

Elected Volunteer Position Description

POSITION: President of NNA

RESPONSIBLE TO:

NNA Board of Directors
NNA House of Delegates
NNA Membership

DESCRIPTION OF POSITION:

The President is the chief elected officer of NNA and as such represents the membership. In addition, the President is the elected leader of the Board of Directors, the Executive Committee and the House of Delegates. The term is for two years.

QUALIFICATIONS:

Experience as an effective group leader.
Effective communication skills.
Knowledge of current major nursing/health care issues.
Experience on the Board of Directors or as an officer on the District level useful.
Advanced education desirable.
Tolerance for ambiguity.
Able to complete full term of office.

NUMBER OF REQUIRED ANNUAL MEETINGS:

Executive Committee meetings as needed
4-10 Board of Director meetings
1 Annual NNA convention (2 days)
2 Constituent Assembly meetings
1 ANA House of Delegates (if elected)
2 ANA Midwest States meetings

DUTIES/RESPONSIBILITIES/AUTHORITY:

1. Within the limits of the NNA bylaws and policies, the President has the responsibility and the authority to accomplish the following duties.
2. Serves as presiding officer for Executive Committee meetings, Board of Directors meetings, and the House of Delegates.
3. Delivers an annual address at convention.
4. Serves as ex-officio member of all Commissions and Committees, except the Committee on Nominations.
5. Works in concert with the Executive Director and depends on him/her for appropriate action and guidance.
6. With the Executive Director acts as spokesperson to the press, public legislative bodies and related organizations.

7. Consults with the Executive Director on all matters of Association policies, programs and finances.
8. Supports and defends policies and programs adopted by the Executive Committee and Board of Directors.
9. Responsible for annual performance evaluation of the Executive Director with input from the Past President/President-elect, Vice President, Treasurer, and a volunteer Board member.
10. Promotes interest and active participation on the part of the membership and reports activities of the Board and the association to the members.
11. Writes President's letter for each issue of the NEBRASKA NURSE during term of office (8).
12. Prepares reports for each Board of Directors meeting and annual report for the Book of Reports.
13. Monitors the priorities/activities of the Strategic Plan and with the Executive Director, submits an annual update to the membership.
14. Serves as NNA representative at meetings of the Constituent Assembly of the ANA.
15. If elected, serves as a delegate to the ANA House of Delegates.