

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Provincial/Territorial Director
Number of Pages	1
Approval Date	November 2018
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PURPOSE

To provide regional representation to the NENA Board of Directors (BOD), ensuring a representative for each Province and 1 for all the Territories.

JOB DUTIES

- Each provincial/territorial region is invited to submit at least one name for nomination to a Director position.
- One representative from each region, elected by the NENA membership, shall be a voting member of the NENA BOD.
- Shall attend and actively participate in the Annual General Meeting/National Conference and other scheduled meetings as directed by the NENA President.
- Shall also participate in teleconference meetings as directed by the NENA President.
- Responds to requests for provincial/territorial reports, including but not limited to:
 - Promotion of Emergency Nursing as a speciality
 - Promotion/support of emergency nursing practice and education
 - Involving publicity – fundraising, community involvement, media events, political focus
 - Involving Communications – newsletters, etc.
 - Strategic planning, current hot topics, successful ENC(C) candidates.
- Professionalism shall be maintained at all times.
- Confidentiality shall be maintained as per NENA Policy.
- Expenses shall be reimbursed as per NENA Policy.
- One Director shall be appointed to be Financial Liaison working closely with the Financial Administrator.
- Directors shall be appointed to chair NENA committees.
- One Director shall be appointed to assume promotional oversight.

QUALIFICATIONS

- RN licensed to practice in Canada
- Currently employed in Canadian emergency nursing environment, as defined per NENA policy
- Able to attend majority of in-person and electronic Board meetings (as per NENA By-Laws)
- ENC(C) preferred
- Current NENA member, in good standing, for a minimum of 2 years