



*Canadian Holistic Nurses Association*

**Position Title: President**  
**Term: of Office: Two Years**  
**Date of Issue:**

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

### **Accountability**

The President is accountable to the CHNA Board Members as specified in the CHNA bylaws. The President may delegate specific duties to the Executive Committee members, Board members and/or committees as appropriate; however, the accountability for these duties remains with the President.

### **General Responsibilities:**

The President is responsible for ensuring that the CHNA Board members are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business efficiently and effectively; and is accountable for their performance in carrying out the mandate of the *Canadian Holistic Nurses Association* (CHNA).

In order to fulfill these responsibilities, subject to the CHNA bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board and other stakeholders. In addition the President shall propose the creation of committees; appoint members to such committees; and perform other duties as the need arises and/or as defined in the CHNA bylaws.

### **Specific Duties**

#### **Meetings:**

The President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Committee to draft annual and meeting agendas and reporting schedules.

The President presides over meetings of the Board of Directors. In this capacity, the President shall:

1. Chair meetings according to accepted rules of order for the purposes of encouraging all members to participate in discussion; and arriving at decisions in an orderly, timely and democratic manner;
2. Vote as prescribed in the CHNA bylaws.

### **Board Committees**

The President serves as an ex-officio member of board committees specified in the CHNA bylaws. In this capacity, the President's role is to:

1. Serve as a voting member of the committee (if specified in the bylaws);
2. Negotiate committee reporting schedules;
3. Identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

### **Community Relations**

The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the CHNA organization. The duties may include:

1. Representing the CHNA under the *Canadian Nurses Association* (CNA) mandate and other appropriate organizations within the mandate of CHNA
2. Representing CHNA on governmental or non-governmental organizations and committees as appropriate;
3. Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

### **Signing Officer**

The President is designated by the Board of Directors and/or CHNA bylaws as one of the signing officers for certain documents. In this capacity, the President will be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of CHNA.

### **Board Development**

The President ensures that structures and procedures are in place for effective recruitment and training, of board members.

## **Delegation**

Depending upon the CHNA's needs and bylaws, the President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.

## **Qualifications:**

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