



AUSTRALIAN DERMATOLOGY NURSES' ASSOCIATION Inc.

ABN. 73 216 365 975

PO Box 468

Richmond NSW 2753

Email admin@adna.org.au

www.adna.org.au

PRESIDENT

Charged with providing leadership and direction to the committee, the President is responsible for ensuring that the committee fulfils its responsibilities for the governance and success. The President is generally the spokesperson and should work to maintain key relationships within and outside the committee.

Desirable attributes

The President should:

- Be well informed of all organisation activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the committee.
- Have a good working knowledge of the committee rules and duties of office bearers.
- Be able to work collaboratively with other committee members
- Be a competent public speaker

Specific duties include but are not limited to:

- Chair committee meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the committee in all legal purposes and financial purposes
- Regularly focus the committee's attention on matters of governance that relate to its own structure, role and relationship
- Work with the committee to ensure:
 - The necessary skills are represented on the committee and that a succession plan is in place to help find new committee members when required.
 - Goals and relevant strategic and business plans are developed in order to achieve the goals of the committee.
- Serve as a spokesperson when required
- Communicate regularly and systematically with all representatives and supporters of the ADNA, especially pharmaceuticals and other nursing bodies.
- Assist in the development of partnerships with all other organisations that are relevant to the goals of the committee.
- Maintain a strong affiliation with Australasian College of Dermatologists.