



Position Title: President-Elect
Term of Office: Two Years
Date of Issue:

Classification: Executive
Position Number:
Revision Date: 25/11/2013
Next Revision: 25/11/2015

General Responsibilities:

Assists the President with the execution of presidential duties; provides leadership in setting goals, and strategic direction of the CHNA.

Accountability

The President-Elect is accountable to the President of the CHNA and the Board Members as specified in the CHNA bylaws.

Specific Duties

Within the limits of the CHNA Bylaws and policies established by the Board of Directors, the President-Elect shall:

1. Serve as a member of the Executive Committee
2. Assist and advise the President, and perform other duties as requested or directed by the President;
3. Serve as Acting President in the absence or disability of the President, assume all authority conferred upon the office of President, and perform all duties for which the President is responsible until the President can resume duties;
4. Succeed to the office of President should the Presidency become vacant
5. Serve as member of the Finance and designated Committees.

Qualifications:

1. Must be an active member of a provincial nursing regulatory body
2. Must be able to complete the duties of the position
3. Possesses a working knowledge of the philosophy and direction of the CHNA and Standards for Nursing and Holistic Nursing Practice
4. Demonstrated leadership experience
5. Demonstrates the ability to develop a supporting network Easy access to high speed internet and capabilities in using Microsoft Word and Excel
6. Availability to check and respond to emails in a timely manner