



Roles and Responsibilities

CNA Board of Directors

President -Elect (1 Year)

President of the Association (2 years)

Roles and Responsibilities

CNA Board of Directors

President-Elect

SUMMARY

First Year: President – Elect

The President-Elect is elected by the membership as the next President of the Association. During this one year term, the President-Elect participates in activities of the Board and Association.

Followed by Two Year terms as President:

The President serves as official representative of the CNA and as its spokes-person on matters of the Association policy and positions. The President presides as chair of the board of directors and at the Annual Membership Meeting. Provides the vital link between leaders and policy makers within the association and those throughout the healthcare field. Exercises personal leadership in the motivation of other officers, board members, elected and appointed officials, and the membership.

PRESIDENT ELECT SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member:

Leadership

1. Assumes such duties as are assigned by the President and/or the Board.
2. Assumes the duties of the President in the absence of the President.
3. Assumes the office of President and Representative the ANA Membership Assembly on completion of the term of office as President Elect.
4. Attends BOD meetings, Annual Member meeting as well as meetings that the President has requested.

**TERM OF OFFICE:**

Elected by the Membership one year term as President-Elect followed by a two-year term as the President; may not serve more than two consecutive terms in the same office.

QUALIFICATIONS:

Must hold current CNA membership may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with CNA. Must have basic knowledge of parliamentary law and procedures and have a familiarity with the CNA Bylaws and other rules of the organization.

TIME COMMITMENT:

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

- Eight hours each month a year for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
- 1 day a year for the Annual Membership Meeting
- Possibly 2-4 days quarterly in liaison meetings or attending other events as CNA spokesperson either with the ED/designee or alone.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of a board member:

Leadership

1. Presides at all meetings of the association's Board of Directors, and Annual Membership Meeting.
2. Keeps the Board of Directors, Executive Committee, association committees, and individual members informed on the conditions and operations of the association.
3. Directs the Board of Directors and Membership Assembly in formulating policies, positions, position statements, and programs that will further the goals and objectives of the association.
4. Serves or appoints one CNA BOD member to the Connecticut Nurses' Foundation Board of Trustees.
5. Serves as the association's representative, with the CNA executive director (ED), to ANA meetings and Membership Assembly.



6. Offers guidance and consultation to the CNA ED, elected and appointed officials of the association, and constituents as required.
7. Supports and defends policies, positions, and programs adopted by the Board of Directors and Annual Membership Meeting.

Organizational

1. Acts as official spokesperson for the association to the public, press, legislative bodies, and State allied health organizations on matters of policy within the confines of the policies established by the Annual Membership Meeting and the Board of Directors. Serves as the public relations ambassador for the profession. Uses discretionary powers to assign responsibility for such representation as necessary.¹
2. Reports to the membership at the Annual Membership Meeting and at other appropriate times.
3. Reports to the Board of Directors at all its regular meetings and reports as needed between meetings.
4. Promotes interest and active participation in the association on the part of the membership and reports activities of the board and the association to members by means of letters, summaries, and speeches.
5. Provides testimony before State Legislature groups on association issues. Uses discretionary powers as necessary.

Operational

1. In conjunction with Executive Director, plans and approves the agendas for meetings of the Board of Directors, Annual Membership Meeting and related entities.
2. Serves as an *ex-officio* member of all committees except the Nominations and Elections Committee.
3. May appoint standing committees of the board of directors such as Committee on Convention, Awards, Professional Development as well as ad hoc working groups.



TERM OF OFFICE:

Elected by the Membership for a two-year term; may not serve more than two consecutive terms in the same office.

QUALIFICATIONS:

Must hold current CNA membership, may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with CNA. Must have basic knowledge of parliamentary law and procedures and have a familiarity with the CNA Bylaws and other rules of the organization.

TIME COMMITMENT:

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

- Eight hours each month a year for Board of Directors meetings and other committee meetings held in conjunction with the board meetings;
- 1 day a year for the Annual Membership Meeting
- 3-5 days, for the ANA Membership Assembly meeting, committee meetings.
- Possibly 2-4 days quarterly in liaison meetings or attending other events as CNA spokesperson either with the ED/designee or alone.
- Average of 2-3 hours per week reading materials.
- One 2 day seminar with the ED on role responsibility and/or Board performance.