

NATIONAL EMERGENCY NURSES ASSOCIATION



Committee	National Conference Committee Chairperson
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	November 2012, January 2016
Next Revision Date	November 2018

NENA hosts an annual educational conference associated with the Board of Directors meeting and the Annual General Meeting.

The National Conference offers a variety of educational topics, presented by expert speakers chosen through a Call for Abstracts. Social activities are also planned as well as a vendor/exhibitor area, showcasing the latest in health care equipment, employment opportunities and other items of interest to conference attendees. (See National Conference Policy)

Approximately 2-3 years prior to each conference, NENA Executive will select a Conference Chairperson, through an Expression of Interest (included here)

Chairperson Responsibilities

- Responsible for all aspects of conference planning, including budget, speaker selection, vendor/exhibitor recruitment, social activities, hotel and conference site selection, selection of Conference Committee members, etc.
- Secure hotel/conference facilities at least 18 months prior
- Accountable to NENA Board of Directors for all financial aspects of conference planning
- Works with NENA Treasurer to approve and pay all expenditures
- Accountable to NENA Board of Directors to plan and meet all budgeted revenue/expenses.
- Ensure Save the Date card is available at previous year's conference
- Ensure brochure ready for distribution by December 1 of year pre-ceding conference

Qualifications

- Current NENA member
- Active in NENA leadership
- Has attended NENA National Conference at least 2 times in last 5 years
- Previous conference planning experience
- Able to commit at least 6 – 10 hours per week, beginning 18 months prior to conference
- Demonstrates excellent communication skills, including writing and computer skills
- Problem solving skills

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EXPRESSION OF INTEREST

This is your opportunity to lead the NENA Annual Conference Committee as we create our National Conference Committee.

Standing committee members shall be NENA Treasurer and Past President/President Elect.

NENA hosts an annual conference, scheduled in the spring of each year, in locations across Canada. The chairperson of the Conference Committee will lead the members of the committee in planning the conference, responsible for conference theme and design, conference registration, calling for and reviewing abstracts, selection and confirmation of topics and speakers, introducing/coordinating speakers at the Conference, accommodation and catering arrangements, obtaining conference sponsorships, coordinating vendor display arrangements and other tasks as identified.

The chairperson of this committee must be available to schedule and attend all planning meetings, as this is crucial to the success of the conference. Most meetings will be conducted through the use of teleconference, skype, live meeting, etc.

Selection of the chairperson will be based on the following criteria, but not limited to:

- NENA Member
- Previous provincial activity
- Previous conference planning experience preferred
- In person meetings not required but may occur if deemed necessary
- Commit to participation x 2 – 3 years
- Must attend the conference and be in host city for week prior to conference
- Resume/Curriculum Vitae must be sent with application
- References may be requested at a later date

We invite NENA members to submit their applications, using above criteria and telling us why we should choose you to be the chairperson. Members from across the country are encouraged to apply.

Deadline for applications is _____

Applications to be submitted to secretary@nena.ca

NENA relies on its members to shape the direction of our association. Your contributions are invaluable and we thank you for all your support.