



PSNA BOARD OF DIRECTORS

President

ROLES, RESPONSIBILITIES, & COMPETENCIES

Summary

The PSNA President provides a future focus and sets a purposeful strategic course that capitalizes on the opportunities before the Association and engenders confidence among the Board of Directors, staff and PSNA members. Leadership requires intelligence that brings wisdom, creativity and risk in equal balance. The PSNA President inspires and is a respected and credible spokesperson with a level of humility that values all contributions of others recognizing that the richest associations embrace a mix of skills and personalities.

The PSNA President serves as the chief elected officer of the Association, acts as official representative of the Association and as its chief spokesperson on matters of Association policy and position. The PSNA President exercises personal leadership in the motivation of other officers and directors on the PSNA Board, elected and appointed officials, staff, and the membership. He/she acts in good faith and for the best interests of the Association.

Specific Responsibilities

Leadership Responsibilities as President of the PSNA Board of Directors:

1. Serves as chair and member of the PSNA Board and PSNA Board Executive Committee. As the chair of the PSNA Board Executive Committee, he/she has the full power of the PSNA Board to transact business between Board meetings. The PSNA President and other members of the PSNA Board Executive Committee reviews and acts upon all critical requests.
2. Informs the PSNA Board, Board Executive Committee, members of the PSNA committees and individual members on the conditions and operations of the Association.
3. Chairs the PSNA Board's strategic planning sessions and guides the Board and committees in formulating policies, positions, position statements and programs that will further the vision, mission and strategic goals of the Association.
4. Acts as an ex-officio member of the Nursing Foundation of Pennsylvania (NFP).

5. Serves as ANA representative, with PSNA Chief Executive Officer (CEO), to the ANA Membership Assembly and any other leadership meetings.
6. Offers guidance and consultation to the PSNA CEO, elected and appointed officials of the Association, and districts as necessary and/or requested.
7. Provides testimony to the State legislature on the nursing profession and Association priorities and issues.
8. Supports and defends policies, positions and programs adopted by the PSNA Board.
9. Promotes communication and positive working relationships with the larger Pennsylvania healthcare community.
10. Ensures that the Board is aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct business effectively and efficiently, and is accountable for their performance.
11. Financially contributes as a Board member to the NFP and PSNA Political Action Committee (PSNA-PAC).

Organizational Responsibilities as President of the PSNA Board of Directors:

1. 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 positive and productive relationships with media, fundraisers, donors, and other organizations. Uses discretionary powers to assign responsibility for such representation as necessary.
2. In conjunction with PSNA CEO and staff, plans and approves the agendas for meetings of the PSNA Board, Board Executive Committee and District President calls.
3. Reports verbally and/or in writing to the PSNA Board at its regular meetings and by e-mail as necessary between meetings.
4. May appoint PSNA members to standing committees of the PSNA Board, including Nominating Board representatives.
5. Appoints Board members as liaisons to each District.
6. Promotes PSNA member interest and active participation in the Association and reports Association activities to members by means of letters, summaries, speeches, scheduled conference calls, and *Pennsylvania Nurse*.
7. Notifies members in writing at least 90 days prior to a special meeting of the PSNA membership.

Qualifications & Competencies

The PSNA President must hold current individual membership in PSNA and ANA. 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. As President, he/she brings knowledge and skills on nursing and professional organizations to the

Association, PSNA Board and members, including a working knowledge of financial, policy, political, regulatory, practice and standards, economic theory and forecasting capabilities. He/she represents the Association and members as the official spokesperson and may delegate such duties to other Board members or PSNA staff. The PSNA President is a powerful public speaker and a positive role model to nursing and PSNA. The PSNA President shall possess the skills necessary to analyze financial statements and engage in strategic visioning for the Association. He/she must be competent in the use of computers and technology.

Time Commitment

The PSNA President's time is devoted to fulfilling the duties of the office and a budget line is to be provided for travel and expenses. Individual style and commitments shall determine the time devoted to presidential duties and activities. Quarterly Board meetings and possibly committee meetings in addition to one to two days every other year for strategic planning, or annually if needed, should be expected. Frequent travel may be required to both the PSNA headquarters and other sites to fulfill the PSNA spokesperson role.