



## **PRESIDENT**

The President is the accountable officer of CGNA and undertakes the following specific duties, to:

### **Administrative**

1. Maintain communication with the Executive and Board of Directors, involve key stakeholders as required.
2. 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.
3. With the President-Elect, monitor office staff, reporting on this to the Executive and Board.
4. Prepare the President's Message for the Newsletter.
5. 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.
6. Chair executive committee process for receiving and adjudicating nominations for honorary memberships.
7. Represent CGNA on CNA Network of Nursing Specialties.
8. Ensure ongoing relationship with NGNA.
9. Retain, as custodian, the official seal of CGNA.

### **Financial**

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

### **Meeting Preparation, Conduct and Follow-up**

1. Sets times for Executive and Board Meetings and the Annual General Meeting, and book the meetings with teleconference provider. .
2. Provide notice of meetings in accordance with bylaws
3. Prepare and distribute agendas prior to meetings. .
4. Conduct Executive, Board and Annual General Meetings according to Robert's Rules of Order.
5. Share correspondence with the Executive (and Board as appropriate) during regular Executive meetings or at other times, as necessary.
6. Complete designated tasks in follow-up from meetings.