



## **Roles and Responsibilities Representative to ANA Membership Assembly**

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### **SUMMARY:**

ANA-Michigan is entitled to representation at regular and special meetings of the ANA Membership Assembly in accordance with ANA Bylaws and policy. The President of ANA-Michigan will serve for the two years of the presidency, by virtue of holding that position, as one of the two representatives granted to the state. The second ANA representative will be a State/National member. To assure that ANA-Michigan will be fully represented at meetings of the ANA Membership Assembly, an alternate representative list will consist of candidates not elected and will be listed in descending order of votes received. Should either ANA representative not be able to attend the ANA membership assembly the recording secretary will contact the alternate representatives in descending vote order to assure adequate representation.

### **TERM OF OFFICE:**

Elected in odd number years, by State/National members only, for a term of two years.

### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities:

1. Being fully informed and prepared to be an active participant at the Membership Assembly.
2. Participation in ANA-MI Meeting of the Members.
3. Communication with Regional and State committees.

### **QUALIFICATIONS:**

Must hold current ANA-Michigan and ANA membership in good standing. Must have a current and unrestricted RN license to practice in the State of Michigan. Must have a familiarity with the ANA-MI Bylaws. Must exhibit loyalty and allegiance to the association. Must have a basic knowledge of association positions, programs, activities, and issues. Must bring knowledge and skills of nursing and professional organizations to the Representative role.

The Nominations Committee recommends that in order to run for Representative to the ANA Membership Assembly, ideal candidates should have held the following positions or similar positions:

- Region Leader; state leader, and/or member of the executive committee. **OR**
- A member of ANA-MI for a minimum of three years and has held positions at the state and region levels.

**TIME COMMITMENT:**

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

- 2-3 days for attendance at the ANA Membership Assembly;
- Available for conference calls or other contact related to being the ANA-MI Representative to the ANA Membership Assembly;
- 2 days for the ANA-Michigan Annual Conference & Membership Assembly Meeting.; and
- 1-2 hours per week reading materials and responding to emails from ANA and ANA-Michigan in preparation for the Membership Assembly.