

NATIONAL EMERGENCY NURSES ASSOCIATION



Committee	National Conference Committee Chairperson
Number of Pages	1
Approval Date	November 2022
Past Revision Dates	November 2019, January 2016, November 2012

NENA hosts an annual educational conference associated with the Board of Directors meeting and the Annual General Meeting.

The National Conference offers a variety of educational topics, presented by expert speakers chosen through a Call for Abstracts. Social activities are also planned as well as a vendor/exhibitor area, showcasing the latest in health care equipment, employment opportunities and other items of interest to conference attendees.

Approximately 2-3 years prior to each conference, NENA BOD will select a Conference Chairperson, through an Expression of Interest

Chairperson Responsibilities

- Responsible for all aspects of conference planning, including budget, speaker selection, vendor/exhibitor recruitment, social activities, hotel and conference site selection, selection of Conference Committee members, etc.
- Secure hotel/conference facilities at least 18 months prior
- Accountable to NENA Board of Directors for all financial aspects of conference planning
- Works with NENA Financial Administrator to approve and pay all expenditures
- Accountable to NENA Board of Directors to plan and meet all budgeted revenue/expenses.
- Ensure Save the Date card is available at previous year's conference

Qualifications

- Current NENA member
- Active in NENA leadership preferred
- NENA National Conference previous attendance preferred.
- Previous conference planning experience preferred
- Able to commit at least 6 – 10 hours per week, beginning 18 months prior to conference
- Demonstrates excellent communication skills, including writing and computer skills

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EXPRESSION OF INTEREST

This is your opportunity to lead the NENA Annual Conference Committee as we create our National Conference Committee.

Standing committee members shall be NENA Financial Administrator/ appointed Financial Liason and President Elect.

NENA hosts an annual conference, scheduled in the spring of each year, in locations across Canada. The chairperson of the Conference Committee will lead the members of the committee in planning the conference, responsible for conference theme and design, conference registration, calling for and reviewing abstracts, selection and confirmation of topics and speakers, introducing/coordinating speakers at the Conference, accommodation and catering arrangements, obtaining conference sponsorships, coordinating vendor display arrangements and other tasks as identified.

The Chairperson of this committee must be available to schedule and attend all planning meetings, as this is crucial to the success of the conference.

Selection of the chairperson will be based on the following criteria, but not limited to:

- NENA Member
- Previous provincial activity
- Previous conference planning experience preferred
- Commit to participation x 2 - 3 years related to the conference you agree to plan
- Must attend the conference and be in host city prior to conference
- Resume/Curriculum Vitae must be sent with application to BOD
- References may be requested

We invite NENA members to submit their applications, using above criteria and telling us why we should choose you to be the chairperson. Members from across the country are encouraged to apply.

Deadline for applications is _____

Applications to be submitted [to secretary@nena.ca](mailto:secretary@nena.ca)

NENA relies on its members to shape the direction of our association. Your contributions are invaluable and we thank you for all your support.