

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description – Vice President
Number of Pages	1
Approval Date	November 2018
Revision Dates	January 2018

## JOB DUTIES

1. Assumes the office of President in the event of the President's resignation or inability to perform duties during his/her term
2. Performs duties as delegated by the President
3. Reviews and revises policies and other NENA documents
4. Assists with review and revision of governing by-laws
5. Standing member of NENA Conference Committee
6. Communication Chair for the public forum on the website
7. Term of office – begins July 1 the year of election
8. Term continues as President, the second year, involving at minimum 6 - 8 hours per week. It is expected that you will attend all NENA in person Board meetings, monthly teleconference meetings, the AGM and National Conference

## QUALIFICATIONS

- ❖ Currently employed in Canadian emergency nursing environment, as defined per NENA Policy
- ❖ RN licensed to practice in Canada
- ❖ ENC(C) an asset
- ❖ Proficient with computers and software programs including word processing and spreadsheets
- ❖ Basic understanding of accounting principles
- ❖ Able to attend majority of in-person and electronic Board meetings (as per NENA By-Laws)
- ❖ Expected to attend Annual National Conference
- ❖ Current NENA member, in good standing, for a minimum of 2 years
- ❖ Executive officer positions may require additional qualifications, past Board of Directors experience, Governance and Structure experience, as per NENA Policy