



Roles and Responsibilities

ANA-Michigan Board of Directors

President-Elect

SUMMARY:

Provides strong leadership for the association and sets a sound and accurate course for its future. Assumes the responsibilities of the President in his/her 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:

1. Assumes the duties of the ANA-Michigan President in his/her absence.
2. Serves as a member of the Board of Directors and the Executive Committee. Assists the President in the performance of his/her duties whenever requested to do so.
3. Serves as Chair of the annual conference planning committee.
4. Attends meetings as directed by the ANA-Michigan President. Conducts meetings in the absence of the ANA-Michigan President.
5. 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 publically 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:

- Region Leader; state leader, and/or member of the executive committee. **-or-**
- A member of ANA-MI for a minimum of three years and has held positions at the state and region levels. **-or-**
- In addition to service to ANA-MI, also 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;
- 2-4 hours per month on conference calls of the Board of Directors and/or committees;
- 2 days for the ANA-Michigan Membership Meeting
- 1 to 2 hours per week on average reading materials and responding to emails from ANA and ANA-Michigan.

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