



Roles and Responsibilities

INA Board of Directors

President-Elect

SUMMARY:

Provides strong leadership for the association and sets a sound and accurate 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 Board of Directors and the Executive Committee.

TERM OF OFFICE:

Elected in odd years by the Members for a term of two years as President-Elect. Then moves to President for a two-year term.

SPECIFIC RESPONSIBILITIES:

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

1. Assumes the duties of the INA President in his/her absence.
2. Serves as a member of the Board of Directors and the Executive Committee. Assists the President in the performance of his/her duties whenever requested to do so.
3. Serves as Chair of the Annual Conference Planning Committee and Bylaws Committee.
4. The President-Elect shall also serve as one of the three elected ANA Membership Assembly Representatives.
5. Attends meetings as directed by the INA President. Conducts meetings in the absence of the INA President.
6. Collaborate with the President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to facilitate leadership transition.
7. In the absence of the President assume the duties of the President.
8. Serves as a member of the Executive Committee and Board of Directors.
9. Represents the association to constituent members and with other associations or organizations as requested by the INA President.
10. Provide recognition and inspiration to motivate volunteer participation in all INA activities.

For additional responsibilities and duties of the INA President, refer to the roles and responsibilities of these positions.

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.

Exhibits loyalty and allegiance to the association. Should have a basic knowledge of association positions, programs, activities, and issues. Brings knowledge and skills on nursing and professional organizations 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 in order to run for President-Elect, ideal candidates should have held the following positions or similar positions:

- Region Leader; state leader, and/or member of the executive committee. **-or-**
- A member of INA for a minimum of three years and has held positions at the state and region levels. **-or-**
- In addition to service to INA, also a board member of related organizations, e.g. specialty nursing organization, elected office, non-profit board, etc.

TIME COMMITMENT:

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

- 1 to 2 hours, five to six times a year for Board of Directors meetings and committee meetings. Includes 2 face-to-face meetings per year that may coincide with other INA organizational events.
- 2-4 hours per month on conference calls of the Board of Directors and/or committees.
- 2 to 3 days, for the INA Annual Assembly and Board strategic planning day.
- 1 to 2 hours per week on average reading materials and responding to emails from ANA and INA.

Time commitment and responsibilities are only of the President-Elect, refer to the roles and responsibilities for the President as to the time commitments as they are different.