

NATIONAL EMERGENCY NURSES ASSOCIATION



Policy	Bursary Selection/Bursary Facilitator
Number of Pages	1
Approval Date	
Past Revision Dates	Nov. 2000,2007,2009 Jan 2016 June 6,2019

A Facilitator for the Bursary Selection will be appointed from the NENA Board of Directors for the term of 2 years.

All Bursaries will be submitted on line at nena.ca sent to bursaryfacilitator@nena.ca

Duties:

- Receive and review on-line submitted Bursary applications for presentation to the Board of Directors (BOD) at the spring NENA BOD meetings.
- Should there be a conflict of interest (i.e. The Facilitator applies for a Bursary) another member of the BOD will be appointed by the NENA President to review and recommend that application.
- Determine the number of bursaries that are available for members based on their region's membership numbers as of March 31st annually.
- Write congratulatory letters, have these letters signed by the NENA President.
- Obtain cheques from the NENA Treasurer for the recipients.
- Present the Bursaries at the NENA AGM to recipients that are present and for recipients not present, mail the letters and cheques within 2 weeks of the AGM.
- Provide the webmaster a list of Bursary recipient names and provinces for acknowledgement and congratulations on nena.ca
- Compose written report for the NENA BOD meetings.