



Roles and Responsibilities

Board of Directors

President-Elect

SUMMARY:

Provides strong leadership for the association and sets a sound and proper course for its future. Assumes the responsibilities of the President in his/her absence and performs special functions as assigned to assist the President in performing the functions of that office. Serves on the Executive Committee of the Board of Directors.

TERM OF OFFICE:

Elected in the odd number of years by the members for a two-year term. Then automatically becomes President at the end of the term as President-Elect for two years. 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. Serves as a member of the Executive Committee of the Board of Directors.
2. Assists the President in the performance of his/her duties whenever requested to do so.
3. Serves as Chair of the Education Committee.
4. The President-Elect shall serve as one of the three elected ANA Membership Assembly Representatives.
5. Being fully informed and prepared to participate actively in all the activities held during ANA Membership Assembly, including Hill Day.
6. Attends INA Membership Assembly and Legislative Day.
7. In the second year of the term attends the ANA Leadership Council and Summit with the President and Executive Director.
8. Attends meetings as directed by the INA President.
9. Conducts meetings and assume the duties in the absence of the INA President.
10. Collaborate with the President to learn the role of the President, become familiar with the programs of the Association and its governance, and facilitate leadership transition.
11. Represents the association with other associations or organizations as requested by the INA President.
12. Provide leadership for volunteer recruitment.
13. Provide recognition and inspiration to motivate volunteer participation in all INA activities.

QUALIFICATIONS:

Must hold current INA and ANA membership in good standing. Have a current and unrestricted RN license to practice in the State of Iowa. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with INA, as determined by the Board of Directors. Must have knowledge of parliamentary procedures and a complete understanding of INA Bylaws.

Exhibits loyalty and allegiance to the association. Should understand INA's positions, programs, activities, and issues. Brings knowledge and skills of the profession to the Board of Directors role, including financial, policy, political, regulatory, practice and standards, economic theory, and forecasting capabilities. Have the ability to speak publicly and advocate for the profession by serving as a positive role model to nursing and INA.

The nominations committee recommends that to run for President-Elect, ideal candidates should have held the following positions or similar positions:

- Region Leader and/or served on the Board of Directors.

-or-

- A member of INA for at least three years and has held positions at the state level.

-or-

- In addition to service to INA, also served as a board member of related organizations. (*i.e., specialty nursing organizations or non-profit boards, etc.*)

TIME COMMITMENT:

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

- 2-3 hours, five to six times yearly, for Board of Directors and committee meetings. Includes 2 face-to-face meetings per year that may coincide with other INA organizational events.
- 1 day for Strategic Planning.
- 1-2 days attending INA Legislative Day.
- 2- 3 days attending the INA Membership Assembly.
- 3-4 days for attendance at the ANA Membership Assembly and Hill Day. ANA Membership Assembly and Hill Day takes place in Washington, DC, and typically occurs in June for three full days of meetings and one day of travel.
- 2-3 days for ANA Leadership Council and Summit takes place in Washington, DC and typically occurs in early December for two full days of meetings and one day of travel.
- 2-4 hours per month participating in INA meetings and conference calls for committees and other INA businesses that may need the attention of the Board of Directors.
- 1-2 hours per week, on average, reading materials and responding to emails from ANA and INA.
- 2-3 hours per month, on average, for the role of the Education Committee Chair.

Additional responsibilities and duties of the INA President refer to the roles and responsibilities of the President as to the time commitments as they are different.