New Hampshire Nurses Association
Volunteer Position Description

Position Title: President, Board of Directors
Responsible to: Members of New Hampshire Nurses’ Association
Staff Liaison: Executive Director

Position Description:

1. Preside at NHNA Board of Directors meetings.
2. Serve as an ex-officio member of all Commissions/Committees, except serves as a member the Committee on Nominations and Elections in odd and even years.
3. Serve as Representative to the Membership Assembly of the American Nurses Association. In the event of inability to attend, an elected Alternate Representative will attend.
4. Recommend candidate(s) for appointment to vacancies on standing commissions/committees, and appoint special representatives as necessary between meetings of the Board of Directors.
5. Preside at meetings of the Executive Committee.
6. Participate and provide leadership for volunteer recruitment; promote volunteer participation in all NHNA activities.
7. Review and evaluate activities and programs for congruence with NHNA core values, ensuring alignment with strategic plan and considering resource allocation.
8. Represent NHNA at official functions. In the event of inability to attend, an alternate may be appointed.
9. Provide signatory approval for financial and legal matters such as contracts or agreements and sign on to support initiatives congruent with NHNA mission.
10. Identify opportunities for NHNA to become involved with nursing practice, licensure or other issues affecting nurses.
11. Establish with Executive Director long range goals and strategies for Executive Director.
12. Advise NHNA Board and Executive Director on fiscal and program matters and support implementation of robust systems.
14. Exercises the corporate responsibility and fiduciary duties of the Association consistent with applicable provisions of law.
15. Write President’s Message column for the New Hampshire Nursing News.
16. Support NHNA whenever possible and facilitate connections with corporate sponsors for major fundraising events.
17. Perform annual Evaluation of the Executive Director with input from BOD and provide mentoring and coaching throughout the evaluation year.
18. Prepare annual summary of activities to submit for Annual Business Meeting.
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Time Required:
1. Attendance at monthly Board of Directors meetings.
2. Regular consultation with Executive Director.
3. Phone calls to volunteers.
4. Attendance at major NHNA functions.
5. Attendance at ANA Membership Assembly.
6. Attendance at ANA Leadership Summit.
7. Attendance at meetings to represent NHNA interests.
8. Four years availability: One year as President -Elect, two years as President, one year as

Training Required For Job:
1. In depth knowledge of NHNA mission, policies, procedures and Bylaws.
2. Formal orientation to all aspects of NHNA’s operations, activities programs, and staff responsibilities.
3. Familiarity with recruitment, orientation and management of volunteers.

In-Service Training Provided:
1. Annual ANA Leadership Summit meeting.
2. Ongoing training at Board meetings.
3. ANA Membership Assembly meetings.
4. Onboarding/Orientation.
5. Mentoring as President Elect.

Qualification and Special Skills Needed:
1. Desire and commitment to achieve NHNA’s mission.
2. Knowledge about community resources/partners.
3. Good communication and team building skills.
4. Ability to plan for strategic activities both short and long range.
5. Ability to represent NHNA within the state.
6. Experience in meeting management.

Time Commitment: Approximately 10 - 25 hours per month

Evaluation: Annual, based on meeting attendance, leadership exhibited and level of participation in Association activities.