



## **Australasian Rehabilitation Nurses' Association Inc. Position Descriptions National President**

### **Primary Objectives**

The President is elected bi annually at the Annual General Meeting.

The President oversees activities of the Association to ensure professional standards are maintained.

The President represents ARNA Inc as requested or delegates to an appropriate Member to do so on his/her behalf.

The President liaises on behalf of ARNA Inc with Affiliated Organisations The President provides information relating to the Association and Rehabilitation Nursing as requested.

The President markets ARNA to potential members and sponsors at every available opportunity.

### **Specific duties include:**

1. Weekly liaison with ARNA Administrative Assistant to ensure the maintenance of the National Office.
2. Weekly preparation of cheques to ensure accounts are settled promptly and financial obligations are being met.
3. Weekly liaison with the Secretary to review incoming correspondence and to deal with same appropriately.
4. Prepares agenda for Strategic Planning Day, Teleconferences and Annual General Meeting [AGM] in conjunction with the Minutes Secretary.
5. Chairs the Strategic Planning Day meeting, Teleconferences, AGM and Special Meetings
6. Coordinates the venue and attendance of the National Committee in conjunction with the Treasurer
7. Oversees the production of the Annual Report
8. Prepares President's Report for JARNA, Annual Report and AGM
9. Ensures Public Liability Insurance, Professional Liability Insurance and Workers Compensation Insurance are current and premiums are renewed annually [with the Treasurer].
10. Ensures Annual Financial Statement is lodged with the Office of Fair Trading within one month of the AGM.

11. Ensures the Annual Financial Statement is prepared by National Treasurer in consultation with auditors.
12. In conjunction with the National Treasurer ensures BAS and GST obligations are met.
13. In conjunction with the National Treasurer ensures Chapter capitation fees are prepared and forwarded to ARNA Chapters.
14. Ensures website domain registration is attended bi-annually.
15. Responds to requests related to the Association and rehabilitation nursing and allocates appropriate representation of Association as required.
16. Ensures representatives of the Association provides reports to the National Committee and chapter Members.
17. Coordinates responses from the association for discussion and issue papers as invited.
18. Supports National Committee and Chapter Members as necessary.
19. Oversees the management of the membership database, number of current and non-renewed members and reports requested by National Committee.
20. Brings proposed ideas and suggestions from the membership to the National Committee.
21. Oversees the preparation and planning of the National Conference.
22. Oversees the information provided on the ARNA website including currency and accuracy.
23. Oversees the performance of other portfolios as allocated at the strategic Planning meeting.
24. Reviews JARNA prior to presentation for printing and distribution to Members.
25. Coordinates purchasing of ISSN [1440-3994] for ARNA documents.
26. Liases with the Rehabilitation Nursing Research and Development Unit regarding the job description and performance management of the Administration Officer.

Sandra Lever  
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