

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description President
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	November 2000, April 2015, January 2016
Next Revision Date	January 2018

JOB DUTIES

1. See Job Description in NENA Governing Bylaws.
2. To represent the interests of NENA members and the specialty of Emergency Nursing.
3. Maintain and update Mission, Vision and Goals through strategic planning.
4. Convenes, sets the agenda and presides at all meetings of the NENA Board of Directors and AGM.
5. Serve as ex-officio member of all NENA Committees.
6. Submit agenda items to Secretary prior to all meetings.
7. Approve and sign all minutes in a timely manner.
8. Submit to CJEN a President's message twice yearly.
9. Responsible for all departing gifts and certificates for members of Executive and President's Council.
10. Term of office – begins July 1 the year following term as President Elect and is for a term of 2 years.
11. This role involves at minimum 10 - 16 hours per week of your time in the 2 year commitment. It is expected that you will attend all NENA in person Board meetings, monthly teleconference meetings, the AGM and National Conference.
12. Act as official spokesperson for NENA.
13. At completion of term, receives Honourary Lifetime membership in NENA.
14. Receive complimentary registration to annual NENA National Conference.
15. Attend provincial, national and international events as approved by Executive and/or President's Council.
16. If unable to attend an approved event, may select alternate member of Executive or President's Council to attend.

QUALIFICATIONS

1. Must be current NENA member, in good standing, consecutive x 5 years
2. Current (or past) certification in NENA endorsed courses
3. Current NENA Board of Directors or President's Council experience
4. Able to commit time necessary to fulfill job duties
5. Demonstrated leadership ability
6. Must hold a current RN license in Canada and be actively working in emergency care