

# NATIONAL EMERGENCY NURSES ASSOCIATION



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

## 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. Receives invites to 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. Term of office – begins July 1 the year following term as Vice President and is for a term of 1 year.
10. This role involves at minimum 10 - 16 hours per week of 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.
11. Act as official spokesperson for NENA.
12. Attend provincial, national and international events as approved by BOD.
13. If unable to attend an approved event, may select alternate member of BOD to attend.

## 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.