



President Role

Criteria

- Must have been a committee member for minimum of 12 months
- Is elected by the members at the Annual General Meeting
- Will be a member of the Management committee of the association
- Has experience or an interest in the care of Day Surgery patients
- Displays proven leadership abilities
- Requires sound computer skills with easy access to computer and email
- Be prepared to travel to fulfil responsibilities
- Be committed to attend the DSNA SA monthly meetings
- Be committed to attend the DSNA National meetings four times a year

Responsibilities

- Shall represent the Association on official business, included in this will be the registration as the Public Officer for DSNA SA. When a new President is elected, the new President will have thirty days to complete registration with the Office of Business and Consumer Affairs, SA, as failure to do so will incur late payment fees.
- Coordinates the activities of the committee by generally being the Spokesperson at all Educational Events and /or delegating a spokesperson(s)
- Coordinates the committee meetings by liaising with the Secretary regarding the preparation and distribution of the agendas and previous minutes for all general and annual general meetings held
- Acts as a Chairperson at all general and annual general meetings.
- Holds the casting vote at all meetings if required
- Ensures the committee upholds its constitution and responsibilities to the members of DSNA SA and that the DNSA SA Constitution reflects current practices and requirements of the association.
- Coordinates with the National committee by taking on the role of 1st rep for DSNA SA
- Acts as a role model for all day surgery nurses
- Welcomes new members and creates opportunities to recruit new committee members
- Acts a signatory for banking purposes; will be required to attend Beyond Bank for ID check and signature recording at commencement of President role

Activities

- Review the minutes from the general and Annual General Meeting (AGM) before each meeting attended whether for state or national committee meetings
- Prepares a President's report prior to each National committee meeting; this report can be adjusted for publication in the E Newsletter which is produced three times a year and liaison with the Journal/E newsletter will need to occur frequently to ensure timely submission for publication targets to be reached
- Acts as a mentor for any issues that committee members may have and delegates activities and roles when necessary
- Shall coordinate the review of the DSNA SA Constitution on at least a three yearly basis or as needed; usual practice is to form a sub- group to review.
- Submits all changes/updates to the constitution via the Office of Business and Consumer Affairs within thirty days of the DSNA SA Constitution being changed at a special meeting of the members or delegates this task to the Secretary
- Shall coordinate the review of Committee member roles on an annual basis
- Ensures updated roles are sent to Media Portfolio person to be uploaded to the Committee section of DSNA SA website
- Shall ensure that recognition is given to the work of the committee members annually and as needed
- Responds in a timely manner to any enquiries from the members through the use of email from the DSNA SA website or other correspondence pathways
- Tables correspondence with the members at the meetings
- Coordinate the delegation of duties in collaboration with other committee members with regards to the planning and coordination of evening education sessions and full day conference events
- Keep abreast of new information technologies and collaborate with committee members to excel in keeping up to date with information technologies vital for the future stability of the association
- Respond promptly to Treasurer requests to provide electronic banking permissions to the set up business batch payments or set up a batch payment if requested

AGM Responsibilities

- 6 weeks before the AGM prepares a President letter for circulation to the members of the DSNA SA
- 6 weeks before the AGM liaises with the Secretary to ensure the Power point for the AGM update is commenced
- 4 weeks before the AGM mails out the President letter, nomination forms, previous AGM minutes and invitation to attend the AGM
- 4 - 6 weeks prior to AGM request website/media portfolio person to upload President letter and nomination form to website and face book page.
- 4-6 weeks before the AGM liaises with the Secretary and Treasurer /or Membership Portfolio person to assess milestone membership for recognition such as 20 year, 10 year membership and life membership recognition
- 4 weeks before the AGM prepares a President report to read out to the members at the AGM

- 2-4 week prior to AGM delegates the responsibility of ordering life/ 20 year and 10 year membership badges/certificates
- 1-2 weeks prior to the AGM finalises speech/report/powerpoint if possible
- On the night of AGM, Chairs the AGM