

# Position Description: Director Annual Congress



## 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. 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 Director of Annual Congress oversees the planning and execution of the CNSA Annual Congress, ensuring it delivers high-quality educational content and meets the professional development needs of cancer nurses. This role facilitates collaboration and communication to create a successful and impactful event.

## Criteria

- The Director Annual Congress is a CNSA member 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.
- Demonstrated ability to work effectively as part of a team; and
- Demonstrated understanding of organisational finances and budget management.

## Responsibilities

- Liaise with the Annual Congress Committee to determine program priorities for Annual Congress.
- Facilitate open and constructive communication relating to Congress 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 Director Annual Congress reports to the Board of Directors.
- The Director Annual Congress is an ex officio member of the Finance Audit and Risk Committee.
- The Director Annual Congress is an ex officio member of the Annual Congress Committee; and
- The Director Annual Congress liaises with State Group and Specialist Practice Network Chairs and may be required to attend meetings of these Chairs.