

# Arizona Nurses Association

## Competencies, Roles and Responsibilities

### AzNA Committee Member

### Bylaws Committees

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#### **SUMMARY:**

Committee members serve as elected representatives of the association's constituents to complete the work of their respective committees in service to and in concert with the association's mission, values and strategic initiatives.

Committee Chair Core Competencies: Chairs of committees shall demonstrate the ability to:

1. Communicate the mission of the committee relevant to the association's purpose and strategic initiatives.
2. Communicate in a positive manner with association staff and Board of Directors to gather and provide information relevant to the committee's mission.
3. Promote committee teamwork through open, honest and respectful discussions, arbitrating and helping to resolve controversies as needed.
4. Plan and implement effective meetings that achieve the mission of the committee efficiently and on time.

Committee Member Core Competencies:

1. Listen with discernment, provide relevant information and engage committee members and others in a respectful and positive way.
2. Use technology to effectively collaborate with geographically dispersed committee members.

Committee Member Core Expectations: All members of AzNA committees shall:

1. Be prepared, attend meetings, actively and thoughtfully participate in discussions and complete assignments on time.
2. Conduct oneself with integrity, maintain confidentiality when needed and declare actual or potential conflicts of interest as appropriate.

**In addition to the core competencies, expectations and/or duties related to AzNA committee work, the following additional competencies, expectations and duties are required of Bylaws Committee Chair and/or Members:**

#### **Chair of Bylaws Competency**

1. Leads the examination of association mission, current strategic initiatives and structure for potential implications related to bylaws.
2. Guides bylaws revisions in consultation with association staff and directors to address any updates to the association's mission, strategic initiatives and structure.

**Bylaws Committee Duties**

1. Examine association mission and current strategic initiatives for potential implications related to bylaws.
2. Analyze the implications of potential bylaws revisions from multiple perspectives.
3. Revise bylaws for review by the association Board of Directors and respond to questions and feedback.
4. Finalize bylaws revisions in a timely manner for presentation to membership at the association's biennial convention.

**TERM OF OFFICE:**

Elected by association members for a two-year term; may not serve more than two consecutive terms on the same committee.

**MEMBER QUALIFICATIONS:**

Must hold current individual membership in the Arizona Nurses Association; previous service on committees desirable.

**CHAIR QUALIFICATIONS:**

In addition to the above qualifications, Chairs must have previous committee experience; previous committee leadership desirable.

**TIME COMMITMENT:**

Varies by the committee and cycle of association business. Generally, committees will meet regularly during the year of biennial convention. The time commitment may range from 1 hour per month to 1-2 hours per week, depending upon the business of the committee.