



**Alaska Nurses
Association**

AaNA Policy Manual 2016 – Adopted 1999, Revised as noted

B. Board of Directors Position Descriptions

1. AaNA President Position Summary

The President is elected by the membership. The President is responsible to the Board of Directors, and through appropriate bodies, to the membership for seeing that the programs and policies of AaNA reflect the needs and aspirations of the membership.

Responsibilities and Authority

Within the limits of the Alaska Nurses Association Bylaws and policies, has responsibility and commensurate authority to accomplish the following:

- Preside at the AaNA General Assembly
- Preside and attend all Board and Executive Committee meetings.
- Coordinate agenda material.
- Keeps the Board of Directors and Executive Committee informed of conditions and operations of AaNA.
- Makes contacts with members, when possible, through meetings, i.e., local unit, district.
- Attend or reports to Committees as often as possible by no less than one meeting per year.
- Participates on PAC Board of Trustees and as designated by Bylaws.
- Works to see that basic programs and objectives of the association are planned, formulated and presented to the Board of Directors.
- Makes appointments as necessary and reports to Board of Directors for approval.
- Appoints Committees with Board approval.
- Sees that organizational structure and policies come under review regularly.
- Supports and defends policies and programs adopted by the Board of Directors.
- Influences the establishment of goals and objectives by the membership.
- Presents annual report to the membership.
- Acts as spokesperson for the Association as provided by the Bylaws.
- In cooperation with those in financial responsibility helps develop recommendations and on approval sees that the association operates within the annual budget and ensures that regular audits are done.
- Promotes interest and active participation of the membership.
- Participates in regional communication plan.

- Responds to letters and ideals and criticisms of AaNA.

Qualifications

- Must hold current membership in the AaNA.
- Must be elected by the membership of AaNA.
- Shall not hold more than one elected or appointed position at one time within AaNA except as stipulated within the AaNA Bylaws.
- Shall not concurrently serve as an officer, director and/or staff member of another organization if such participation might result in a conflict of interest with AaNA.

2. AaNA Vice President Position Summary

The Vice President shall perform as an officer of the Board of Directors and assume the duties of the president in the president's absence or at the discretion of the president.

Responsibilities and Authority

- The Vice President shall serve as member of the Board of Directors and shall fulfill the responsibilities as outlined in AaNA bylaws.
- Shall assume such duties as assigned by the Board of Directors.
- Shall attend Board of Directors and Executive Committee meeting and other meetings as appropriate.
- Shall actively promote membership in the AaNA.

3. AaNA Treasurer – Position Summary

The AaNA Treasurer shall be responsible for monitoring the fiscal affairs of the association and provide reports and interpretation of AaNA's budget, financial reports and financial condition to the Board of Directors and AaNA membership.

Responsibilities and Authority

- Serves as a member of the Board of Directors and shall fulfill the responsibilities as outlined in AaNA bylaws.
- Serves as a chair of AaNA Finance Committee.
- Serves as a member of the Board of Directors Executive Committee.
- Works with the Finance Committee in preparing an annual budget preparation for presentation to the Board of Directors.
- Monitors the fiscal affairs of AaNA and advises the Board of Directors on expenditures of AaNA funds; reports financial information at Board and other association meetings as requested.
- Recommends to the Board of Directors appropriate ways and means to assure an adequate financial base for AaNA.
- Interprets the financial policies and makes recommendations to the Board of Directors regarding any proposed changes to the financial policies.

- Advises the Board of Directors on AaNA long-range financial planning.
- Works with the Finance Committee, Board of Directors and President to meet the budget guidelines.
- Serves as a spokesperson, as required for AaNA and actively promotes AaNA membership.
- Advises the Board on the financial impact of any new policy being considered for enactment.
- Assures an annual audit of AaNA financial records is accomplished by a certified public accountant.
- Reviews cost impact of resolutions presented to General Assembly.

4. AaNA Secretary – Position Summary

The AaNA Secretary shall be responsible for ensuring the keeping of records for AaNA including reporting of meetings of the General Assembly Board of Directors. and Executive Committee.

Responsibilities and Authority

- The Secretary shall serve as a member of the Board of Directors and shall fulfill the responsibilities as outlined in AaNA bylaws.
- Receive drafts of Board and Executive Committee minutes from the Association administrative assistant. Review in a timely manner, make any necessary additions/corrections, discuss and return to AaNA for distribution to the Board Members.
- Act as a facilitator of motions drafted at meetings of the Board.
- Record the minutes of the meetings of the General Assembly Board of Directors and Executive Committee according to Robert's Rules of Order Newly Revised.
- Conducts the general correspondence of the Association and the Board of Directors.
- Sends notices of time and place of meetings.
- Notifies all officers, including directors, of their election or appointment.
- Preserve all papers, letters and transactions of AaNA and has custody of the corporate seal.
- Keeps an accurate list of names and addresses of all members of AaNA.
- Serves as spokesperson, as required for AaNA and actively promotes AaNA membership.

5. Board of Directors Board Member Position Summary

Board members are elected to represent the membership of AaNA. Board Members have the legal, ethical, and fiduciary responsibility for all AaNA activities, and act as trustees of the organization on behalf of all AaNA members.

Responsibilities and Authority

Within the limits of the Alaska Nurses Association Bylaws and policies, each board member has the responsibility and authority to accomplish the following:

- Recognize members' interests, assuring that the organization programs and services appropriately address members' needs in AaNA's mission, purpose and goals.

- Carry out the direction set by the annual General Assembly.
- Prepare for, attend, and participate in organization meetings. Demonstrate knowledge of and promote association positions and support activities.
- Represent AaNA to the membership and other organizations as appropriate.
- Maintain active liaison and participation with local district nurses' associations.
- Assume responsibility for short-term and long-term strategic planning to determine the future successful direction of the organization.
- Formulate and communicate AaNA's goals and establish priorities for those goals. Review and evaluate effectiveness and attainment of goals on an ongoing basis.
- Determine and establish policies, standards and limits for AaNA that will further the goals and objectives.
- Assure that the organizational structure and administrative systems are adequate and appropriate.
- Regularly review and evaluate organizational programs and services and report to the membership.
- Monitor AaNA's financial status on a regular basis, including review of the approved budget.
- Ensure that adequate resources are available to support AaNA's policies and programs, and that the resources are used effectively.
- Support the President, both publicly and within the organization
- Speak as one voice about the AaNA priorities, policies and goals.
- Provide liaison reports for projects or committee meetings to the Board.
- Formally assess and annually document overall effectiveness of the Board.

Qualifications

- Must be elected by the membership of AaNA.
- Current membership in AaNA.
- Shall not hold more than one elected or appointed position at one time within AaNA except as stipulated within AaNA bylaws.
- Shall not concurrently serve as an officer, director and/or staff member of another organization if such participation might result in a conflict of interest with AaNA.

Section 8. Council Officers and Responsibilities

The Chairperson shall:

- i. serve as the official representative of the Labor Council and as the spokesperson on matters of Labor policy and position.
- ii. chair all meetings of the Council.

- iii. represent the Labor Council at the Regional Labor Councils, AFT functions as appointed and the Alaska AFL-CIO.
- iv. compile and administer evaluations for the Labor Program staff
- v. provide input to the AaNA president for evaluation of all committee chairs
- vi. serve as a member of the AaNA BOD executive committee.

The Vice Chairperson shall:

- i. assume the duties of the Chairperson in the absence of the Chairperson.
- ii. assume other duties as assigned by the Labor Council.
- iii. in the event of a vacancy occurring in the office of the Chairperson, serve until the next Chairperson takes office.

The Secretary shall:

- i. record the minutes of meetings and maintain the records of the Council in a form accessible upon request to members of the Labor Program.
- ii. notify all members of special meetings of the Program Membership.

The Treasurer shall:

- i. be responsible for monitoring the fiscal affairs of the Labor Program, managing the strike fund, preparing the budget projections for the following year in conjunction with the finance committee, and working with an independent CPA in preparation for the annual audit.
- ii. receive reports from the CPA and reconcile labor bank accounts.
- iii. deliver quarterly budget updates to Council.

From AaNA bylaws as amended 2023

Article VII

Labor Council

Section 8. Council Officers and Responsibilities

The Chairperson shall:

- vii. serve as the official representative of the Labor Council and as the spokesperson on matters of Labor policy and position.
- viii. chair all meetings of the Council.
- ix. represent the Labor Council at the Regional Labor Councils, AFT functions as appointed and the Alaska AFL-CIO.
- x. compile and administer evaluations for the Labor Program staff
- xi. provide input to the AaNA president for evaluation of all committee chairs

- xii. serve as a member of the AaNA BOD executive committee.

The Vice Chairperson shall:

- iv. assume the duties of the Chairperson in the absence of the Chairperson.
- v. assume other duties as assigned by the Labor Council.
- vi. in the event of a vacancy occurring in the office of the Chairperson, serve until the next Chairperson takes office.

The Secretary shall:

- iii. record the minutes of meetings and maintain the records of the Council in a form accessible upon request to members of the Labor Program.
- iv. notify all members of special meetings of the Program Membership.

The Treasurer shall:

- iv. be responsible for monitoring the fiscal affairs of the Labor Program, managing the strike fund, preparing the budget projections for the following year in conjunction with the finance committee, and working with an independent CPA in preparation for the annual audit.
- v. receive reports from the CPA and reconcile labor bank accounts.
- vi. deliver quarterly budget updates to Council.

Section 9. Business Meetings

The Council will conduct business meetings at times to be determined by the Labor Council.

Only AaNA bargaining unit members who pay full dues and are in good standing and AaNA staff may attend the business meetings unless invited by the Labor Council.

A majority of the members of the Council shall constitute a quorum.

All elected members of the Labor Council are entitled to vote.