

ANA-MI FOUNDATION DIRECTOR Roles and Responsibilities:

SUMMARY:

The Director provides leadership for the foundation. Participates in setting the objectives to accomplish the mission and values of the foundation, participates in fundraising and dispersion of philanthropic funds. Directors have legal and fiscal responsibilities to the foundation.

TERM OF OFFICE:

Directors shall serve a term of three years. (Transition from two year terms in process)

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member outlined in the ANA-Michigan Nurses Foundation Bylaws:

1. Ensures that the foundation assesses the needs of the nursing profession.
2. Participates in decisions and activities directly related to fundraising through solicitation, grants and other methods.
3. Must be an active financial donor to the foundation.
4. May serve as a representative for the foundation upon request by the foundation president.

QUALIFICATIONS:

1. For elected ANA-Michigan Members: Must be a current ANA-Michigan member in good standing.
2. For appointed Non-Association Members: Must have expertise in non-profit fundraising and/or charitable giving.
3. 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.
4. Must have basic knowledge of parliamentary procedures and have a familiarity with the ANA-Michigan Nurses Foundation Bylaws and other rules of the organization.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office. Majority of meetings are held virtually:

1. Quarterly Board of Directors meetings and other meetings as determined by foundation directors. (2024 schedule, Feb.12, May 13, August 12, November 11, 11am-2pm)
2. Average 2-3 hours per month completing solicitation activities for the foundation, participating in board committee(s) or work groups, reading materials, and responding to emails.
3. Attendance at annual ANA-MI business meeting, and annual education conference.

ANA-Michigan Board of Directors Approved November 12, 2021.

Revision: December 13, 2023