

# NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description President
Number of Pages	1
Approval Date	November 2018
Past Revision Dates	November 2000, April 2015, January 2016, January 2018

## JOB DUTIES

1. See Job Description in NENA Governing Bylaws.
2. To represent the interests of NENA members and the specialty of Emergency Nursing.
3. Maintain and update Mission, Vision and Goals through strategic planning.
4. Convenes, sets the agenda and presides at all meetings of the NENA Board of Directors (BOD) and Annual General Meeting (AGM).
5. Serve as ex-officio member of all NENA Committees.
6. Submit agenda items to Secretary prior to all meetings.
7. Approve and sign all minutes in a timely manner.
8. Submit to Canadian Journal of Emergency Nursing (CJEN) a President's message twice yearly.
9. Responsible for all departing gifts and certificates for members of the BOD.
10. Term of office – begins July 1 the year following term as Vice President and is for a term of 1 year.
11. This role involves at minimum 10 - 16 hours per week of your time in the 1 year commitment. It is expected that you will attend all NENA in person BOD meetings, monthly teleconference meetings, the AGM and National Conference.
12. Act as official spokesperson for NENA.
13. At completion of term, receives Honourary Lifetime membership in NENA.
14. Receive complimentary registration to annual NENA National Conference.
15. Attend provincial, national and international events as approved by BOD.
16. If unable to attend an approved event, may select alternate member of BOD to attend.

## QUALIFICATIONS

1. Must be current NENA member, in good standing, consecutive x 5 years
2. Current (or past) certification in NENA endorsed courses
3. Current/recent NENA BOD experience
4. Able to commit time necessary to fulfill job duties
5. Demonstrated leadership ability
6. Must hold a current RN license in Canada and be actively working in emergency care
7. ENC(C) preferred