



## **Roles and Responsibilities**

### **ANA-Michigan Board of Directors**

### **President-Elect**

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#### **SUMMARY:**

Provides strong leadership for the association and sets a sound and accurate course for its future. Assumes the responsibilities of the President in his/her absence and performs special functions as assigned to assist the President in performing the functions of that office. Serves on the Board of Directors and the Executive Committee.

#### **TERM OF OFFICE:**

Elected by the Members for a term of two years as President-Elect. Then moves to President for a two-year term, followed by one-year term as Past President.

#### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of a board member:

- Assumes the duties of the ANA-Michigan President in his/her absence;
- Serves as a member of the Board of Directors and the Executive Committee.
- Assists the President in the performance of his/her duties whenever requested to do so;
- The President-Elect shall also serve as one of the three (3) elected ANA Membership Assembly Representatives.
- Serves as Chair of the Education Committee;
- Attends meetings as directed by the ANA-Michigan President. Conducts meetings in the absence of the ANA-Michigan President; and
- Represents the association to constituent members and with other associations or organizations as requested by the ANA-Michigan President.
- For additional responsibilities and duties of the ANA-Michigan President and Past President, refer to the roles and responsibilities of these positions.

## **QUALIFICATIONS:**

Must hold current ANA-Michigan and ANA membership in good standing. Have a current and unrestricted RN license to practice in the State of Michigan. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with ANA-Michigan, as determined by the Board of Directors.

Exhibits loyalty and allegiance to the association. Should have a basic knowledge of association positions, programs, activities, and issues. Brings knowledge and skills on nursing and professional organizations to the Board of Directors role including financial, policy, political, regulatory, practice and standards, economic theory, and forecasting capabilities. Have the ability to speak publicly and advocate for the profession by serving as a positive role model to nursing and ANA-Michigan.

The nominations committee recommends that in order to run for President-Elect, ideal candidates should have held the following positions or similar positions:

- Served priorly on the ANA-Michigan Board of Directors **-or-**
- A member of ANA-MI for a minimum of three years and has been an active member serving on an ANA-Michigan committee or task force, in addition to service as a board member of related organizations, e.g. specialty nursing organization, elected office, non-profit board, etc.

## **TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day four to five times a year, for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
  - 1 day per year dedicated to strategic planning
- 2 days per year, for the ANA-Michigan Annual Conference & Membership Assembly Meeting;
- 3-6 days per year, for ANA Membership Assembly, held in Washington, DC; typically in June.
- 2-3 days in second year only, for ANA Leadership Summit meeting, held in Washington, DC; typically in December
- 2 to 4 hours per month, on conference calls for the Board of Directors and/or committees;
- Average 1 to 2 hours per week, reading materials and responding to emails from ANA and ANA-Michigan.

*Time commitment and responsibilities are only of the President-Elect, refer to the roles and responsibilities for the President and Past President as to the time commitments as they are different.*



## **Roles and Responsibilities**

### **ANA-Michigan Board of Directors**

# **President**

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#### **SUMMARY:**

Serves as chief elected officer of the association, acts as official representative of the association and as its chief spokesperson on matters of association policy and positions. Presides as chair of the board of directors and at the annual Membership Meeting; provides the vital link between leaders and policy makers within the association and those throughout the healthcare field; exercises personal leadership in the motivation of other officers; board members; elected and appointed officials; and the membership.

#### **TERM OF OFFICE:**

The President's term starts with being elected as President-Elect, where one will serve for a two-year term. They then move into the President's role serving an additional two-year term. Following the completion of the President's term, one moves into the Immediate Past President's position. Per the bylaws, the Immediate Past President serves as the chair of the Nominations Committee for a two-year term.

#### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of a board member:

##### ***Leadership***

- Presides at all meetings of the association's Board of Directors, and Meeting of the Members.
- Keeps the Board of Directors, Executive Committee, association committees, and individual members informed on the conditions and operations of the association.
- Directs the Board of Directors and Membership Assembly in formulating policies, positions, position statements, and programs that will further the goals and objectives of the association.
- Serves as the association's representative, with the Executive Director, to ANA meetings. The President shall also serve as one of the three (3) elected ANA Membership Assembly Representatives.
- Offers guidance and consultation to the Executive Director, elected and appointed officials of the association, and constituents as required.
- Supports and defends policies, positions, and programs adopted by the Board of Directors and Meeting of Members.

### **Organizational**

- Acts as official spokesperson for the association to the public, press, legislative bodies, and State allied health organizations (ex: State Board of Nursing, MDHHS) on matters of policy within the confines of the policies established by the ANA-Michigan Membership and the Board of Directors. Serves as the public relations ambassador for the profession. Also represents ANA-MI at other state level meetings where ANA-MI is a member (ex: COMON, AAOM). Uses discretionary powers to assign responsibility for such representation as necessary.
- Reports to the membership at the ANA-Michigan Membership Meeting and at other appropriate times.
- Reports to the Board of Directors at all its regular meetings and as needed between meetings.
- Promotes interest and active participation in the association on the part of the membership and reports activities of the board and the association to members by means of letters, summaries, and speeches.
- Provides testimony before State Legislature groups on professional nursing and /or association issues.

### **Operational**

- Supervises all affairs of the Board.
- Plans and approves, in conjunction with Executive Director, the agendas for meetings of the Board of Directors, Membership Meeting and related entities.
- Serves as an *ex-officio* member of all committees except the Nominations Committee.
- After completing two-year term as President, transitions to Past-President and Chair of the Nominations Committee for a two-year term.

### **QUALIFICATIONS:**

Must be a current ANA-Michigan and ANA member in good standing. Have a current and unrestricted RN license to practice in the State of Michigan. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with ANA-Michigan, as determined by the Board of Directors. Must have basic knowledge of parliamentary procedures and have a familiarity with the ANA-MI Bylaws and other rules of the organization.

Exhibits loyalty and allegiance to the association. Should have a basic knowledge of association positions, programs, activities, and issues. Brings knowledge and skills on nursing and professional organizations to the Board of Directors role, including financial, policy, political, regulatory, practice and standards, economic theory, and forecasting capabilities. Have the ability to speak publicly and advocate for the profession by serving as a positive role model to nursing and ANA-Michigan.

### **TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day four to five times a year, for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
  - 1 day per year dedicated to strategic planning

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- 2 days per year, for the ANA-Michigan Annual Conference & Membership Assembly Meeting;
- 2-4 days quarterly, for other events or meetings as ANA-Michigan spokesperson either with the Executive Director/designee or alone;
- 3-6 days per year, for ANA Membership Assembly and Lobby Day, held in Washington, DC, typically in June;
- 2-3 days per year, for ANA Leadership Summit meeting, held in Washington, DC, typically in December;
- 2 to 3 hours quarterly, for ANA meetings and conference calls;
- 2 to 6 hours per month, on conference calls with the Board of Directors and/or committees;
- Average 2 to 3 hours per week, reading materials and responding to emails from ANA and ANA-Michigan;
- 2 hours quarterly, for ANA-MI President and Executive Director calls.



## Roles and Responsibilities

### ANA-Michigan Board of Directors

## Past President

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#### **SUMMARY:**

The Past President shall serve as an ex-officio member, who shall be given voice without vote at the Board of Directors.

#### **TERM OF OFFICE:**

Serves a two-year term as Past President following their two-year term as President.

#### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of a board member:

1. Provides counsel and advice to the Board of Directors.
2. Serves as chair of the Nominating Committee.
3. Serves as an ex-officio member of the Executive Committee and Board of Directors.

#### **QUALIFICATIONS:**

Must hold current ANA-Michigan and ANA membership in good standing. Have a current and unrestricted RN license to practice in the State of Michigan. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with ANA-Michigan, as determined by the Board of Directors. Must have basic knowledge of parliamentary procedures and have a familiarity with the ANA-MI Bylaws and other rules of the organization.

#### **TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 day, four to five times a year for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
- 2-4 hours per month on conference calls of the Board of Directors and/or committees;
- 1-2 days for the ANA-Michigan Membership Assembly;

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- Average 1 to 2 hours per week reading materials and responding to emails from ANA and ANA-Michigan.