



**ANNA**  
American Nephrology  
Nurses Association

Policy .....	11.01.14
Revised .....	12/25
BOD Reviewed and Approved.	12/25
Substituted for .....	2/24
Original Date.....	11/00

## **ROLE DESCRIPTION**

### **A. ROLE TITLE: BOARD LIAISON**

### **B. OVERALL PURPOSE AND OBJECTIVES OF ROLE**

1. Shares the responsibility for the oversight of the performance and production of assigned American Nephrology Nurses Association (ANNA) Committees, Task Forces, Representatives, projects, or consultants.
2. Serves as liaison between the Board of Directors (BOD) and assigned committee, Task Force, Representative, project, or consultant.
3. Supports the activities and facilitates the work of the assigned committee, Task Force, representative, project, or consultant.

### **C. COMPOSITION**

1. Member of the BOD or Executive Director, appointed by the National President based on the best interest of ANNA, appointee's interest in the area/project, background related to the area/project, availability, access to the group assigned, etc.

### **D. TENURE**

As established by the National President and the assigned BOD member.

### **E. GOVERNED BY CONSTITUTION AND/OR BYLAWS**

Not applicable.

### **F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:**

1. Participates as an auditor on Committee and Task Force project conference calls at least quarterly.
2. Attends other related meetings/conference calls as necessary and appropriate to complete project goals.

## G. RESPONSIBILITIES OF LIAISON

1. Assists the committee, Task Force, representative, and consultant in preparation of the annual budget.
2. Submits budget requests for special projects outside of the normal budget process to the National Treasurer and the BOD.
3. Reviews the budget and budget performance. Works with the chairperson/consultant and the National Treasurer to resolve significant variances if they occur.
4. Guides committee, Task Force, representative, and consultant in developing action plans to fulfill the strategic plan.
5. Approves and submits agenda items related to the committee, Task Force, representative, or consultant for BOD consideration.
6. Reviews all committee, Task Force, representative, or consultant minutes and activity reports and submits relevant summaries for reporting periods as determined by the National President, prior to BOD meetings or conference calls.
7. Assists chairperson/consultant with conflict resolution as requested.
8. Facilitates committee/project/consultant work as requested.

## H. RESPONSIBILITIES OF MANAGEMENT FIRM

1. Checks with Board Liaison for approval before initiating any non-routine work for committees, Task Forces, representatives, consultants, etc.
2. Assists in tasks as requested.