



GERONTOLOGICAL  
NURSING ASSOCIATION  
ONTARIO

## **President-Elect**

**Position Summary:** The President-elect serves in an advisory capacity the Board of Directors (BOD). The President-elect helps the board in making strategic decisions in best practices and operations in accordance with GNAO bylaws. The President-elect sits as a member of the Executive Team for at least one year before taking over as President. The President-elect performs other related duties as requested by the President.

**Term Commitment:** At least one year prior to taking the President's role.

### **Estimated Time Requirements:**

#### 1. Attending board meetings:

- a. face to face meetings ( 4-6 hours, two times per year plus travel time).
- b. virtual board meetings ( 2-3 hours, two times per year, plus travel time).
- c. Annual General Meeting (2 hours, once per year plus travel).

#### 2. Attending external meetings:

- a. Representing the President and the BOD at meetings such as RNAO or CGNA (as assigned by the President).

#### 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. participating in committee meetings, reviewing documents, developing documents as assigned (2-3 hours per month, frequency based on special projects and needs, as assigned by the President).

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) attends all BOD and ET meetings.
- b) is a voting member of the BOD and is familiar with Robert' Rules of Order.
- c) accepts responsibilities for BOD assignments as delegated by the President.
- d) fulfills the fiduciary, due diligence and other responsibilities of the ET of the BOD.
- e) submits regular reports to BOD meetings and to members through a formal report submitted at the AGM.
- f) Chairs the BOD meeting in the absence of the President as needed.
- g) Assist the President in establishing the meeting agenda if required.
- h) offer support, feedback to the President for communication to stakeholders as requested.
- i) be an active participant, responding to issues raised.

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

- a) participates in the development and implementation of short and long term goals and strategic planning for the organization.
- b) participates in succession planning, including recruiting new board members,
- c) ensure that successors to position are aware of what the job entails and are properly trained in advance of assuming the position.

### **3. Leadership**

- a) advises and collaborates with current President and Past President.
- b) serves as acting President if the President and Past President are unavailable.
- c) supports the President and board in achieving organizational goals.

**Qualifications:** The President-elect moves to the President's position by virtue of completing term of President-elect. The President-elect must be a member in good standing and sign the GNAO confidentiality/code of conduct agreement. In the event of vacancy, this office shall remain vacant until an election can occur at the next AGM. Leadership, facilitation skills and proficiency in the use of a computer are required in this role.