

REALITIES OF POSITION

NATIONAL IMMEDIATE PAST PRESIDENT

TIME COMMITMENT:

- Varies based on need- may be 8-15 hr on non-travel week or 50-70 hrs on a travel week. Includes travel, telephone/conference calls, mail, e-mail, correspondence. Travel may include 30 days/yr. Preliminary travel commitments are outlined each year during the budget planning process.

NEEDED SKILLS:

- Strong managerial leadership including team dynamics, public speaking, writing, fiscal management, working knowledge of association are needed. Computer skills and on-line capabilities required.

USUAL TASKS:

- Serves as BOD Liaison to committees and work groups as assigned by the President; monthly calls with the President, President-Elect, and Executive Director; participate in monthly calls with Drinker Biddle Reath; respond to emails on a daily basis.

REPORTS AND BOARD OF DIRECTORS RESPONSIBILITIES:

- Prepares for and attend BOD meetings and conference calls; compiles reports from committees, work groups, and others as needed; communicates regularly with committees and work groups; responds/ votes on mail feedback items; reviews P&P and role descriptions on designated schedule, conference calls with President, IPP, and ED as needed.

RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- Support is available from the Executive Director, Director of Membership Services, and National Office staff members (conference, exhibition, editorial and marketing management, publishing, creative (art), computer, and internet departments)..

BARRIERS FACED IN ACCOMPLISHING ROLE OF ANNA EXECUTIVE BOARD:

- Time management/balance of home and work responsibilities while meeting the expectations of the role. The need for support from the work place for the time needed to meet ANNA responsibilities, which may include some ANNA work on "company time." Support from family for time and travel is desirable.

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.