

**Position Title:**        **Secretary**

**Position Summary:** Ensures that records are maintained of all association, board and executive committee meetings.

**Responsibilities:**    Serves as member of the board and executive committee.

Ensures that records are maintained for all meetings of the association, the board of directors, and the executive committee.

Ensures that copies of the minutes of each meeting are provided to the president and others as appropriate.

Performs other duties as may be assigned by the president.

Represents VNA at meetings and activities as requested.

Ensures passage of appropriate materials to incoming secretary.

Contributes individual experience and expertise to further the work of the BOD.

**Position Title:** Vice President

**Position Summary:** Assumes the responsibilities of the president in his/her absence. Assists the president in carrying out the functions of the office and performs specific delegated duties.

**Responsibilities:** Is a member of the board and executive committee.

Assumes responsibilities of the president in his/her absence.

Represents the association with other associations or organizations as requested by the President.

Serves on committees and/or task forces at the discretion of the president, board of directors.

Serves as an elected VNA Representative at the ANA Membership Assembly.\*

Ensures passage of appropriate materials to incoming vice president.

Provides summaries, information, executive briefings to the president on activities and issues.

Contributes individual experience and expertise to further the work of the BOD.

**\*Position Summary and Responsibilities as ANA Representative:**

Responsible for being current on selected/assigned issues at national and state levels. Responsible for representing VNA membership during election process of ANA elected officers. Responsible for communicating actions/issues from VNA to members at the ANA Membership Assembly.

Participates in determining VNA strategies for submitting action proposals.

Assumes responsibility for reviewing assigned pre-convention written material for specific hearings and/or issues during term of office.

During ANA election year, may participate in candidate interviews as assigned during the ANA Membership Assembly meeting.

Attends state caucus meetings during ANA Membership Assembly.

Assumes responsibility for writing summaries of ANA Membership Assembly actions on assigned issues and delivering report at VNA Membership Assembly.

**Position Title:**

**Commissioner on Nursing Education**

**Position Summary:**

Responsible for maintaining organizational operation and efficiency in providing for maximum service to members.

**Responsibilities:**

Is a voting member of the Board of Directors.

Serves as commission chair and as a resource to committees, councils and professional practice groups.

Communicates board activities to commission members.

Communicates commission activities to the board.

Serves on committees and/or task forces at the discretion of the president and board of directors.

Represents VNA at meetings and activities as requested.

Ensures orientation of incoming commissioner, including expectations with regard to commission meetings and attendance at major VNA meetings, e.g. Strategic Planning Retreat and Membership Assembly.

Ensures passage of appropriate materials to incoming commissioner.

Submits annual report of commission activities.

Contributes individual experience and expertise to further the work of the BOD.

**Position Title:**

**Commissioner on Workforce Issues**

**Position Summary:**

Responsible for maintaining organizational operation and efficiency in providing for maximum service to members.

**Responsibilities:**

Is a voting member of the Board of Directors.

Serves as commission chair and as a resource to committees, councils and professional practice groups

Communicates board activities to commission members.

Communicates commission activities to the board.

Serves on committees and/or task forces at the discretion of the president and board of directors.

Represents VNA at meetings and activities as requested.

Ensures orientation of incoming commissioner including expectations with regard to commission meetings and attendance at major VNA meetings, e.g. Strategic Planning Retreat and Membership Assembly.

Ensures passage of appropriate materials to incoming commissioner.

Submits annual report of commission activities.

Contributes individual experience and expertise to further the work of the BOD.

<b>Position Title:</b>	<b>Commissioner on Nursing Practice</b>
<b>Position Summary:</b>	Responsible for maintaining organizational operation and efficiency in providing for maximum service to members.
<b>Responsibilities:</b>	<p>Is a voting member of the board of directors.</p> <p>Serves as commission chair and as a resource to committees, councils and professional practice groups.</p> <p>Communicates board activities to commission members.</p> <p>Communicates commission activities to the board.</p> <p>Serves on committees and/or task forces at the discretion of the president and board of directors.</p> <p>Represents VNA at meetings and activities as requested.</p> <p>Ensures orientation of incoming commissioner including expectations with regard to commission meetings and attendance at major VNA meetings, e.g. Strategic Planning Retreat and Membership Assembly.</p> <p>Ensures passage of appropriate materials to incoming commissioner.</p> <p>Submits annual report of commission activities.</p> <p>Contributes individual experience and expertise to further the work of the BOD.</p>

**Position Title:** **Director-at-Large**

**Position Summary:** A staff nurse who represents the constituency in all boards of director business and transactions (as stated by the Bylaws, VI, 5, G)

**Responsibilities:** Is a voting member of the board of directors.

Establishes a line of communication between the constituents and the board of directors to identify the staff nurse's needs and expectations of the Association.

Establishes a line of ongoing communication between the constituents, members and board of directors to educate the staff nurse of VNA's goals, actions and activities.

Represents VNA at meetings and activities as directed.

Ensures the passage of appropriate materials to incoming director-at-large. Submits annual report of activities.

Performs other duties as may be assigned by the president.