



Competencies, Roles and Responsibilities

ANA\CA Board of Directors

Secretary

SUMMARY:

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.

Board of Directors Core Competencies: All members of the Board of Directors shall demonstrate the ability to:

1. Lead with a stewardship perspective and communication style that effectively and actively engages stakeholders in the work of the association.
2. Mentor current and future members to promote their professional growth and support effective leadership succession within the association.
3. Translate healthcare and professional trends into future-oriented, practical strategies to meet association goals and objectives.
4. Develop well-informed strategies that are sensitive to the various needs of multiple stakeholders and partners, reflect the strategic direction of the association and position the association for success.
5. Provide overall direction for the association to effectively manage existing resources and cultivate new resources.
6. Analyze the association's strategic direction and performance relative to achievement of goals/objectives and adjusts as needed.

Secretarial Competencies. The Secretary shall demonstrate the following additional competencies with the ability to:

7. Synthesize all business meetings to provide a succinct, accurate and legal record of association proceedings.
8. Use electronic recording methodologies that promote accurate and efficient archive of official association meetings.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member:

1. Ensure that records are maintained and appropriately distributed for the meetings of the General Assembly and the Board of Directors.

2. Coordinate the policies and procedures for maintaining the archives for ANA\c and appoint individuals or task forces as deemed necessary to maintain archives.

TERM OF OFFICE:

Elected by association members for a two-year term; may not serve more than two (2) consecutive terms in the same office or directorship, nor more than four (2) consecutive terms on the Board of Directors, nor be elected or appointed to the Board of Directors for a period of four (4) years after completing four (4) consecutive terms on the Board of Directors.

QUALIFICATIONS:

Must hold current individual membership in ANA\c; may not concurrently serve in a leadership position of another professional organization if such participation might result in a conflict of interest with ANA\c, as determined by the Ballot Committee or in the case of filling a vacancy, by the Board of Directors.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- 1 evening per month for Board of Directors Meetings (2-3 hours per meeting)
- 3 weekends per year for two (2) face to face BOD retreats and one (1) General Assembly meeting.
- 2-3 hours per month summarizing and preparing minutes for dissemination.