g. SECRETARY

- I. Minutes to be recorded, copied and sent to all executive from each meeting within a three (3) week period.
- II. All new policies and/or amendments to existing policies are to be documented in the Policy manual within one (1) month of the change, by the Executive Secretary. The date of the change is to be noted in the policy index on page 2.

h. TECHNOLOGY DIRECTOR

- I. Review and Revise CTANS Website monthly.

REVISED AND APPROVED MARCH 30, 2022

3. BOARD/COMMITTEE EXPENSES

All reimbursement requests for expenses incurred on behalf of the CTANS must be accompanied by the appropriate expense form with original receipt(s), with the exception of per diem.

Travel expenses incurred to attend CTANS meetings are to reflect the most fiscally responsible and logical method of transportation. Any exceptions need to be approved by the CTANS Executive before the meeting.

- a. Expenses may be paid in advance by cheque where applicable
- b. The Provincial Director will be reimbursed by CTANS the following for attending CSCT Board meetings:
 - Accommodation expenses
 - A per diem meal allowance of \$75 per day travelled with receipts or statements. The meal allowance excludes the purchase of alcoholic beverages.
 - Transportation costs to and from airport.
 - Incidentals will be reimbursed upon approval by the CTANS Board
 - Loss of Wages as defined as loss of regular employment income while on approved CSCT Business. Proof of such loss is to be given in the form of a letter or electronic email from their immediate supervisor.

*Note: CSCT Reimburses airfare for CSCT Board meetings. Travel agent fees will not be covered. Monetary penalties may be applied in the event of incomplete attendance. CTANS Board must approve of any variances in attendance.
- c. Only Expense receipts submitted within 60 days after meetings will be reimbursed by CTANS
- d. Executive board members who travel for any CTANS Executive business will only be issued reimbursement upon the completion of expense statements with gas receipts.
- e. Office supplies exceeding the amount of \$200.00 must have prior approval from the Executive.

REVISED AND APPROVED MARCH 30, 2022

4. CTANS EQUIPMENT

Refers to equipment such as computers, computer hardware (printer, etc.), phones, software, recording devices, files, paperwork, and other such items.

- a. The Secretary will maintain a record of all electronic equipment
- b. CTANS Equipment is for CTANS Business only
- c. On completion or termination of the term of office, all CTANS equipment held by that member is to be returned to the president for verification of return
- d. No personal material should be left on any CTANS computer. Removal costs for unauthorized data may be incurred by the member in question
- e. Any requests for repairs or replacement must be approved by the executive.

APPROVED MARCH 30, 2022

COMMITTEES

- A. Committees must be approved by the CTANS Board
- B. Committees are to be given clear and concise terms of reference (Purpose, Time Constraints, reports, scope, budget, resources, acceptable meeting requirements and governance) from the CTANS Board.
- C. Committee members will appoint a chair. Committees, including the chair, are preferred to have an uneven number of members. It is the chairs responsibility to maintain and submit the current list of all members on the committee to the president.
- D. Each committee will have a CTANS Executive to act as liaison between the committee and the Board.
- E. Committee chairs will submit a written report of each meeting to the CTANS president within 2 weeks post meeting. This report is to outline attendance, concerns, proceedings, and any recommendations. The reports shall be read by the President at the next Executive Board meeting unless a member of the board also sits on that specific committee.
- F. Committees do not have the right to enact any changes to the CTANS policy or bylaws without CTANS approval.
- G. The CTANS Board may, (for a specific purpose) appoint a non CTANS member to a committee
- H. The CTANS Board maintains the right to remove any committee member with due cause. **Due cause may include:**
 - Failure to attend fifty (50) percent of scheduled meetings
 - unprofessional conduct
 - non-compliance with committee mandates
 - proven conflict of interest

APPROVED MARCH 30, 2021

5. DOCUMENTATION AND CORRESPONDENCE

- A. Email correspondence between Board members and committee members must be replied to within three (3) business days. All other correspondence should be replied to within two (2) weeks.

- B. Notification to the Board is mandatory if a board member or committee member will be unable to respond to email correspondence for more than three (3) days. An Automatic reply is sufficient for email notification.

- C. If correspondence is better answered by a specific board member, the correspondence will be forwarded to the appropriate member within three (3) days of receiving.

APPROVED MARCH 30, 2022

6. CTANS BOARD MEETINGS

- a. The CTANS Board meetings are to be held at times as approved by the Board, in accordance with the current Bylaws. Meetings will follow the short version of “Roberts Rules” as closely as possible.
- b. Only members of the CTANS Board have a voice. Any other guest or attendee has no voice unless recognized by the Chair.
- c. Minutes of all Board meetings are to be electronically recorded and transcribed. A draft copy is to be sent to the Executive within three (3) weeks of the meeting.
- d. Errors and/or omissions are to be reviewed at next Executive board meeting. Meeting minutes will be approved and kept on the secretary USB. AGM minutes will be posted to the CTANS website.
- e. All CTANS Board and committee members are expected to attend meetings in their entirety.
- f. If an Executive member is unable to attend a meeting, then notice and report are to be forwarded to the president 10 days prior to the meeting.
- g. In the event that an Executive Board member resigns before the end of their term the CTANS may appoint a member into the vacant position until the next AGM.

REVISED AND APPROVED MARCH 30, 2022

7. HONORARIUM

All CTANS Board members will receive an honorarium of \$120 after completion of one year in term, provided they fulfilled all their duties. This honorarium will be awarded at the Post AGM meeting. This value was determined as the portion of annual dues that goes to operational expenses, not the CTANS legal fund.

APPROVED MARCH 30, 2022

8. RESIGNATION/REMOVAL FROM BOARD

As per Bylaw 30. Removal of Director, 30.1 states “*The Board may, by two-thirds (2/3) vote of all of the members of the Board, remove any director before the expiration of the period of office and appoint another member of the Association to fill the vacancy.*”. By-law 30.2 Highlights the appointed member shall hold office until the next general meeting.

As per by-law 37-Attendance, 37.1 states “*Directors are expected to attend all meetings. Should a director be absent for three consecutive meetings, the director may be removed from office by special resolution.*”

Any Director or person occupying an office on the Board, must inform the Executive, in writing, if they are unable to continue to fulfill their obligations on the Board

It is also required that a Provincial Director must inform the National president, in writing, if they are unable to continue to fulfill their obligation on the CSCT Board.

It is recommended that notice is to be given no later than one (1) month prior to the next scheduled meeting of the Board

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