



POSITION DESCRIPTION

POSITION TITLE: President

REPORTS TO: ASHNA Executive Committee

Aims of the position:

- It shall be the duty of the president to preside at all meetings of the Association at which she/he is present.
- She/He shall see that the business to be transacted at such meetings is conducted in a proper manner and that the minutes of the meeting are correct.
- The President shall give any necessary instructions to the Secretary between meetings of the Association and report the same to the next meeting of the Association.
- The President shall at all times have access to all documents, records and accounts of the Association.
- The President shall represent the views of the Association.

Purpose of the position:

- To uphold the aims and objectives of the association.
- To represent the views of the association in collaborations with other external organizations.
- To uphold the operational activities of the association in accordance with the model rules.

Key Responsibilities:

- As above
- Provide the Newsletter editor with biannual written reports about business activities of the executive.
- Provide written correspondence and participate on external committees as required and appropriate for the association.

