

## REALITIES OF POSITION

<b>NATIONAL SECRETARY</b>
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### TIME COMMITMENT:

- Varies based on need; estimate 40-50 hours per month, with additional hours required during bylaws and policy review committee meetings. This includes travel, virtual conference calls, ANNA webinars, email, Board Liaison duties, committee work, and correspondence. Travel may consist of 25 to 30 days per year.

### NEEDED SKILLS:

- Knowledge of ANNA's 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 is required. Prior experience in developing policies and procedures and editing skills is desired.

### USUAL TASKS:

- Tasks may include, but are not limited to: recording all BOD meeting minutes; documenting minutes for the National Business meeting; maintaining a "to do" list from each BOD meeting; following up and recording all mail feedback items; reviewing all content for the ANNA Update; chairing the Bylaws and Policy Review Committee; reviewing P&P and role descriptions while looking for compliance; serving as liaison as assigned; and checking all content in P&P before distribution. This role also includes serving 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; prepares for and attends BOD meetings; communicates regularly with committees and work groups; responds to and votes on mail feedback items; reviews P&P and role descriptions according to the designated schedule coordinated by the National Office.

### RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- The National Secretary works closely with the Chief of Staff on minutes for BOD meetings and conference calls.
- 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 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 \$3,750 quarterly, \$15,000 per annual term of office, is offered to help offset expenses incurred in the performance of duties, 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 the Association's 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 a positive public image, ensure the presence of a capable and responsible Board, and 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.