

## President

### Purpose

To outline the roles and responsibilities for the COHNA-ACIIST President.

### Applicability & Scope

All COHNA-ACIIST Board of Directors.

### Policy

The President shall:

1. be a voting member and an Officer of the association.
2. assume the role of Chief Executive Officer responsible for the active management of the affairs of the association.
3. assume responsibility for review and revision of the association bylaws and policies and procedures.
4. assume responsibility for the review of and implementation of the strategic plan.
5. be elected or appointed by the COHNA-ACIIST Board of Directors.
6. serve a term of two years in office. This term may be renewed one time.
7. normally act as Chair of all meetings unless he/she is unable to be present. Consistent attendance is an expectation.
8. have signing authority for financial transactions of the association.
9. provide leadership in alignment with the Mission of the organization.
10. Collaborates with the Executive Director/Administrator on the provision of two annual reports:
  - a. a summary of COHNA-ACIIST activities
  - b. regional reports as submitted by Regional Directors
11. maintain active communication with the COHNA-ACIIST Board of Directors and Regional directors/Directors at Large.
12. act as liaison between the organization and external stakeholders.
13. act as official spokesperson for the association but may delegate this responsibility to another board member.
14. represent the association as the CNA representative but may delegate this responsibility to another board member.
15. be an ex-officio member of any committee except the Nominating Committee.
16. be a role model for good attendance at board meetings and other regularly scheduled meetings of the association.
17. assume other duties as required.

## **Additional Information**

COHNA-ACIIST Bylaws, February 2026

Schedule of Duties

Award of Excellence Guidelines

Bursary Award Guidelines