

## **Nevada Nurses Association – State Elected Office Descriptions**

### **Office of President**

Term of Office: 2 years

#### Official Duties:

- ◇ assume the leadership of the Nevada Nurses Association
- ◇ serve as the Chair of the Board of Directors and Executive Committee, work closely with the Board of Directors
- ◇ serve as the official representative and spokesperson for NNA on matters of policy and position
- ◇ propose policy and practice
- ◇ appoint members to committees
- ◇ serve as an ex officio member of all NNA committees (except the Economic and General Welfare Committee and Nominating Committee)
- ◇ submit reports to the Board of Directors, funding sources, and other stakeholders
- ◇ attend the Board of Directors' retreat
- ◇ attend the state convention and chair the membership meeting
- ◇ prepare the agenda for all Board of Director meetings
- ◇ attend all teleconference meetings of the Board of Directors
- ◇ serve as a delegate at meetings of the Constituent Assembly at the ANA House of Delegates and any other special meetings of the ANA
- ◇ perform other duties as determined by the By-laws or Board of Directors
- ◇ communicate via electronic modes as needed

Time Commitment: one hour teleconference monthly  
8-10 hours per week, with additional time during physical meetings

Travel Required: once to twice a year to attend the Board's strategic planning session, the state convention depending on location, and the national ANA House of Delegates and Center for American Nurses conventions

### **Office of President-Elect**

Term of Office: 2 years

#### Official Duties:

- ◇ assume the duties of the President in the absence of the President
- ◇ serve as a member of the Executive Committee
- ◇ serve as the chair of the Committee of Strategic Planning
- ◇ attend the Board of Directors' retreat, and the state convention
- ◇ attend all teleconference meetings of the Board of Directors
- ◇ serve as a delegate at meetings of the Constituent Assembly at the ANA House of Delegates and any other special meetings of the ANA

- ◇ perform other duties as determined by the President, By-laws or Board of Directors
- ◇ communicate via electronic modes as needed

Time Commitment: one hour teleconference monthly  
4-6 hours per month, with additional time during physical meetings

Travel Required: once to twice a year to attend the Board's strategic planning session, the state convention depending on location, and the national ANA House of Delegates and Center for American Nurses conventions

## **Office of Vice-President**

Term of Office: 2 years

Official Duties:

- ◇ assume the duties of the President in the absence of the President and President-Elect
- ◇ report to the President and Board of Directors
- ◇ jointly participate with the President to implement officers' transition
- ◇ serve as a member of the Executive Committee
- ◇ serve as the chair of the Committee on Membership - coordinate membership recruitment and retention, and membership services
- ◇ attend the Board of Directors' retreat, and the state convention
- ◇ attend all teleconference meetings of the Board of Directors
- ◇ perform other duties as determined by the Executive Committee, Board of Directors, or By-laws
- ◇ communicate via electronic modes as needed

Time Commitment: one hour teleconference monthly  
3-4 hours per month, with additional time during physical meetings

Travel Required: once to twice a year depending on the location of the Board's retreat, the strategic planning session, and the state convention

## **Office of Secretary**

Term of Office: 2 years

Official Duties:

- ◇ serve as a member of the Executive Committee
- ◇ record minutes of all meetings, including the Executive Committee, the Board of Directors, and Annual membership meetings
- ◇ maintain an understanding of the legal documents of the NNA, including articles, By-laws, and IRS letters, and note their applicability during meetings
- ◇ distribute minutes of meetings as applicable

- ◇ serve as the official custodian of all minutes, fiscal records, and NNA corporate documents
- ◇ fulfill secretarial duties assigned by the Board of Directors
- ◇ attend the Board of Directors' retreat, and the state convention
- ◇ attend all teleconference meetings of the Board of Directors
- ◇ communicate with ANA as assigned, send the names and addresses of the President and officers following each election to the ANA Secretary and to the Center for American Nurses
- ◇ send a copy of all NNA By-laws amendments or revisions to ANA within one month of adoption
- ◇ perform duties assigned by the President or Board of Directors
- ◇ communicate via electronic modes as needed

Time Commitment: one hour teleconference monthly  
4-5 hours per month, with additional time during physical meetings

Travel Required: once to twice a year depending on the location of the Board's retreat, the strategic planning session, and the state convention

## **Office of Treasurer**

Term of Office: 2 years

Official Duties:

- ◇ serve as a member of the Executive Committee
- ◇ supervise the accounting procedures of NNA
- ◇ ensure development and review of financial policy and procedure
- ◇ review and revise the budget on a quarterly basis
- ◇ make recommendations for non-budgeted items
- ◇ present and interpret the budget or financial statement at Board of Director meetings
- ◇ serve as the chair of the Committee on Finance
- ◇ attend the Board of Directors' retreat, and the state convention
- ◇ attend all teleconference meetings of the Board of Directors
- ◇ perform duties assigned by the President or Board of Directors
- ◇ communicate via electronic modes as needed

Time Commitment: one hour teleconference monthly  
3-4 hours per week, with additional time during physical meetings

Travel Required: once to twice a year depending on the location of the Board's retreat, the strategic planning session, and the state convention

## **Office of American Nurses Association (ANA) Delegate and Alternate**

Term of Office: 2 years

**Official Duties:**

- ◇ participate in the ANA House of Delegates to discuss and vote on ANA policy
- ◇ participate in the Center for American Nurses meeting
- ◇ receive and respond to online information and policy updates from ANA
- ◇ provide a written report of ANA House of Delegates activities to the NNA Board of Directors and NNA membership
- ◇ answer NNA member questions at the state convention

**Recommendation:** knowledge of current issues and trends affecting health care and nursing, and their relationship to Nevada nursing practice

**Time Commitment:** the ANA House of Delegates meets in even years for a (usually) three day convention. Attendance at the convention provides an opportunity to visit with the Nevada delegation of Representatives and Senators. In addition (and if possible), at least one delegate should attend the Center for American Nurses meeting (usually two days).

**Travel Required:** once a year to the state convention, once a term (in even years) to Washington D.C. to the ANA House of Delegates

**Note:** NNA will pay a portion of travel expenses as allowed by the budget

## **Office of Director-at-Large**

**Term of Office:** 3 years

**Official Duties:**

- ◇ serve as a committee coordinator as assigned by the President (examples of committees include By-laws, Finance, Legislative, Membership, Nurse Practice)
- ◇ serve with Vice-President in promoting the NNA to the public
- ◇ promote membership recruitment and retention, and membership services
- ◇ communicate with NNA members and colleagues
- ◇ attend the Board of Directors' retreat, and the state convention
- ◇ attend all teleconference meetings of the Board of Directors
- ◇ perform duties assigned by the Executive Committee, Board of Directors, or By-laws
- ◇ communicate via electronic modes as needed

**Time Commitment:** one hour teleconference monthly  
4-8 hours per month, with additional time during physical meetings

**Travel Required:** once to twice a year depending on the location of the Board's retreat, the strategic planning session, and the state convention

## **Nominating Committee Member**

Term of Office: 1 year

Official Duties:

- ◇ assess the current composition of the Board of Directors and identify officer vacancies
- ◇ communicate with NNA members to solicit their participation and candidacy for office
- ◇ obtain candidate's "Member Profile and Consent to Serve" for the ballot
- ◇ prepare and format the annual ballot for elective offices for the NNA
- ◇ provide the annual ballot to NNA members as required by the By-laws
- ◇ count the ballots and present results in writing to the committee chair
- ◇ committee chair presents results of the election to the President at the state convention
- ◇ maintain ballots until the "vote to destroy" at the following membership meeting
- ◇ communicate via teleconference or email with committee members
- ◇ communicate via electronic modes as needed

Note: the nominee for the Nominating Committee that receives the highest number of votes shall serve as committee chair.

Time Commitment: 2 hours per month for approximately 4 months (March – June)

Travel Required: once a year to the state convention