

REALITIES OF POSITION

DIRECTOR

TIME COMMITMENT:

- Varies based on need, estimate 8-10 hours per week. Includes virtual conference calls (2-3 per month), ANNA webinars, email, Board Liaison duties, ongoing correspondence, strategic plan co-author Update articles three times a year. Travel may consist of 20 days/year.

NEEDED SKILLS:

- Proficient oral and written communication skills, competence in computer programs such as (Word/Excel), power point and virtual meeting rooms. Internet access is required. Other helpful skills include public speaking, writing, time management, leadership, the ability to work with people, coordinate group activities and facilitate group processes, problem solving, intrapersonal conflict resolution, delegation of tasks, and team project management to accomplish tasks and achieve outcomes/goals in a timely fashion.

USUAL TASKS:

- Tasks may include but are not limited to: active participation with the Board of Directors (BOD); liaison with committees, Specialty Practice Networks (SPNs), task forces, and membership and participation on local and national level; provide information to/from committees, SPNs, task forces, 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 prior to and 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 as needed.

OBSTACLES TO CONSIDER 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 and organization skills to facilitate timely completion of paperwork; daunting amount of information to consume from the Association and health care community; short turnaround time on some questions presented to the Board; addressing National Association issues in a timely manner.

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 \$2,500 quarterly, \$10,000 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.

BOARD OF DIRECTORS RESPONSIBILITIES:

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

FIDUCIARY RESPONSIBILITIES:

- *Duty of Care:* Care that a 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 ethical integrity. 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:* Committed to the organization's mission. Board members are not permitted to act in a way that is inconsistent with the goals of ANNA.