

Policy	11.01.06
Revised	1/18
BOD Reviewed and Approved...	2/18
Substituted for	2/16
Original Date.....	4/88

ROLE DESCRIPTION

A. ROLE TITLE: DIRECTOR

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Understands, upholds, and supports the mission, purpose, objectives, policies, procedures, and strategic plan of ANNA.
2. Serves as a liaison between the Board of Directors (BOD), assigned Committees, Task Forces, and representatives.
3. Serves as local and national liaison with the membership.
4. Participates as a member of the BOD in all board activities and responsibilities.
5. Complies with Policy & Procedure 2.04, *Conflict of Interest Policy*.

C. COMPOSITION

1. Officer
 - a. Selection Method: Refer to Bylaws Article IV, Section B. The Leadership Committee submits a slate of candidates for each office. Each member in good standing will receive a mail ballot. The plurality of those voting shall decide the election.
 - b. Qualifications: Refer to Policy & Procedure 5.02, *Candidate Criteria and Requirements For National Offices*.

D. TENURE

Refer to Bylaws Article IV, Section C. The term of Director will be for two (2) years beginning at the close of the annual national business meeting following the election. The Director may serve no more than two (2) consecutive terms on the BOD. One (1) Director will be elected in odd-numbered years and two (2) Directors will be elected in even-numbered years.

E. GOVERNED BY CONSTITUTION AND/OR BYLAWS

Articles II through XI.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All BOD meetings and conference calls.
2. Nationally sponsored ANNA Meetings:
 - a. National Symposium
 - b. Leadership Education And Development (LEAD) Workshop, incoming or continuing officer
 - c. Nephrology Nursing Practice, Management & Leadership Conference (Fall Conference)
 - d. Health Policy Workshop
3. Local ANNA chapter meetings.
4. Other meetings as requested and approved by the BOD.

NOTE – Complimentary registration and expense reimbursement to ANNA meetings is provided per Policy & Procedure 4.18, *Complimentary Registration and Expense Reimbursement for ANNA Meetings*.

G. RESPONSIBILITIES OF OFFICER

1. Understands, upholds, and supports the mission, objectives, policies, procedures, and strategic plan of ANNA.
 - a. Serves as an active member of the BOD.
 - (1) Serves as Board Liaison for assigned Committees, Task Forces, and Representatives. Fulfills responsibilities per Policy & Procedure 11.01.14, *Board Liaison*.
 - (2) Adheres to Policy & Procedure 2.04, *Conflict of Interest Policy*, for all assignments and responsibilities and discloses any actual, potential, or perceived conflict of interest.
 - (3) In areas where the Director must recuse him/herself from discussions and activities per Policy & Procedure 2.04, *Conflict of Interest Policy*, the National President will appoint a designee to fulfill specific assignments.
 - (4) Reviews, evaluates, and responds to all material presented to the BOD.
 - (5) Contributes to preparation of the annual budget.
 - (6) Prepares and presents ideas, solutions to problems, or programs of organizational interest to the BOD for consideration.
 - (7) Assumes responsibilities delegated to him/her by the National President or BOD.
 - (8) Reviews policies and procedures pertinent to the office, and assigned Committees as needed or requested and proposes changes to the National Secretary.
 - (9) Reviews role descriptions of office and assigned Committees as needed or requested and proposes changes to the National Secretary.
 - (10) Submits reports as assigned or requested by the established deadlines.
 - (11) Submits annual report as requested.
 - (12) Assists in the implementation of the Strategic Plan.
 - (13) Handles general correspondence as needed.
 - (14) Continuously scans the healthcare and nephrology environments for information and issues relevant to the Association and immediately shares identified issues with the BOD and the Executive Director.

- b. Recognizes and advises the BOD of changing membership issues and outside trends which may influence decisions of the BOD.
 - c. Orients and mentors incoming Director to the role.
 - d. Collaborates with all officers and Committee Chairpersons to enhance and promote ANNA activities.
 - e. Encourages and promotes membership growth, chapter development, and active participation in ANNA.
 - (1) Identifies and mentors members with potential for leadership roles.
 - (2) Assists in planning and presenting the LEAD Workshop as requested.
2. Serves as liaison between the BOD and assigned Committees, representatives, and Task Forces.
- a. Serves as a resource person to chairpersons, committee members, and representatives.
 - b. Guides Committees and Task Forces in developing action plans to fulfill the Strategic Plan.
 - c. Communicates the activities of assigned Committees and representatives to/from the BOD.
 - d. Assists Committees, Task Forces, and representatives as requested.
3. Serves as local and national liaison with the membership.
- a. Maintains open line of communication with ANNA membership.
 - (1) Collaborates with other Directors in submission of *ANNA Update* articles.
 - (2) Participates in local chapter affairs.
 - (3) Serves as a resource person in promoting understanding and implementation of ANNA policies and procedures.
 - b. Provides information, expresses concerns and ideas, and presents issues and problems that affect national functioning of the organization.
4. Utilizes ANNA Connected to network and collaborate with ANNA members.
5. Participates in ANNA Resource Corps (ARC).
- a. Completes profile in ARC.
 - b. Responds to calls for assistance/expertise generated from ARC.
 - c. Uses ARC to search for members to assist with projects, roles, or expertise as needed.
 - d. Encourages chapter members to participate in ARC.

H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Assures proper day-to-day fiscal management under the direction of the National Treasurer.
2. Provides bookkeeping for all expenditures. Prepares and distributes monthly financial reports to each Director.
3. Prepares, prints, and mails other material as requested.
4. Distributes mailings of pertinent interest to Directors.
5. Administrative support services as requested.

I. LINES OF COMMUNICATION

Refer to the organizational chart.