



**CFPNA Executive Committee
Job Descriptions and Duties**

President

The role of the President is to ensure the executive committee operates as a team and that the work of the Association gets done in the most efficient and effective way.

Main Duties:

- Serve as a voting member of the Executive Committee
- Preside at all meetings of the Association
- Conduct the meeting following parliamentary procedure
- Along with the secretary, compile agenda items
- Guides Strategic planning
- Carry-out key deliverables of the CNA :
 - Submit annual renewal of membership fees (December)
 - Submit an Environmental Scan to CNA for the June and November Board Meetings
 - Participate in quarterly teleconferences
 - Participate at the Networking session (June, prior to the Biennium) and attend the Biennial Convention (free registration)
 - Respond to Action Items posted on the AAE secure site
 - Represent CNA on committees or conferences on as needed basis
 - Participate on ad hoc committees
 - Disseminate CNA documents to members or post on the Association's website
 - Link to CNA website and NurseOne Portal
 - Provide CNA with mailing e-list for direct e-mail of Network News to AAE members

President-Elect

The President-Elect automatically succeeds the President of the Association and will substitute for the President in his/her absence. In the event of disability or withdrawal of the President, the title and all duties and obligations shall be assumed by the President-Elect

Main Duties:

- Serve as a voting member of the Executive Committee
- Become familiar with the duties of the President
- Assume all the powers and responsibilities in absence of the President
- Review and make recommendations to the bylaws for amendment at the General Meeting
- Actively participate in supporting the work of the association with other duties as assigned.

Secretary

The Secretary maintains all records and provides guidance to ensure the Association functions according to the bylaws.

Main duties:

- Serve as a voting member of the Executive Committee
- At the request of the President or other executive member, establish a date for meetings which will be generally be via a teleconference or other mode of technology as it becomes available
- Compile agenda items and circulate for review 1 week prior to meeting
- Email final agenda with confirmation of meeting date/time (confirming all time zones if a teleconference along with call in phone number), 48 hours prior to meeting
- Record minutes of all meetings and note any action items
- Prepare and disseminate minutes via email to the executive Committee within five days following a meeting
- Maintain custody of the books with all agendas, minutes and correspondence of the association
- Dispose of old documents only with approval of the Executive Committee
- Ensure all files are in good order at completion of term of office for transition to new Secretary
- Actively participate in supporting the work of the Association with other duties as assigned

Treasurer/Membership

The Treasurer/Membership will manage all financial aspects of the Association, along with membership administration.

Main Duties:

- Serves a voting member of the Executive Committee
- Collect membership fees and mail receipts to members if requested
- Mail CFPNA pin to first time members of the Association
- Maintain accurate data base of paid members
- Forward additions/deletions or changes in member contact information to CNA administrative personnel to maintain its listserv
- Pay debts incurred by the Association
- Keep accurate records of all financial transactions
- Submit a financial report to the general meeting
- Arrange auditing of financial records
- Actively participate in supporting the work of the association with other duties as assigned

Education Chair

The Education Chair will promote education within the Association.

Main Duties:

- Serve as a voting member of the Executive Committee
- Lead role in planning and coordinating the biennial meeting and educational event
- Collaborate with the Regional Meeting Organizer to manage tasks concerning the biennial meeting and educational event
- Plan and coordinate educational events based on the needs of the membership

- Compile information on relevant educational events across Canada and submit to the Website Manager to post on the website
- Actively participate in supporting the work of the association with other duties as assigned

Public Relations

The Public Relations Chair will manage the flow of information between the Association and the public.

Main Duties:

- Serve as a voting member of the Executive Committee
- Provide direction to the Association Website Manager to post relevant communication
- Identify and build relationships with key stakeholders (internal and external to the Association)
- Bring the public perspective to the Association and be responsive to the public's concerns
- Effectively communicate with the printed word (memos, newsletters, questionnaires, media) or interpersonal communication (face-to-face) to key stakeholders
- Coordinates logistics for the CFPNA banner/display at the annual Family Medical Forum
- Actively participate in supporting the work of the Association with other duties as assigned

Member at Large

The Member at Large represents the general membership on issues of interest or concern.

Main Duties:

- Serve as a voting member of the Executive Committee
- Representative/spokesperson for the general membership
- Focus on how the activities and the decisions of the executive will affect the membership of the Association
- Actively participate in supporting the work of the Association with other duties as assigned

Provincial Representatives

The president or delegate from a Provincial Family Practice/Primary Care Nurse's Group will be invited to participate on the Executive Committee.

Main Duties:

- Serve as a voting member of the Executive Committee
- Participate in meetings of the association
- Liaison between the National association and local groups
- Submit local news/events to Website Manager to share with the National Association

Website Manager

The Website Manager is an online content producer and editor of the Association website.

Main Duties:

- Serve as a non-voting member of the Executive Committee
- Become familiar with the content management applications of the website
- Lead role in communicating the activities of the association via posting updates on the website
- Moderate incoming messages from user community
- Discern when it is appropriate to add/delete/respond to user generated posts

- Update content for the website on a regular basis
- Participate in meetings of the Association
- Actively participate in supporting the work of the Association with other tasks as assigned.

Regional Meeting Organizer

The Regional Meeting Organizer will ideally be an active member who resides in or has knowledge of the region of the General Meeting and biennial conference. Conversely, any member with strong communication and organizational skills would be an asset.

Main Duties:

- Serve as a non-voting member of the Executive Committee
- Reports to the Education Chair
- Along with the Education Chair, manage tasks specific to the biennial meeting and educational event
- Participate in meetings of the Association specific to the biennial meeting and educational event
- Actively participate in supporting the work of the association with other tasks as assigned