



**Welcome  
New OANB  
Council Member!**



## History

In 1976, New Brunswick Guild of Dispensing Opticians was incorporated, following years of struggle for independence and recognition on the part of New Brunswick's opticians, who had previously been the unregulated employees of optometrists.

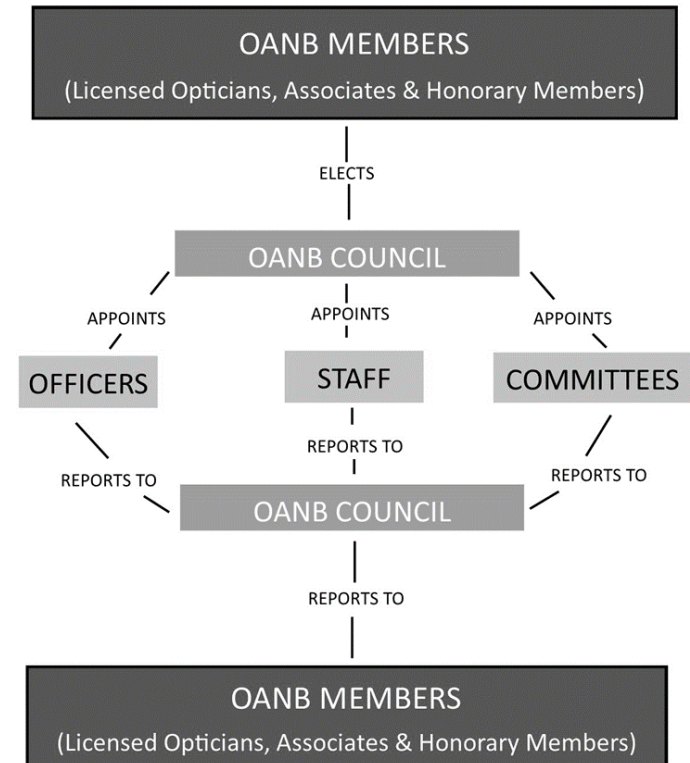
In 2003, the original Opticians Act was officially revised, and the name of the organization changed to the Opticians Association of New Brunswick (OANB).

OANB is provincially incorporated as a non-profit organization, governed by an elected Council and two public members. OANB has clearly separate regulatory and association functions.

## Mission

We are regulators of trained eyecare professionals, establishing and communicating regulations and best practices that protect the public. We govern with passion and devotion to the profession, ensuring on-going education and skill-building opportunities are offered to all members.

**Council Member's Responsibility:** to ensure all actions taken by Council stay in line with OANB's overall purpose; and reflect the united voice of its membership.



## Guidelines for Council Members

- Director's Code of Conduct
- Confidentiality Agreement
- Conflict of Interest Awareness



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## Roles of Council executive & officers

- President
- Past President
- Vice President
- Treasurer
- Secretary/Registrar
- Officers
- Public Members
- Committee Members
- Provincial & National Organization representatives

To learn more, see: the NB Optician's Act, Section 6,  
and the OANB Regulations, Sections 2-6

## Public Members of Council

Public Members are appointed by the Minister of Health to ensure healthcare regulators are not self-serving; that they uphold public accountability and responsiveness.

Public Members bring a broader perspective and additional skills to Council's decision-making and governance processes. They support and balance OANB's public protection mission, while advancing the interests of its members by:

- Representing the public's perspective and interest
- Bringing new ideas and goals to the Council to ensure the public's interest is valued
- Contributing an unbiased perspective

Public Members have the same responsibilities, rights and privileges as other Council members to:

- Faithfully attend meetings
- Do homework in between
- Serve on committees
- Vote and support Council's positions
- Abide by confidentiality rules



A grayscale illustration showing several hands of different colors (white, grey, black) reaching up to hold together various puzzle pieces. The pieces are of different shapes and sizes, some with circular patterns, symbolizing a network or a team working together.

## Our Network

### Affiliated organizations:

- Opticians Association of Canada (OAC) – provides CE, member insurance & other benefits
- National Alliance of Canadian Optician Regulators (NACOR):
  - National regulator, accredits CE, administers final optical examinations & PLAR
  - Prior Learning Assessment & Recognition (PLAR) – assesses lapsed opticians & foreign applicants
  - National Examinations Committee (NEC) – develops & updates examinations administered by NACOR
- Opticians Council of Canada (OCC) – promotes opticianry in Canada
- Accreditation Canada – provides course accreditation to secondary school optical programs
- Northern Alberta Institute of Technology (NAIT) – provides accredited on-line optician education courses
- NB Community College (NBCC) – provides accredited in-person optician education courses
- NB Dept. of Health – must approve all amendments to regulations
- NB Dept. of Social Development – OANB has a contract through which opticians can bill SD clients
- Post- Secondary Education, Training and Labour (PETL) – provides grants for training
- NB Professional Healthcare Regulators Network (NBPHRN) – NB regulators advocacy & discussion forum

### Suppliers:

- Stewart McKelvey – legal counsel
- Whittaker & Estabrooks – accountant
- ICS – website developer & host
- iSpire – computer security

### Other useful acronyms:

- Eyeglasses (EG), Contact Lenses (CL), Related-Field (RF)

## Your Job

To meet OANB's goals, Council members must work together and with staff, to make strategic decisions and evaluate outcomes in terms of cost and effectiveness in areas such as:

- Staffing
- Budgets & spending
- Provincial requirements
- Regulatory adherence & amendments
- Regulatory & industry trends
- Committee activities
- Member admission
- Member relations, issues & support
- AGMs & elections
- Examinations & professional development
- Complaints, discipline & legal issues
- Actions involving provincial & national affiliates
- Marketing/Website/Social media



## Choosing a Registrar & Executive Assistant

The OANB Council is responsible for appointing and supervising the Registrar & Executive Assistant who manages day-to-day operations.



This includes:

- Assessing OANB's needs
- Determining essential leadership traits and skills
- Setting clear role expectations and objectives
- Evaluating performance and setting compensation
- Succession planning
- The Council President must also be prepared to liaise directly with Registrar & Executive Assistant to further OANB's mission.



## Providing financial oversight & maintaining sufficient resources

Another key obligation of Council Members is overseeing OANB's financial health; and playing an integral role in maintaining adequate resources to fulfill our mission by:



- Developing and approving the annual budget
- Assessing costs and monitoring budgeted versus actual amounts
- Reviewing and approving monthly & annual financial reports
- Developing internal controls and policies to prevent loss, theft, and financial confusion.
- Approving or rejecting expenditures
- Ensuring resources are allocated appropriately
- Identifying additional spending and savings areas

This is an especially important responsibility, as proper financial oversight is essential in remaining accountable to our membership.

## Ensuring legal integrity and accountability

As trustees, Council members must keep OANB compliant and accountable by ensuring we:



- Understand OANB's Legislative documents: The NB Optician's Act, OANB Regulations, Standards of Practice and Code of Ethics, so we can preserve legal integrity by adhering to them.
- Ensure annual tax filings and GST/HST payments are made when required
- Ensure accurate records are kept to meet member and governmental information requests

## Monitoring activities

To ensure activities stay consistent with our mission, Council responsibilities may include:



- Gathering data on member participation in surveys, events & education opportunities
- Monitoring trends around participant numbers, ages and membership statuses
- Determining how much to budget for specific activities
- The Council should also work with the Executive Assistant to measure member satisfaction.

## Enhancing OANB's public image

As a key link between the public and OANB, all Council members should be prepared to:

- Consistently speak well of OANB and advocate for our members and purpose
- Report any known member regulatory breaches for the safety of the public
- Help uphold our public brand
- Uphold a healthy public image





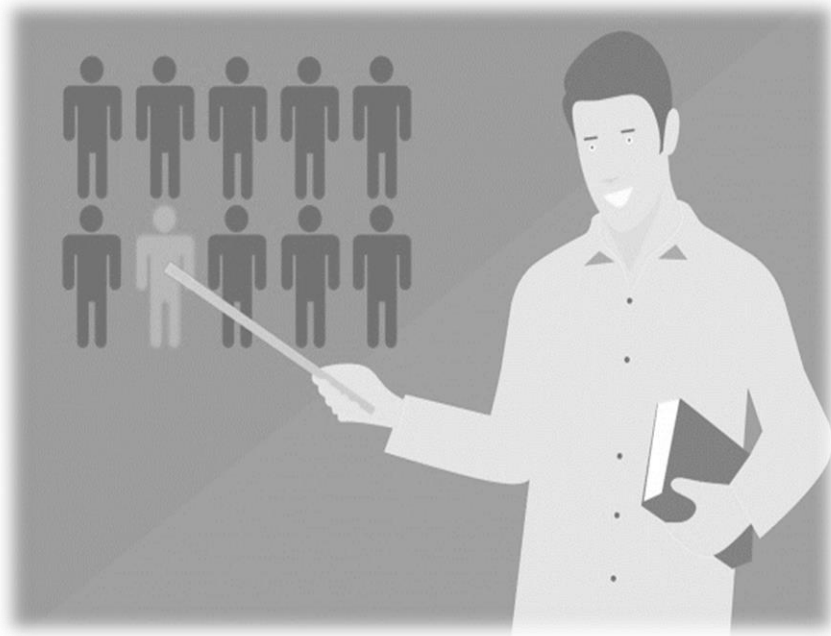
## **Assessing our own performance**

From time-to-time, it is important to assess how well Council's responsibilities are being upheld.

Along with evaluating their own performance every few years, members of Council should earmark areas for development or improvement.

## Recruiting and training new Council members

With first-hand knowledge of the Council's strengths and weaknesses, existing members generally take responsibility for bringing on qualified new recruits.



This may include:

- Identifying skill, insight, or experience gaps and filling them
- Clarifying roles and responsibilities before shortlisting promising candidates
- Being aware of conflicts-of-interest, and discussing whether prospective members can act in the organization's best interest
- In addition to recruiting new Council members, the existing Council should also set recruits up for success by assisting with onboarding and mentoring.