

Position Description: Vice President



About CNSA

As the peak professional body for cancer nursing, the CNSA strives to promote excellence in cancer care through the professional contribution of cancer nurses. To achieve this mission, the CNSA acts as a resource to cancer nurses around Australia, no matter what their geographical location or area of practice. The CNSA is the link between cancer nurses in Australia, the consumers of cancer nursing services, and other health professionals involved in cancer care.

Purpose

The Vice President assists the CNSA President and Chair of the Board, to drive the strategic direction and ensuring effective governance and operations of CNSA. The Vice President is the Chair of the Finance, Risk and Audit Committee, ensuring that all committee members understand the critical risks to the business and promotes a culture of oversight and financial stewardship.

Criteria

- The Vice President is a CNSA member for a minimum period of three years with experience in cancer nursing.
- Excellent critical thinking, strategic planning and problem-solving skills.
- Demonstrated high levels of communication, consultation, facilitation, and negotiating skills, including report writing and presentation skills.
- Demonstrated knowledge and ability to provide leadership.
- Demonstrates ability to work effectively as part of a team.
- Demonstrated understanding of organisational finances, budget management and governance processes.
- Demonstrated capability or willingness to develop skills in finance software and excel.

Key Responsibilities

- Perform the duties of the President in his/her absence.
- Develop familiarity with the responsibility of the President, activities and position of the society and functions of staff.
- Chair of the Finance Audit and Risk Committee.
- Responsible for the management of CNSA finances and audit activities.
- Responsible for the CNSA Investment Strategy.
- Responsible for the maintenance of the CNSA risk register in consultation with Governance Committee
- Facilitate open and constructive communication relating to CNSA finances and the operational budget to the Board of Directors.
- Contribute to the development of CNSA policies, procedures and guidelines.
- Participate in both formal and informal capacity on committees, groups, meetings, projects or forums as a representative of the Board as required.
- Contribute to Board reports, newsletter articles and the Annual Report as relevant to the role
- Promote the cancer nursing image in all professional forums; and
- Other duties as delegated by the President.

Reporting Relationships:

- The Vice President reports to the Board of Directors; and
- The Vice President is the Chair of the CNSA Board Finance, Risk and Audit Committee.