



## President

**Position Summary:** The President serves the BOD (Board of Directors) as leader of operations of the Association. The President facilitates conversations about the strategic priorities and planning for the Association. The President assists in creating opportunities for each member of the BOD to share their voice and opinion to enhance the strategic work of the Association. The President represents the Association Nationally as a Director on the Canadian Gerontological Nursing Association (CGNA) BOD and Provincially as Interest Group of both RNAO and RPNAO. The President receives mentorship from the Immediate Past President (IPP) and acts as a mentor to the President Elect. The primary purpose of the President role is to provide leadership in developing and enacting strategic plans of the Association as well as to represent the interests of the Association.

**Term Commitment:** Two years, immediately following completed term as President Elect of the BOD

### Estimated Time Requirements:

1. Attending board meetings:
  - a. face-to-face board meetings (4 – 6 hours, two times per year plus travel time)
  - b. virtual board meetings (2 – 3 hours, two times per year)
  - c. Annual General meeting (2 hours, once per year plus travel time)
2. Attending external meetings:
  - a. Representing BOD at meetings such as RNAO or CGNA (RNAO 3 hours, two times per year plus travel time; CGNA teleconferences 2 hours, four times per year)
3. Participating in Executive Team (ET) meetings:
  - a. virtual ET meetings (1 – 2 hours, three times per year, frequency based on need, as called by the President)
4. Participating in BOD activities:
  - a. committee meetings, reviewing documents, developing documents as assigned (3 - 4 hours per month, frequency based on special projects and needs, as determined by BOD)

Total estimated time commitment: Seven (7) hours per month distributed across 10 months of the year, over two years.

## **Specific Responsibilities:**

### **1. Board Role**

- a. develops agenda for all BOD and ET meetings
- b. chairs all BOD and ET meetings
- c. delegates tasks or projects related to Association initiatives to members of ET and/or BOD
- d. is a voting member of the BOD and is familiar with Robert's Rules of Order
- e. fulfills the fiduciary, due diligence, and other responsibilities of the ET of the BOD
- f. submits regular reports to BOD meetings and to members through a formal report submitted at the AGM
- g. represents the Association Nationally (CGNA) and Provincially (RNAO) through membership of BOD and General Assembly, respectively
- h. oversees the work of the Administrative Assistant and collaborates on necessary communications as required, delegating when necessary

### **2. Planning/Strategy**

- a. participates in the development and implementation of short-term and long-term strategic planning for the organization
- b. participates in succession planning, including recruiting new board members
- c. ensures that successors for all positions are identified and properly trained in advance of assuming the position
- d. shares relevant information from National and Provincial Nursing associations to align the work of the Association with the strategic work of these groups, as required

### **3. Leadership**

- a. collaborates with current President-Elect and Immediate Past President to ensure the work of the Association reflects historical context and future ambitions
- b. encourages each member of BOD to actively participate in the work of the Association by creating an environment of respect and openness during and outside of BOD meetings
- c. engages with new BOD members to offer mentorship and to connect with other members of the ET to promote a sense of belonging.

**Qualifications:** The President succeeds to the office by virtue of completion of the term of President Elect. In general, the President is only eligible to hold the position after

having just completed an elected two year term as President Elect for the organization though at times a full term as President Elect might not have occurred. The President must remain a Member in good standing and sign the GNAO confidentiality/code of conduct agreement. In the event of vacancy, this office shall be filled by the current President Elect.