

REALITIES OF POSITION

| |
|---------------------------|
| NATIONAL PRESIDENT |
|---------------------------|

TIME COMMITMENT:

- Varies based on need. On non-travel weeks estimate 20-25 hours. During a travel week, estimate 80-100 hours. Includes travel, virtual conference calls, ANNA webinars, mail, email, correspondence. Travel may include 40-60 days/year. Preliminary travel commitments are outlined each year during the budget planning process.

NEEDED SKILLS:

- Strong managerial leadership including team dynamics, public speaking, writing, fiscal management, and working knowledge of association functions are needed. Computer skills and online capabilities required.

USUAL TASKS:

- Tasks may include, but are not limited to: work with consultants, BOD, Committee chairs, President-Elect for orientation and ANNA activities; ANNA National Symposium activities such as opening comments, introductions, and serving as moderator; participate in Leadership Development Workshop (LEAD); conduct annual ANNA business meeting; serve as chair for the Town Hall Meeting; provide state of the Association address; work with other health care and nursing entities; assist in selecting keynote speaker; consult with the National Office in recommending locations for future annual meetings; organize and develop the agendas for BOD meetings and conference calls; write president's column for ANNA Update(3-4/year) and Nephrology Nursing Journal (6-7/year); write annual association report; participate in weekly calls with the Executive Director; coordinate monthly calls with the President-Elect, Immediate Past President, and Executive Director; participate in monthly calls with Venable; assist with annual budget planning; respond to emails **daily**; review and approve expenses; mentor President-Elect; support ANNA's brand and marketing through engagement with ANNA Connected and social media; and participate in evaluation process for Executive Director, Consultants and BOD.
- Other tasks as needed may include but are not limited to: participate in Request for Proposals for goods or services; participate in interviews; exhibit for ANNA as needed at non-ANNA events; review contracts; represent ANNA at meetings; creation of taskforces;

REPORTS AND BOARD OF DIRECTORS RESPONSIBILITIES:

- Prepares/chairs BOD meetings and conference calls; compiles reports from committees, work groups, and others as needed; communicates regularly with committees and work groups; responds promptly; reviews P&P and role descriptions per designated schedule.

RESOURCES AVAILABLE FROM ANNA NATIONAL OFFICE:

- Support is available from the Executive Director, Chief of Staff and other National Office staff members (conference, exhibition, editorial, marketing management, publishing, creative (art), computer, and internet departments).

OBSTACLES TO CONSIDER IN ACCOMPLISHING ROLE ON ANNA BOARD OF DIRECTORS:

- Time management/balance of home and work responsibilities while meeting the expectations of the role. The need for support from the employer for the time needed to meet ANNA responsibilities, which may include some ANNA work during worktime. Support from family for time and travel.

FINANCIAL:

ANNA reimburses for expenses incurred in the performance of association duties. Travel expenses are reimbursed after an approved trip; however, ANNA will accommodate more timely expense reimbursement as needed. In addition, a stipend of \$8,000 quarterly, \$32,000 per annual term of office, is offered to help offset expenses incurred in the performance of duties for items such as unpaid leave from work, technology costs for internet services and computer equipment, and other non-reimbursed expenses that arise.

BOARD OF DIRECTORS RESPONSIBILITIES:

- Provide oversight, set Association direction, engage in strategic thinking, review and support ANNA's Mission and Vision, and strategic plan, establish Association values, approve operational plans, ensure financial resources, promote positive public image, ensure presence of a capable and responsible Board, assess Board performance. Strengthen ANNA's services and programs.

FIDUCIARY RESPONSIBILITIES:

- *Duty of Care:* Care that a prudent person would exercise in a like position and under similar circumstances. A Board member owes the duty to exercise reasonable care when he/she makes a decision as a steward of ANNA.
- *Duty of Loyalty:* A standard of ethical integrity. A Board member can never use information obtained as a member for personal gain but must always act in the best interests of ANNA.
- *Duty of Obedience:* Committed to the organization's mission. Board members are not permitted to act in a way that is inconsistent with the goals of ANNA.