



## **Roles and Responsibilities**

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

### **President-Elect**

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#### **SUMMARY:**

The President-elect provides strong leadership for the association and sets a sound and accurate course for its future. Assumes the responsibilities of the President in their 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 their absence;
- Serves as a member of the Board of Directors and the Executive Committee.
- Assists the President in the performance of their 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 and Committee Liaison activities;
- 3-6 days per year, for ANA Membership Assembly, held in Washington, DC; typically in June.2
- 2-3 days in second year only, for ANA Leadership Summit meeting, held in Washington, DC; typically in December
- 2 to hours per month, on conference calls for the Board of Directors and/or committees;
- Average 2-3 hours per week, reading materials and responding to emails from ANA and ANA-Michigan.

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