

President

The president serves a two year tenure and is elected as vice-president (serves for two years) at an Annual Meeting. Serves for two years as Past President.

The president is the accountable officer of the Association and undertakes the following specific duties:

1. Prepares a Strategic Plan at the beginning of the two year tenure in collaboration with the executive and with input from members. Communicates plan to membership at general meetings and through the newsletter. Monitors and reviews progress of strategic directions and action plans.
2. Prepares agenda for executive, general and annual meetings, in collaboration with executive members.
3. Conducts executive, general and annual meetings according to Robert's Rules of Order.
4. Prepares president's message for the newsletter. Submits CGNA report to newsletter.
5. Represents MGNA on the President's Forum at CGNA.
6. Represents MGNA on appropriate committees (e.g. CRNM, CLPNM, CRPNM, as requested to events that are relevant to gerontological nursing as decided by the executive, etc.) or delegates another executive member.
7. Presents annual report to the membership at the AGM, and submits report to CRNM.
8. Prepares provincial report for the CGNA Newsletter.
9. Maintains ongoing correspondence for the association.
10. Monitors the status of the association's financial affairs and recommends adjustments as necessary, in collaboration with treasurer and executive members. Provides co-signature on MGNA bank account.
11. Presents budgetary requirements for the fiscal year (April 1-March 31) to the executive for discussion and approval. Submits expense forms to treasurer for reimbursement.

MANITOBA GERONTOLOGICAL NURSING ASSOCIATION

12. Acts as a liaison with executive members responsible for the Annual General Meeting & Education Day, the MGNA Nursing Distinction and Honorary Membership Awards, and the MGNA Bursary (administered through the CRNM Foundation).
13. Monitors need for by-law changes and institutes process for undertaking revision in collaboration with executive members.
14. Acts as a liaison with the Past-President in striking a Nominating Committee.
15. Sends thank you cards to outgoing executive members.