

## REALITIES OF POSITION

### NATIONAL SECRETARY

#### TIME COMMITMENT:

- Varies based on need- may be 40-50 hours per month. Includes travel Zoom or Teams/conference calls, ANNA webinars, mail, e-mail, correspondence. Travel may include 20 days/year.

#### NEEDED SKILLS:

- Knowledge of ANNA organizational roles, time management skills, computer literacy, creative writing ability, understanding of Robert's Rules of Order, ANNA Policies and Procedures (P&P), Role Descriptions, and bylaws. Prior experience in developing Policies and Procedures and editing skills desired.

#### USUAL TASKS:

- Tasks may include but are not limited to: record all BOD meetings minutes; minutes for National Business meeting; "to do" list from each BOD meeting; follow up and record all mail feedback items; review all content for ANNA Update; review P&P and role descriptions and look for compliance; liaison as assigned; check all content in P&P before distribution. Serves as BOD Liaison to committees and work groups as assigned by the President.

#### REPORTS AND BOARD OF DIRECTORS RESPONSIBILITIES:

- Compiles reports from committees, work groups, and others as needed; prepare prior to and attend BOD meetings; communicates regularly with committees and work groups; responds/ votes on mail feedback items; reviews P&P and role descriptions on designated schedule coordinated by the National Office.

#### RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- The National Secretary works closely with the Director of Association Services on minutes, mail feedback items, and position statements.
- The National Secretary works closely with the Executive Assistant in the review of the biennial review of the P&Ps.

#### OBSTACLES TO CONSIDER IN ACCOMPLISHING ROLE AN ANNA BOARD OF DIRECTORS:

- Time management of work and home responsibilities, learning curve regarding role responsibilities is often lengthy.

#### 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.

**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 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 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.