

Arizona Nurses Association

Competencies, Roles and Responsibilities

AzNA Board of Directors

Vice President

SUMMARY:

Assumes the responsibilities of the president in his/her absence and performs special functions as assigned to assist the president in performing the functions of that office. Serves on the Board of Directors.

Board of Directors Core Competencies: All members of the Board of 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.

Vice Presidential Competencies: As the second highest ranking elected official of the association, the Vice President shall demonstrate the following additional competencies with the ability to:

7. Utilize workforce management principles and processes to promote the development, motivation and effectiveness of association staff.
8. Develop and promote effective leadership succession strategies.

SPECIFIC RESPONSIBILITIES:

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

1. Assumes the duties of the president in his/her absence.
2. Serves as a member of the Board of Directors to review and act upon all critical assistance requests from association members.

3. Assists the president in the performance of his/her duties whenever requested to do so.
4. Attends the ANA and AzNA Membership Assemblies as an alternate to the President in his/her absence and special meetings as directed by the president. Participates in conducting the Membership Assembly meeting in the absence of the AzNA president.
5. Serves as liaison to the Nominations committee and provides oversight to special committees.
6. Serves as the 1st alternate representative to the ANA/AzNA Membership Assemblies in the event the President cannot attend.
8. Represents the association to association members and with other associations or organizations as requested by the president.

TERM OF OFFICE:

Elected by association members for a two-year term; may serve no 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 and American Nurses Association; 2 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.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- 2-3 days, three to four times a year for Board of Directors meetings and other committee meetings held in conjunction with the Board of Directors meetings;
- 2-3 days, for the Membership Assembly meeting, committee meetings, and pre- and post-Board of Directors meetings;
- 2-4 hours per month on conference calls of the Board of Directors and/or committees;
- possibly 6-8 days quarterly in liaison meetings or attending other events as AzNA spokesperson either with or for the ANA president and 2-5 days per year handling special assignment requests of the president.