TEXAS NURSES ASSOCIATION

Secretary/Alternate ANA Membership Assembly Representative

Candidate Qualifications *(adopted by the TNA Nominating Committee 09/2015)*
- Served as an elected member of the TNA Board of Directors or major state-level committee, and/or
- As an elected member of a Board of Directors in office similar to one seeking or similar professional experience.

General Criteria for all Candidates *(adopted by the TNA Nominating Committee September 2015)*
- Hold current membership in the Texas Nurses Association.
- Evidence participation at the ANA, SNA, or DNA levels by either elective office or appointment to committees, etc.
- Submit in timely manner "Consent to Nomination" form and "Biographical Data" form.
- Indicate ability to meet the demands and fulfill the duties inherent in the position.

Expectations of the Board *(adopted by the TNA Board of Directors August 2015)*

NOTE: The intent of this policy is that those individuals who choose to run for elective office, and are ultimately elected by members, are willing to serve as role models investing their talent as well as time and treasures to support the success of Texas Nurses Association. While the following expectations are the desired stewardship levels of board members, exceptions may be made in special circumstances

Board members are expected to participate in TNA as follows:
- Participate (sponsor self) in TNA major events including: Legacy Banquet or PAC fundraiser, Leadership Conference, and Nurse Day at the Capitol
- Recruit at least 5 members per year (or cause 5 members to be recruited)
- Serve as a liaison to a committee, program, or local constituency (as assigned by the President)
- "Write or Raise" $500.00 per year to the PAC and $500.00 per year to the Foundation (if personal circumstances permit).

Estimated Annual Time Commitment for Elective Positions
Responsibilities and duties of the various elective positions are spelled out in the TNA Bylaws. Listed here are identified duties with estimated yearly time commitments needed to accomplish them.

Estimated Annual Time Commitment: 10-12 days
- Quarterly board meetings (January, April, July, October) – held in Austin, 1-to-2 days each
- Interim TNA Board conference calls as needed
- Serve as the Secretary of the Texas Nurses Foundation – meetings held in conjunction with the TNA Board Meetings. Conference calls as needed
- Serve as the Secretary of NACES Plus Foundation, Inc. – meetings held in conjunction with the TNA Board Meetings. Conference calls as needed.

- TNA Annual House of Delegates – held Friday/Saturday immediately following regular quarterly Board meeting
- ANA Annual Membership Assembly – 2-3 days (if the President or Vice-President is unable to attend)
- District Visits – TNA officers are often invited to present to the members of various TNA Districts, this interaction and visibility is important to the organization. The amount of time varies and is dependent upon the Secretary's availability

BYLAWS HIGHLIGHTS – These bylaws are pointed out as they may impact a member's decision to pursue elected office. A list of Bylaws pertinent to serving on the TNA Board of Directors follows.

Article VII: Officers and Duties of Officers

Section 5. Secretary: The secretary shall keep minutes of the proceedings of the TNA House and TNA Board and report at regular meetings of the House and Board. The secretary shall be familiar with the procedures of TNA relating to notifications of elections or appointments, and notices of time and place of meetings.

ARTICLE IX: Nominations and Elections, Terms of Office and Vacancies

Section 3. Vacancies a. Absence from two consecutive regular quarterly meetings or two regular quarterly meetings within a TNA fiscal year shall constitute an automatic resignation. Failure to be in attendance for 50% or more of a meeting shall constitute an absence.

BYLAWS TEXAS NURSES ASSOCIATION As Amended April 2016
Article VII: Officers and Duties of Officers
ARTICLE VIII: BOARD OF DIRECTORS AND DUTIES OF THE BOARD
ARTICLE IX: Nominations and Elections, Terms of Office and Vacancies