

# Arizona Nurses Association

## Competencies, Roles and Responsibilities

### AzNA Board of Directors

#### President

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##### **SUMMARY:**

Serves as chief elected officer of the association, acts as official representative of the association and as its chief spokesperson on matters of association policy and positions. Presides as chair of the Directors and all association business meetings. Provides the vital link between leaders and policy makers within the association and those throughout the healthcare field. Exercises personal leadership in the motivation of other officers, board members, elected and appointed officials, staff, and the membership.

Board of Directors Core Competencies: All members of the Directors shall demonstrate the ability to:

1. Lead with a stewardship perspective and communication style that effectively and actively engages stakeholders in the work of the association.
2. Mentor current and future members to promote their professional growth and support effective leadership succession within the association.
3. Translate healthcare and professional trends into future-oriented, practical strategies to meet association goals and objectives.
4. Develop well-informed strategies that are sensitive to the various needs of multiple stakeholders and partners, reflect the strategic direction of the association and position the association for success.
5. Provide overall direction for the association to effectively manage existing resources and cultivate new resources.
6. Analyze the association's strategic direction and performance relative to achievement of goals/objectives and adjusts as needed.

Presidential Competencies. As the chief elected official of the association, the President shall demonstrate the following additional competencies with the ability to:

7. Communicate effectively and consistently in written and verbal form to internal and external stakeholders about official positions and work of the association.
8. Mobilize membership and the association's resources to develop relevant goals/objectives, execute effective plans, evaluate results and adjust strategies as necessary.
9. Lead across boundaries to promote robust partnerships and alliances with external stakeholders that further the association's mission.

## **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of a board member:

### ***Leadership***

1. Presides at all meetings of the association's Board of Directors and official meetings of the membership.
2. Keeps stakeholders informed on the conditions and operations of the association.
3. Leads the Board of Directors and association members in formulating policies, positions, position statements, and programs that will further the goals and objectives of the association.
4. Offers guidance and consultation to the AzNA ED, elected and appointed officials of the association, and constituents as required.
5. Supports and defends policies, positions, and programs adopted by the Board of Directors and membership.

### ***Organizational***

1. Acts as official spokesperson for the association to the public, press, legislative bodies, statewide, national and international allied health organizations on matters of policy within the confines of the policies established by the membership and the Board of Directors. Serves as the public relations ambassador for the profession. Uses discretionary powers to assign responsibility for such representation as necessary.<sup>1</sup>
2. Reports to the membership at the biennial convention and at other appropriate times.
3. Reports in writing to the Board of Directors at all its regular meetings and reports by memoranda as necessary between meetings.
4. Promotes interest and active participation in the association on the part of the membership and reports activities of the Board of Directors and the association to members by means of letters, summaries, and speeches.
5. Provides testimony before legislative or regulatory groups on association issues.

### ***Operational***

1. Serves as ANA/AzNA Membership Assemblies representative.
2. In conjunction with staff, plans and approves the agendas for meetings of the Board of Directors and official membership meetings.

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<sup>1</sup> The basic principle of the delegation of powers and duties is that the president retains full accountability for the performance or exercise of those powers and duties that have been delegated. The president is also responsible for consequences that arise out of the exercise of delegated authority.

3. Serves as an *ex-officio* member of all Board of Directors and membership committees except the Nominations Committee.
4. May appoint standing committees of the Board of Directors as well as ad hoc working groups.
5. Notifies, in writing, association members and other stakeholders at least 90 days prior to a face-to-face meeting.

**TERM OF OFFICE:**

Elected by association members for a two-year term; may not serve more than two consecutive terms in the same office or more than eight consecutive years on the Board of Directors.

**QUALIFICATIONS:**

Must hold current individual membership in the Arizona Nurses Association; 5 years of progressive leadership experience that demonstrate required competencies (required); may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with AzNA or ANA. Must have basic knowledge of parliamentary law and procedures and have a familiarity with the AzNA Bylaws and other rules of the association.

**SCOPE OF ADMINISTRATIVE POWERS:**

There are two general types of administrative powers and duties that are the responsibility of the president of AzNA - discretionary and ministerial. The discretionary powers and duties are those that depend upon a special trust in the president and involve personal reliance on the president's wisdom, integrity, and discretion. Discretionary powers assigned to the president by AzNA Bylaws can never be delegated. Ministerial powers are duties that involve the faithful performance of an administrative function (e.g., giving speeches) which does not involve discretionary power. These duties may be delegated to members or staff.

**TIME COMMITMENT:**

1 day per week for preparing, planning, implementing and evaluating Presidential activities and AzNA initiatives; attendance at all Board of Directors meetings; attendance at AzNA biennial convention and biennial symposium; attendance at ANA Membership Assembly in Washington, D.C.; attendance at meetings as required by the office.