

## Regional Representative Job Description

### ELIGIBILITY:

1. Current member of NENA-AB for a minimum of 1 year.
2. Currently employed in an Emergency setting.(may include: Emergency Department/Room, Nursing Station, Pre-hospital, Outpost Nursing, Flight Nursing, or Sexual Assault Nurse Examiner (forensic nursing))
3. Representative will be from each of the 5 zones as identified by Alberta Health Services (2015) – North (2), Central (1 urban, 1 rural), South (1 urban, 1 rural), Edmonton (1 urban, 1 rural), Calgary (1 urban, 1 rural).

### ROLES AND RESPONSIBILITIES:

1. Promoting NENA (provincial and national)
2. Represent NENA AB at local education offerings. i.e. when education is posted, contact organizer to present for 10 minutes on NENA, hand out promotional letters and pens to attendees at these events.
3. Report to the President of NENA AB the happenings in their zone on a quarterly basis. This information will be passed on to the communications officer for publication in the NENA AB newsletter.
4. Provide one article per year for the NENA AB Newsletter. This can be written by the Regional member or a member from their zone. This article could be an interesting case study, student presentation, interest piece or article review.
5. Provide support in planning and implementation of the annual provincial conference.
6. For fulfilling the duties of Regional NENA AB Representative, representatives will have complimentary registration and accommodation at the Annual NENA AB Conference.

**Rationale:** Promote the role of NENA in all areas of the province. Have involvement from all areas of the province. This is an easier way for members at large to become involved in the association and gain a little insight into the role and expectations of executive positions.