

REALITIES OF POSITION

DIRECTOR

TIME COMMITMENT:

- Varies based on need - may be 8-10 hrs per week. Includes telephone/conference calls (2-3 per month), mail, e-mail, correspondence, plan, Update articles. Travel may include 20 days/yr.

NEEDED SKILLS:

- Skill in communicating orally and in writing, competent use of computer programs (Word/ Excel) and on-line access required. Other helpful skills include public speaking, creative writing, time management, leadership, the ability to work with people, coordinate group activities and facilitate group process, problem solving, intra personal conflict resolution, delegation of tasks, and managing others to accomplish tasks and achieve outcomes/goals.

USUAL TASKS:

- Tasks may include, but are not limited to: active member of the Board of Directors (BOD); liaison with committees, Specialty Practice Networks (SPNs), task forces, and membership on local and national level; provide information to/from committees, SPNs, task forces and membership and BOD; review policies and procedures (P&P), role descriptions, position statements and annual budget.; prepare and present Agenda Items as needed.

COMMUNICATION RESPONSIBILITIES:

- Prepare for/attend BOD meetings and conference calls; compile reports from committees, work groups, and others as needed; communicate regularly with committees and work groups; responds/ votes on mail feedback items; reviews P&P, role descriptions, and position statements on designated schedule.

RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- Administrative services support; assistance in cost analysis for projects; other resources as budgeted and needed.

BARRIERS FACED IN ACCOMPLISHING ROLE ON ANNA BOARD OF DIRECTORS:

- Time management of work and home responsibilities, getting time off from work to travel; lack of computer skills to facilitate timely completion of paperwork; daunting amount of information to digest not only within the Association but also from the health care community; short turnaround time on some questions that come to the Board; dealing with National Association issues.

FINANCIAL:

- ANNA reimburses for expenses incurred in the performance of association duties. Travel expenses are reimbursed after an approved trip; however, ANNA will accommodate more timely expense reimbursement as needed. In addition, a stipend of \$1,505 quarterly, \$6,020 per annual term of office, is offered to help offset expenses incurred in the performance of duties for items such as unpaid leave from work, technology costs for internet services and computer equipment, and other non-reimbursed expenses that arise. ANNA does not reimburse for expenses incurred by the Board member's guest(s).

BOARD OF DIRECTORS RESPONSIBILITIES:

- Provide oversight, set Association direction, engage in strategic thinking, review and support ANNA's Mission and Vision, establish Association values, approve operational plans, ensure financial resources, promote positive public image, ensure presence of a capable and responsible Board.

LEGAL RESPONSIBILITIES:

- *Duty of Care:* Care that an ordinarily prudent person would exercise in a like position and under similar circumstances. A Board member owes the duty to exercise reasonable care when he/she makes a decision as a steward of ANNA.
- *Duty of Loyalty:* A standard of faithfulness. A Board member can never use information obtained as a member for personal gain, but must always act in the best interests of ANNA.
- *Duty of Obedience:* Faithful to the organization's mission. Board members are not permitted to act in a way that is inconsistent with the goals of ANNA.