

Arizona Nurses Association

Competencies, Roles and Responsibilities

AzNA Board of Directors

Secretary

SUMMARY:

Ensures that records of all official meetings of the membership and Board of Directors meetings are maintained. Serves on the Board of Directors. May chair or serve on one or more board committees and performs special functions as assigned.

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.

Secretarial Competencies. The Secretary shall demonstrate the following additional competencies with the ability to:

7. Synthesize all business meetings to provide a succinct, accurate and legal record of association proceedings.
8. Use electronic recording methodologies that promote accurate and efficient archive of official association meetings.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of Board member:

1. Serves as a member of the Board of Directors to review and act upon all critical assistance requests from constituent members.

2. Notifies, in consultation with the President, the association members of regular and special meetings of the membership.
3. Records accurate minutes and assures that records are maintained for all meetings of the Board of Directors and official meetings of the membership. May edit motions for the sake of clarity, advising board members of the changes.
4. Tracks motions made during meetings, making sure there is a signed motion slip for each action. Keeps AzNA president apprised with list of members wishing to speak during a meeting.
5. Records all actions taken in consultation meetings with the AzNA Executive Director and ensures that action is included in Executive Session minutes.
6. Ensures that copies of the minutes of each meeting are provided to the Board of Directors and AzNA staff.
7. Signs bank resolutions, minutes, board operating policies and other documentation as required using the AzNA official seal.
8. Attends the Membership Assembly meeting and special meetings as directed by the president. Presents motions to the Membership Assembly concerning perfunctory matters.
9. Serves as liaison to the Bylaws Committee.
10. Serves as the 2nd alternate representative to the ANA/AzNA Membership Assemblies in the event the President and Vice President cannot attend.
11. Represents the association as requested by the president.

TERM OF OFFICE:

Elected by the 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 in the Arizona Nurses Association and American Nurses Association; 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.

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 possible committee meetings in conjunction with the board meetings;

- 2-3 days for the Membership Assembly meeting and pre- and post-Directors meetings;
- 2-3 hours per week on conference calls of the Directors and/or committees;
- possibly 1-2 days quarterly in liaison meetings either with or for the AZNA president;