



ANNA
American Nephrology
Nurses Association

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| Policy | 11.03.02 |
| Revised | 10/25 |
| BOD Reviewed and Approved. | 10/25 |
| Substituted for | 5/24 |
| Original Date..... | 6/99 |

ROLE DESCRIPTION

A. ROLE TITLE: EXECUTIVE DIRECTOR

B. OVERALL PURPOSE AND OBJECTIVES OF THE ROLE

1. Understands, upholds, and supports the vision, mission, purpose, objectives, policies, procedures, and strategic plan of the American Nephrology Nurses Association (ANNA).
2. The Executive Director is responsible for the day-to-day administration of ANNA including managing national office staff and consultants, budgeting, managing programs and services, and implementing programs to further ANNA's objectives as established by the Board of Directors (BOD).
3. Consideration will be given to include differences in practice specialty, age, ethnicity, gender, and geographic representation.

C. COMPOSITION

1. Executive Director

- a. Selection Method: The Management Firm will recruit, interview, and recommend a candidate to the ANNA BOD for consent to hire. Upon BOD approval, the Management Firm will initiate and finalize a contract with the approved candidate.
- b. Qualifications:
 - (1) Bachelor's degree in healthcare, business, education, nursing, or related field; Master's degree preferred.
 - (2) Certified Association Executive (CAE) credential or commitment to obtain the CAE when eligible.

c. Selection Criteria:

- (1) Two (2) or more years' experience as a leader in a professional association. Association management experience preferred.
- (2) Management or higher-level administrative experience in a work setting or non-profit entity.
- (3) Financial management experience (e.g. – develop and manage budgets, analyze financial reports). Experience with fund management and tax laws preferred.
- (4) Experience with membership recruitment and retention.
- (5) Well-developed analytical, critical, and systems development skills.
- (6) Excellent writing, public speaking, and interpersonal skills.
- (7) Effective in building and maintaining strong BOD-staff partnerships.
- (8) Strong skills in team building, coaching, mentoring, and developing BOD members, volunteers, and staff.
- (9) Experience in strategic planning and implementation management.
- (10) Ability to travel as required by the Role Description, using all forms of transportation.

D. TENURE

As per contract.

E. GOVERNED BY THE FOLLOWING CONSTITUTION AND/OR BYLAWS

Article VIII.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All BOD meetings and conference calls.
2. Nationally sponsored ANNA meetings:
 - a. National Symposium
 - b. Leadership Education And Development (LEAD) Workshop
 - c. Nephrology Nursing Summit
 - d. Advocacy Forum
3. Nursing Organizations Alliance.
4. American Society of Nephrology.
5. American Society of Association Executives (ASAE) Symposium.
6. Annual budget preparation meeting.
7. Other meetings as requested by the National President.

G. DUTIES AND RESPONSIBILITIES

1. Under the direction of and in collaboration with the BOD:
 - a. Serves as a non-voting member of the BOD.
 - (1) Ensures an integrated, effective, and representative governance system to guide the mission of ANNA.
 - (2) Establishes and maintains an appropriate volunteer recruitment, training, recognition, and accountability system.
 - (3) Identifies and analyzes the need for policy development/revision; recommend and implements approved policies.
 - (4) Adheres to Policy and Procedure 2.04, *Conflict of Interest Policy*, for all assignments and responsibilities and discloses any actual, potential, or perceived conflict of interest, including those that may involve the management firm.
 - (5) In areas where the Executive Director must be recused from discussions and activities per Policy and Procedure 2.04, *Conflict of Interest Policy*, the National President will appoint a designee to fulfill specific assignments.
 - (6) Develops policies and procedures to ensure compliance with local, state, and federal laws.
 - (7) Reports progress of all programs and responsibilities at each BOD meeting.
 - (8) Recognizes and advises the National President and BOD of external trends that may influence the decisions of the BOD.
 - b. Planning
 - (1) Ensures ANNA has a focused and well-articulated mission that is communicated to membership, staff, consultants, management firm, and the public.
 - (2) Establishes a strategic planning process and guides its implementation including effective monitoring, evaluation, and reporting of progress against the plan and recommending revisions.
 - (3) Analyzes ANNA as a whole, its elements and environment, and their relationships. Reports industry trends and makes recommendations to the BOD.
 - (4) Ensures the integration of stakeholders' interests, and goals to achieve success for ANNA.
 - (5) Ensures development, implementation, monitoring, and revision of the marketing plan for the Association.

- c. Budget and Finance
 - (1) Collaborates with the National Treasurer on all aspects of budgeting and financial reporting, including the following areas.
 - (2) Integrates budgeting within the mandates of the strategic plan to achieve ANNA's mission.
 - (3) Develops, recommends, implements, reviews, and manages the Association's annual budget.
 - (4) Develops systems to monitor and manage financial performance.
 - (5) Reports financial information to the BOD.
 - (6) Develops initial orientation and ongoing education for the BOD with regard to their fiscal responsibilities.
 - (7) Identifies, recommends, and secures adequate revenue sources.
 - (8) Develops long-range funding and needs plans.
 - (9) Develops, recommends, implements, reviews, and manages investment policies.
 - (10) Develops a plan specific to revenue-generating activities.
 - (11) Creates relationships with businesses or institutions that contribute to ANNA's resources.
 - (12) Ensures that finances are audited periodically and appropriate tax filings are completed on a timely basis.
 - (13) Develops, recommends, implements, reviews, and manages risk management policies and adequate insurance coverage.
 - (14) Ensures compliance with all legal and regulatory requirements.
 - (15) Maintains all financial records of the Association in accordance with acceptable accounting standards and practices.
 - (16) Negotiates and manages the financial aspects of third-party contractors, consultants, and suppliers for products and services required for ANNA's operations.
- d. Human Resources
 - (1) Establishes an environment that fosters open, efficient, effective, and timely communication and teamwork.
 - (2) Recruits, trains, supervises, evaluates, counsels, coaches, disciplines, retains, and terminates staff and independent contractors.
 - (3) Develops, recommends, implements, and evaluates personnel policies and procedures.
 - (4) Develops, recommends, implements, and manages compensation administration.
 - (5) Analyzes need for and content of employment contracts.
 - (6) Complies with all legal requirements.
 - (7) Receives time sheets and monthly activity reports from paid consultants.
- e. Membership
 - (1) Develops, recommends, implements, and manages membership recruitment and retention program.
 - (2) Oversees the distribution of information, education, and resources that will identify needed member skills to maximize the potential of the Association.
 - (3) Facilitates the formulation of best practices/standards that assist the membership in applying ANNA's mission and goals.
 - (4) Periodically assesses membership needs/wants and overall satisfaction with membership services.

- f. Information Management
 - (1) Identifies and prioritizes required information technology (IT) services to support ANNA's demand for information specific to day-to-day operations and the mandates of the strategic plan.
 - (2) Develops, recommends, implements, and manages IT services.
 - (3) Identifies and uses appropriate technology to disseminate information.
- g. Relationships
 - (1) Ensures the integration of goals and interests of key stakeholders (BOD, outside contractors, volunteer/members, other organizations) as guided by ANNA's strategic plan.
 - (2) Identifies and brings together groups/entities with common interests to develop a plan(s) to reach mutual goals.
 - (3) Identifies and transmits appropriate messages to target groups and individuals that must be positively influenced to achieve the goals of the Association.
 - (4) Ensures the use of effective and ethical negotiation skills for self, staff, consultants, and volunteers.
- h. Programs and Services
 - (1) Provides the oversight and management of the development, recommendations, and evaluation for ANNA programs and services, including, but not limited to:
 - a) Professional development activities and delivery systems: educational programs, provider and approver services, and leadership development.
 - b) Research and professional practice
 - c) Government relations
 - d) Publications and other media
 - e) Membership services
 - f) Meeting/conference planning
 - g) Public relations
 - h) Corporate relations
 - i) Out-sourced support services
 - j) Strategic alliances with other organizations/entities

H. LINES OF COMMUNICATION

1. Reports to the National President and the BOD.
2. Liaison to ANNA's management firm.
3. Liaison to ANNA legal counsel.
4. Liaison to ANNA's accounting and investment firms.
5. Liaison to other nursing organizations and the nephrology community.