

Elected Volunteer Position Description

POSITION: President-Elect

RESPONSIBLE TO:

NNA Board of Directors
NNA House of Delegates
NNA Membership

STAFF LIAISON: Executive Director

DESCRIPTION OF POSITION:

The position of President-elect is an elected position by the NNA membership. The term is one year, followed immediately by a two-year term as President. After this 2-year term as President, this person shall serve as Past President for one year.

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. Attend Board of Directors meetings.
2. Attend House of Delegates.
3. Attend Executive Committee meetings.
4. Assist in review and evaluation of activities and programs.
5. Provides input for annual performance evaluation of the Executive Director.
6. Attend official functions as necessary.
7. Accept mentoring process from current president.
8. Assist in production of NEBRASKA NURSE.
9. Prepare annual summary of activities.
10. Serve as an ex-officio member of committees as needed.
11. Assist in candidate appointments for vacancies on committees.
12. Participate in volunteer recruitment; recognize, inspire and motivate volunteer participation in all NNA activities.

13. Assist president and executive director in establishing long-range goals and strategies for NNA's E.D.
14. Assist in preparation of NNA's budget.
15. Participate in NNA Board retreats.
16. If elected, serve as a Delegate to the ANA House of Delegates