



Roles and Responsibilities

ANA-Michigan Board of Directors

Secretary

SUMMARY:

The Secretary is accountable for record keeping and reporting of meetings of ANA-Michigan and serves as a member of the Board of Directors and Executive Committee. In the case of a simultaneous vacancy in the offices of President and President-elect, the Secretary shall act as President, and vacant offices shall be filled by a quorum of the remaining Board of Directors, at a special meeting of the Board.

TERM OF OFFICE:

The Secretary is elected by the Members for a term of two years.

SPECIFIC RESPONSIBILITIES:

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

1. Accountable for record keeping and reporting of meetings of ANA-Michigan.
2. Contact the alternate representatives for the ANA Membership Assembly in descending vote order should one of the elected representatives be unable to serve at any given meeting.
3. Serves as a member of the Executive Committee and Board of Directors.

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.

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
- 2-6 hours per month, on conference calls with the Board of Directors and/or committees;

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- Average 2-3 hours per week, reading materials and responding to emails from ANA and ANA-Michigan.