



President Elect Role Description:

The **President Elect** serves a two year term, followed by a two year term as President and a two year term as Past President. The President Elect's duties include functioning as a member of the Executive and assuming the following specific tasks:

Administrative

- Assumes duties as delegated by the President.
- Assumes responsibility for Scholarship Program.
- Exercises the duty and power of the President, during a period when the President is absent or incapacitated.
- Reviews board and operational policies in conjunction with secretary, president and manager.
- Acts as liaison between the Research Committee and the Board of Directors.
- Assumes responsibility for other programs, as required by the Association.
- Assumes leadership for political advocacy activity.
- Serves as member of Conference Planning Committee and acts as liaison between the committee and the Board of Directors.
- With the President, monitor contractors, reporting on this to the Executive and Board.
- Completes designated tasks in follow-up from meetings.

Financial

- Contributes to the financial planning and budgeting process for the Association.

Meeting Preparation, Conduct and Follow-up

- Completes designated tasks in follow-up from meetings.

The President Elect is appointed to the position of President at the end of the two year term. The **President** is the senior officer of CGNA and undertakes the following specific duties:

Administrative

- Maintain communication with the Executive and Board of Directors, involve key stakeholders as required.
- Monitor need for bylaw revisions, institute process for undertaking revision, in collaboration with Executive Members, as required, ensuring bylaw revision process follows requirements of current bylaws and Canada Not For Profit Corporations Act regulations.
- With the President-Elect, monitor contractors, reporting on this to the Executive and Board.
- Prepare the President's Message for the Newsletter.
- Review and establish goals at the beginning of the two-year tenure, in collaboration with the Executive and Board, consistent with the Board of Directors' strategic plan.
- Chair executive committee process for receiving and adjudicating nominations for honorary memberships.
- Represent CGNA on CNA Network of Nursing Specialties.
- Ensure ongoing relationship with NGNA.
- Reviews board and operational policies in conjunction with secretary, president-elect, and manager.
- Retain, as custodian, the official seal of CGNA.

Financial

- Monitor the budget.
- Review the budget on a quarterly basis with Executive.
- Monitor the status of CGNA financial affairs and recommend adjustments as necessary, in collaboration with the Treasurer and other Executive Members.
- Contribute to budget development as appropriate.
- Act as a co-signer with the Treasurer.
- Review and approve payments by CGNA as per relevant policy.
- Signs the biennial agreement with ProQuest on behalf of CGNA and *Perspectives*

Meeting Preparation, Conduct and Follow-up

- Set times for Executive and Board Meetings and the Annual General Meeting.
- Provide notice of meetings in accordance with bylaws
- Prepare and distribute agendas prior to meetings. .
- Conduct Executive, Board and Annual General Meetings according to Robert's Rules of Order.
- Share correspondence with the Executive (and Board as appropriate) during regular Executive meetings or at other times, as necessary.

- Complete designated tasks in follow-up from meetings.

The **Past President** undertakes a coaching and mentoring role. At the discretion of the Executive, the emphasis of the role focuses of the following functions:

Administrative

- Acts as a resource to the Executive Committee.
- Attends Executive and Board Meetings.
- Chairs Nominating Committee.
- With the President, maintains linkage with NGNA as CGNA liaison.
- Member of any committees as designated by the President.

Meeting Preparation, Conduct and Follow-up

- Complete designated tasks in follow-up from meetings.