

NATIONAL EMERGENCY NURSES ASSOCIATION



Policy	President-Elect, President, Past-President
Number of Pages	2
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Past Revision Dates	2015, 2016, 2018, 2022

This job description reviews the overall 3-year commitment expected of anyone wishing to take the position of President-Elect.

- Year 1 – President-Elect
- Year 2 – President
- Year 3 – Past-President

JOB DUTIES PRESIDENT-ELECT

1. Performs duties as delegated by President.
2. Organizes the review and revision (along with other Board members, NENA members as needed) of policies, job descriptions, standards, position descriptions and other NENA documents.
3. Responsible for departing gifts.
4. Assists with reviews and revision of governing bylaws.
5. This role involves at minimum 1-3 hours per week of your time in the 1-year commitment.
6. It is expected that you will attend all NENA in person BOD meetings, monthly virtual meetings, the AGM and National Conference. Please refer to NENA Bylaws 5.06 (f) for meeting attendance expectations.
7. Term of office – 1 year and begins July 1 the year of election.

JOB DUTIES PRESIDENT

1. To represent the interests of NENA members and the specialty of Emergency Nursing.
2. Maintain and update Mission, Vision and Goals through strategic planning.
3. Presides at all meetings of the NENA Board of Directors (BOD) and Annual General Meeting (AGM).
4. In collaboration with the Secretary, prepare the board meeting agendas.
5. Term of office – begins July 1 the year following term as President-Elect and is for a term of 1 year.
6. This role involves at minimum 4-6 hours per week of time in the 1-year commitment. It is expected that you will attend all NENA in person BOD meetings, monthly virtual meetings, the AGM and National Conference. Please refer to NENA Bylaws 5.06 (f) for meeting attendance expectations.
7. Act as official spokesperson for NENA.
8. Attend provincial, national and international events as approved by BOD.
9. If unable to attend an approved event, may select alternate member of BOD to attend.

JOB DUTIES PAST-PRESIDENT

1. Assumes the office of the President in the event of the President's resignation or inability to perform duties during their term.
2. Performs duties as delegated by President.
3. This role involves at minimum 2-4 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 virtual meetings, the AGM and National Conference. Please refer to NENA Bylaws 5.06 (f) for meeting attendance

expectations.

4. Term of office – begins July 1 the year following term as President.
5. Provide mentorship and support to the President-Elect and President.

QUALIFICATIONS

1. Currently employed in a Canadian emergency nursing environment; with an active license as per NENA Bylaws 5.06 (g).
2. Current NENA member, in good standing, for a minimum of 2 years referenced in the Organizational Statement 'Definition of a member in Good Standing'.
3. Canadian Emergency Nursing (ENC(C)) preferred.
4. Current (or past) certification in NENA endorsed courses preferred.
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 with NENA according to Organizational policy statement '*NENA Honourary Lifetime Award*'.
2. Receive complimentary registration to annual NENA National Conference according to Organizational policy statement '*NENA National Conference (14)*'.