

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Provincial/Territory Representative
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	January 2016
Next Revision Date	November 2018

## JOB DUTIES

1. Each provincial/territory affiliate is invited to send one representative to the Board of Directors/Annual General Meeting/National Conference and to other scheduled meetings as directed by the NENA President.
2. Representatives shall also participate in quarterly teleconference meetings and as directed by the NENA President.
3. Expenses shall be reimbursed as per NENA Board Policy – Expense Reimbursement.
4. Representatives shall participate in all sessions except those deemed as “in-camera” or as directed by the President.
5. It is an expectation that representatives be prepared to report on provincial activities per the following guidelines:
  - a. Introduction, overview, focus, goals, objectives over the last 6 -12 months
  - b. Membership numbers, programs, etc. in their province
  - c. Past events, educational sessions, conferences, annual meeting highlights
  - d. Provincial/territory professional body participation
  - e. Publicity – fundraising, community involvement, media events, political focus
  - f. Communications – newsletters, etc.
  - g. Proposed calendar of events, including educational sessions, programs, annual meeting, conferences, events, goals and objectives
  - h. Strategic planning, current hot topics, successful ENC(C) candidates
6. This report shall also be made available, in electronic format, to the CJEN editor as requested by submission dates
7. Professional demeanor shall be maintained at all times.
8. Confidentiality shall be maintained with respect to any NENA business or issues of a private and/or sensitive nature.
9. All provincial/territory representatives shall sign a Confidentiality Agreement at the beginning of their term on the President’s Council.