

NATIONAL EMERGENCY NURSES ASSOCIATION



Job Description	President - Elect
Number of Pages	1
Approval Date	November 2022
Past Revision Dates	November 2018, January 2018, April 2015, January 2016

JOB DUTIES

1. Assumes the office of the President in the event the President's resignation or inability to perform duties during his/her/their term.
2. Performs duties as delegated by President.
3. Organizes the review and revision (with other Board members, NENA members as needed) policies, job descriptions, standards, position descriptions and other NENA documents.
4. Responsible for departing gifts.
5. Assists with reviews and revision of governing By Laws.
6. Standing member of NENA Conference Committee.
7. Communication chair for the website.
8. This role involves at minimum 6-8 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.
9. Term of office – 3 years and begins July 1 the year of election.
10. Term continues as President, in second year for an additional term of 1 year.
11. Term continues as Past-President, in third year for an additional term of 1 year.

QUALIFICATIONS

1. Currently employed in a Canadian emergency nursing environment; with an active license.
2. Current NENA member, in good standing, for a minimum of 3 years.
3. ENC(C) preferred.
4. Current (or past) certification in NENA endorsed courses.
5. Current/recent NENA BOD experience.
6. Able to commit time necessary to fulfill job duties.
7. Demonstrated leadership ability.

POLICY

1. At completion of term, automatically receives Honourary Lifetime membership in NENA.
2. Receive complimentary registration to annual NENA National Conference.