



## **PSNA BOARD OF DIRECTORS**

### **VICE PRESIDENT**

#### **ROLES, RESPONSIBILITIES & COMPETENCIES**

##### **Summary:**

The PSNA Vice President assumes the role of the PSNA President in his/her absence and performs special functions as assigned to assist the PSNA President in performing the functions of that office. The Vice President shall possess a personal commitment to the vision and mission of the association. He/She must be able to articulate thoughts in a clear and concise manner and have the ability to interact with other board members contributing to and valuing the contributions of all members. The Vice- President must know the key professional and legislative initiatives of the association and is able to communicate them to a wide range of people establishing quality relationships. He/She prepares well for all Board meetings and is willing to act on and remain accountable and supportive of board decisions. Understands issues from more than one perspective.

##### **Specific Responsibilities:**

1. Serves as a member of the PSNA Board of Directors and PSNA Board of directors Executive Committee. As a member of the PSNA board of Directors Executive committee which has the full power of the PSNA Board of Directors to transact business between Board meetings, he/she reviews and acts upon all critical assistance.
2. Serves as the board officer for the constituent districts.
3. Represents the Association as requested by the PSNA President.
4. Supports and defends policies, positions, and programs adopted by the PSNA Board of Directors.
5. Promotes communication and positive working relationships with the larger Pennsylvania healthcare community.

##### **Organizational Responsibilities for the office of PSNA President:**

1. Serves as the public relations ambassador for the profession.
2. Ensures that the association maintains a positive and productive relationships with media, fundraisers, donors, and other organizations.

3. Reports verbally and/or in writing to the PSNA Board of Directors at its regular meetings and by email as necessary between meetings regarding the PSNA districts.
4. Promotes PSNA member interest and active participation in the Association.
5. Ensures that strategies, budgets and plans are compatible with the vision and mission.
6. Understands the difference between governance and management issues.
7. Able to recognize opportunities and threats within the nursing profession.
8. Brings all communication regarding staff first to the CEO.
9. Financially contributes as a board member to the Nursing Foundation of PA and the PSNA political action committee.

### **Qualifications And Competencies**

The Vice President must hold current individual membership in PSNA and ANA and hold an unencumbered Pennsylvania registered nurse license. He/She may not concurrently serve as an officer of another organization if such participation might result in a conflict of interest with PSNA. He/She should have a basic knowledge of parliamentary procedure and law and should be familiar with the PSNA bylaws and policies.

The candidates for Vice President, Secretary, and Treasurer shall have served at least two years on a committee or Board of Directors of a professional nursing organization.

As an officer he/she should bring knowledge and skills on nursing and professional organizations to the association and the PSNA Board of Directors including a working knowledge of financial, policy, political, regulatory, practice and standards, economic theory, and forecasting capabilities. The Vice President should bring public speaking experience and can represent the PSNA President and the PSNA Board of Directors as an Association spokesperson. He/She is able to serve as a positive role model for nursing and PSNA. The Vice President shall possess the skills necessary to analyze and interpret financial statements and engage in strategic visioning and be competent in the use of computers and technology.

### **Time Commitment**

The PSNA Vice President's time is devoted to fulfilling the duties of the office. Individual style and commitments shall determine the time devoted to Vice Presidential duties and activities. Some travel may be required to both the PSNA headquarters and other sites to fulfill the PSNA spokesperson role. As a board member, the Vice President is expected to participate at all board meetings. Quarterly board meetings and possibly committee meetings in addition to 1-2 days every other year for strategic planning, or annually if needed, should be expected. Frequent travel may be required both the PSNA headquarters and other sites to fulfill the PSNA spokesperson role.