



PSNA BOARD OF DIRECTORS

Director-at-Large

ROLES, RESPONSIBILITIES, and COMPETENCIES

Summary:

A PSNA Director provides strong leadership to the Association and sets a sound and accurate course for its future. Directors participate in setting policy. A Director-at-Large identifies environmental trends and develops strategic goals against which to measure the effectiveness of the Association in accomplishing its vision and mission. A Director-at-Large acts on behalf of the membership according to the mission statement and strategic goals, and within the parameters of the bylaws. The Director-at-Large fosters the growth and development of the Association.

Specific Responsibilities: Leadership Responsibilities as a Member of the PSNA Board of Directors

1. In collaboration with the President, ensures that the Association assesses the needs of its members and of the profession. In collaboration with the other Board members, develops a plan for the future that the Association can follow. The senior leadership may change this plan every two years. A Director-at-Large represents and considers the needs of the membership at large.
2. Acts diligently with reasonable skill and prudence. Exercises the corporate and fiduciary duties of the Association consistent with applicable provisions of the law.
3. Supports and represents the actions and decisions of the Board as a whole.
4. Acts in good judgment by not expressing an individual position on actions taken by the Board. A Director does not discuss specific actions taken in Executive Business session outside of the meeting, unless approved by the Board in the Executive Business session.
5. Acts responsibly within the scope of the powers of the Association as defined by its charter and bylaws.
6. Keeps informed on current issues, prevailing attitudes, and membership needs.
7. Ensures that the status of organizational strength and personnel planning is equal to the requirements of the long-range goals of the Association.
8. Reviews and approves the Association's plans for funding its goals and programs through the approval of the annual budget.
9. Addresses major issues facing the Association through the sharing of ideas and experiences while assigning the operational resolution to the CEO.

10. Serves as appointed by the PSNA president on assigned committees.
11. Upon request of the PSNA president, may serve as an Association representative communicating with PSNA Districts in advance concerning a scheduled appearance in a particular place.
12. Supports and defends policies, positions, and programs adopted by the PSNA Board of Directors.

Organizational Responsibilities for the office of PSNA President:

1. Establishes policies and guidelines for the transaction of business, operation and maintenance of a state headquarters.
2. Establishes standing and special committees of the Board as deemed necessary for the performance of its duties; and defines the purposes and authority of such committees.
3. Appoints and defines the authority and responsibilities of the PSNA Chief Executive Officer (CEO), and annually reviews the CEO's performance.
4. Participates in the regularly scheduled face-to-face and conference call meetings of the PSNA Board of Directors and participates in electronic votes of the Board between meetings if necessary.
5. Prior to each regularly scheduled Board meeting, carefully reviews all background material and reports to be acted upon by the Board.
6. Participates in the PSNA Annual Business meeting and special meetings as a voting representative of the Board.
7. Serves as a liaison to the individual PSNA Districts as assigned by the PSNA president.
8. Fulfills other responsibilities as outlined in the PSNA bylaws.
9. Serves as the public relations ambassador for the profession. Acts as the official spokesperson for the Association to the public, press, and legislative bodies and state and allied health organization on matters of policy within the confines of the PSNA Board of Directors. Ensures that the association maintains a positive and productive relationship with media, fundraisers, donors, and other organizations.
10. Promotes PSNA member interests and active participation in the Association, and reports Association activities to members by means of letters, summaries, speeches, scheduled conference calls, and *Pennsylvania Nurse*.
11. Financially contributes as a Board member to the Nursing Foundation of Pennsylvania and to the PSNA political action committee.

Qualifications and Competencies

At least two Directors-at-Large must hold current individual membership in PSNA and ANA. The Director-at-Large may not concurrently serve as an officer of another organization if such



participation might result in a conflict of interest with PSNA. The Director-at-Large should have familiarity with the PSNA bylaws; should have a strong PSNA organizational and governance experience and/or show strong leadership in other nursing arenas; and should have a familiarity with the PSNA bylaws and other Association policies, positions, programs, activities, and issues.

The Director-at-Large brings knowledge and skills on nursing and professional organizations to the Association and to the PSNA Board of Directors related to financial, policy, political, regulatory, practice and standards areas. The Director-at-Large brings public speaking experience and can represent the PSNA president and PSNA Board of Directors as an Association spokesperson.

The Director-at-Large brings the ability to serve as a positive role model for nursing and PSNA; and should possess skills necessary to analyze financial statements, engage in strategic visioning, and use computers and technology efficiently.

Time Commitment

PSNA Directors-at-Large are 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 to the PSNA headquarters and other sites to fulfill the PSNA spokesperson role.