

**Position Title:** **President-Elect**

**Position Summary:** Assumes those duties which are assigned by the president and/or Board of Directors

**Responsibilities:** Serve as a voting member of ad hoc committees as appointed by the president.

Attends meetings and other activities and represents the president as requested.

Serves as chair or member of ad hoc committees as appointed by the president.

Utilizes the year in office in preparation for assuming office of president.

Serves as a member of the board and executive committee, contributing individual experience and expertise to work with the BOD including the development of BOD members.

**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:** Treasurer

**Position Summary:** Ensures the integrity of the fiscal affairs of the association. Serves on the Board of Directors and the executive committee and chairs the finance committee.

**Responsibilities:** Serves as a member of the board, the executive committee and chairs the finance committee.

Ensures that the association maintains accurate financial records.

Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.

Ensures that regular financial reports are submitted to the board and presents an annual financial report to the membership.

Chairs finance committee meetings and serves as liaison between the board and finance committee.

Provides annual report and interpretation of financial conditions to the board and membership at the Membership Assembly.

Performs other duties as may be assigned by the president.

Represents VNA at meetings and activities as requested.

Serves as the elected VNA Alternate at the ANA Membership Assembly.

Ensures orientation of incoming Treasurer.

Ensures passage of appropriate materials to incoming officer.

**Position Title: Commissioner on Government Relations**

**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 committee members.

Communicates commission activities to the board.

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

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 Resources and Policies**

**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.
- 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.

**Position Title:** **Director-at-Large, Recent Graduate**

**Position Summary:** A nurse who has recently graduated and represents new nurses in all Board of Directors business and transactions.

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

Establishes a line of communication between the constituents and the board of directors to identify the new graduate 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, recent graduate.

Submits annual report of activities.

Performs other duties as may be assigned by the president.

**Position Title:** **Member, Committee on Nominations**

**Position Summary:** Responsible for working with other committee members to create a ballot with the best candidates for the annual Board of Directors approval and subsequent membership election.

**Responsibilities:** Participate in Committee on Nominations conference calls and review nomination materials

Treat all information and discussions in a confidential manner.

Exhibit no bias to or advocacy for any candidates or issues.