

CGNA Operating Policy – Associates

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This document sets out the CGNA associate operating policy, benefits, and procedures. CGNA reserves the right to update and/or amend the contents of this policy at any time based on CGNA Board approval.

1. Purpose

The purpose of this CGNA operating policy is to set out the eligibility criteria for CGNA Associate status, fees, benefits, and the process of applying for CGNA Associate status.

2. Eligibility Criteria for CGNA Associate Status

a) Have an interest in gerontological nursing practice or gerontological health care and an interest in promoting health of older people; and

b) One of the following:

- Retired:
 - registered nurse, licensed practical nurse, registered practical nurse, or registered psychiatric nurse in a Canadian province or territory
- Canadian student
- Health professional other than nurse
- Nurse or health professional in a foreign country

and

c) Complete the registration form on the CGNA website or through a conjoint provincial gerontological nursing association; and

d) Pay the annual CGNA Associate fee.

3. CGNA Associate Fees

The annual CGNA Associate fees will be established by the CGNA Board of Directors and reviewed annually. CGNA Associates will be notified of the renewal fee for the upcoming membership year by December 15. Dues are payable by March 31 (for the following year).

The period of Associate status is April 1 to March 31, except in Ontario. Associates who reside in Ontario, the period of Associate status corresponds to the dues collection schedule in Ontario, which is from November 1 to October 31, straddling two CGNA periods. As such the five months between November 1 and March 31 will fall in one CGNA period of Associate status, while the seven months from April 1 to October 31 will fall in the subsequent CGNA period of Associate status.

For the period of April 1, 2014 to March 31, 2015, the CGNA Associate fee will be \$15 for Associates from provinces with gerontological nursing associations, who must join both CGNA and their provincial association¹ (conjoint membership). The fee for Associates from provinces or territories that do not have provincial/territorial associations is \$32.50. The fee for associate or member status in conjoint provincial gerontological nursing associations (for applicants who reside in a province that has such an association) is charged at the same time as the CGNA Associate fee. The provincial associations set their fees.

With the exception of BCGNA (BC) and GNAO (Ontario), CGNA collects these fees and remits fees collected on behalf of provincial associations to the provincial associations. In BC and Ontario, the provincial associations collect fees for CGNA on behalf of CGNA and remit these fees to CGNA.

6. Responsibilities of CGNA Associates

Individuals are required to complete the CGNA Associate registration form on the CGNA website or through their provincial gerontological nursing association. Associates wishing to renew their membership must update their contact information at the time of renewal to notify CGNA of any changes.

7. CGNA Associate Benefits

CGNA associate benefits will be selected by the CGNA Board of Directors and reviews and updated annually. Benefits will be posted on the CGNA website at www.cgna.net.
CGNA Member Benefits:

- Networking with gerontological nurses and associates of CGNA
- Access to live educational webinars
- Access to archived webinars
- Access to the electronic version of the 2010 *Gerontological Nursing Standards and Competencies*
- Access to members only section of the CGNA website
- Reduced conference fees at CGNA Biennial meeting
- Subscription to *Perspectives* journal

¹ NL, NS, PEI, NB, ON, MB, AB, BC

- Subscription to CGNA quarterly newsletter *The Canadian Gerontological Nurse*
- Subscription to CGNA newsflash, an ad hoc news update
- Opportunity to participate in CGNA committees
- Contribute to CGNA advocacy to achieve the CGNA vision

8. Joining and Renewing Associates

Ontario and British Columbia: Joining and renewal periods will be established by GNAO and GNABC respectively.

Outside Ontario and British Columbia: The period to join CGNA for a given membership year shall be at any time prior to the end of December of that year. Commencing January 1 in any year, CGNA will commence recruiting for new and renewal memberships for the upcoming membership period commencing April 1. Any new member joining during the period January 1 to March 31 for the upcoming membership year will be granted membership from the date of joining.

The application form is online on the CGNA website (www.cgna.net). The preferred payment method is online.