

## **Elected Volunteer Position Description**

**POSITION: Past President**

RESPONSIBLE TO:

NNA Board of Directors  
NNA House of Delegates  
NNA Membership

DESCRIPTION OF POSITION:

NUMBER OF MEETINGS TO ATTEND:

Minimum number of meetings required to attend is:  
Executive Committee Meetings – as needed  
4-10 NNA Board of Directors Meetings  
1 NNA Convention, House of Delegates  
1 ANA House of Delegates (if elected)

DUTIES/RESPONSIBILITIES/AUTHORITY:

1. Assist in the review and evaluation of activities and programs.
2. Attend official functions as needed/directed.
3. Support and assist the President.
4. Serve at the direction of the President.
5. Provide input for annual performance evaluation of the Executive Director.
6. Assist with the Nebraska Nurse in the identification of articles and CE offerings.
7. Prepare a report for the annual book of reports.
8. Participate in volunteer /member recruitment.
9. Assist in identifying candidates for appointment to Committees.
10. If elected, serve as a delegate to the ANA House of Delegates.