



Australasian Rehabilitation Nurses' Association

Position Description - Chapter Presidents

Responsibilities:

1. The Chapter President will be elected annually at the chapter Annual General Meeting.
2. The Chapter President will oversee the chapter activities of the Association to ensure professional standards are maintained.
3. The Chapter President will represent ARNA within the state/territory as requested or will delegate a committee member to do so on his/her behalf.
4. The Chapter President will liaise on behalf of ARNA with Affiliated Organisations.
5. The Chapter President will provide information relating to the Association and Rehabilitation Nursing as requested.
6. The Chapter President will market ARNA to potential members and sponsors at every available opportunity.
7. The Chapter President will need to be available to have a portfolio on the National Committee.

Specific duties include:

1. Regular liaison with Chapter Secretary to review minutes of meetings and any correspondence. Prepare agendas for chapter meetings and AGM in conjunction with Chapter Secretary.
2. Chair chapter meetings, committee meetings and AGM.
3. See that the business of the meetings and that the meetings are correct.
4. Regular contact with Chapter Treasurer to ensure accounts are settled promptly and financial obligations are met.
5. Countersign all cheques.

6. Assist in the provision of education sessions for chapter members.
7. Prepare and send Chapter Presidents report to JARNA and ARNA website on a quarterly basis.
8. Prepare and send annual Chapter Presidents report to national Administrative Assistant for inclusion in national AGM.
9. Attend teleconferences or organise a delegate to attend.
10. Ensure Chapter financial statement is sent to National Treasurer at the end of each financial year so that GST and BAS obligations are met.
11. Participate in the organisation of the national conference when it is held in their state.

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Friday 28th January 2005 – reviewed June 2005

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