



## Roles and Responsibilities

### Representative to ANA Membership Assembly

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**SUMMARY:** INA is entitled to representation at regular and special meetings of the ANA Membership Assembly in accordance with ANA Bylaws and policy. The President and President-Elect of INA will serve, by virtue of their positions, for the two years of their terms of office as Representatives to the ANA Membership Assembly. The third, or any other additional ANA Representative, will be an INA/ANA member and will be elected in the odd number of years. To ensure that INA will be fully represented at the ANA Membership Assembly, an Alternate Representative list of candidates not elected, in descending order, will be maintained for the Secretary to contact if alternate representation is needed if the elected representative cannot attend. Should either ANA representative not be able to attend the ANA Membership Assembly, the Secretary will contact the alternate representatives in descending vote order to ensure adequate representation.

**TERM OF OFFICE:**

Elected in the odd number of years by the members for a two-year term. The term of office shall commence at the adjournment of the INA Membership Assembly when election results are shared with the membership and shall continue for two years or until a successor is elected or appointed.

**SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those listed in the INA Bylaws:

1. Being fully informed and prepared to be an active participant in all the activities held during ANA Membership Assembly and Hill Day.
2. Participation in INA Annual Assembly.
3. Communication with the INA Board of Directors and Committees to facilitate understanding of current trends, positions, programming, and issues affecting INA/ANA.
4. Prepare an article for the Iowa Nurse Reporter outlining the outcomes and highlights from ANA Membership Assembly.

**QUALIFICATIONS:**

Must be a current INA and ANA member in good standing. Have a current and unrestricted RN license to practice in the State of Iowa. Must understand the INA Bylaws.

Must exhibit loyalty and allegiance to the association. Has a basic knowledge of association positions, programs, activities, and issues. Must bring knowledge and skills of nursing and professional organizations to the representative role.

The Nominations Committee recommends that in order to run for representative to the ANA Membership Assembly, ideal candidates should have a prior experience within the INA governance structure:

- A member of INA for a minimum of three years and held positions at the state or local level.

**TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

- 2-3 days for attendance at the ANA Membership Assembly and Hill Day.
- Available for conference calls or other contact related to serving as the INA representative to the ANA Membership Assembly and Hill Day.
- 2-3 days for the INA Annual Assembly.
- 1-2 hours reading materials and responding to emails from ANA and INA in preparation for the membership assembly.