Position: President
Term: 2021-2023

Duties:

1. **Duty of Care**
   a. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances. This may require a reasonable understanding of relevant legislation and jurisprudence.
   b. Requires that the Board act in good faith, participate in meetings, be prepared (e.g., read reports), ask questions when necessary (e.g., voice, clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the Board for the benefit of the Board to make a decision guided by all points of view from all members of the Board), exercise independent judgment.
   c. Work cooperatively with the staff of the Association on committees or task forces of the Board.
   d. Know and respect the distinction in the roles of Board and staff consistent with the principles underlying approved governance policies.
   e. Allows the Board to rely on advice of third parties (e.g., attorneys, accountants).

2. **Duty of Loyalty**
   a. Act with honesty and in good faith in what the Board member reasonably believes to be the best interests of the Association.
   b. Maintain solidarity with fellow Board members in support of a decision that has been made in good faith, in a legally constituted meeting, by Board members in reasonably full possession of the facts.
   c. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association’s bylaws and policies and statutory requirements.
   d. Maintain confidentiality of Board discussions.

3. **Duty of Obedience**
   a. Be informed of the articles of the Association (or letters patent), the legislation under which the Association exists, and the Association’s bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a Board member.
   b. Keep generally informed about the activities of the Association, the community issues that affect the Association, and general trends in the business in which the Association operates.
   c. Attend Board meetings, serve on committees of the Board and contribute
from personal, professional and life experience to the work of the Board.

d. Serves a two-year term as President followed by a one-year term as Immediate Past President.

General Responsibilities:

1. Provides leadership to and oversight of the organization.
2. Has a broad understanding of APSNA’s organizational history to gain insight into current strategic direction as guided by APSNA’s mission.
3. Serves as a member of the Finance Committee and Executive Committee.
4. Ensures that proper procedures and policies are in place for financial oversight and protect the non-profit standing status of the organization.
5. Attends and participates in annual Board of Directors (BOD) Meetings (Pre- and Post-Conference, Business), the Annual Journal of Pediatric Surgical Nursing (JPSN) Publisher Meeting, the Fall BOD Meeting and any teleconferences to conduct the business of the organization.
6. Approves the agendas, presides over, and approves the draft of all meeting minutes of the Board of Directors (BOD) and the Association including but not limited to:
   a. Executive Committee (EC) Meetings
   b. Board of Directors (BOD) Meetings
   c. Fall Board Meeting
   d. Annual Business Meeting of the Association
   e. Pre-Conference Board Meeting (1st term as President and outgoing year)
   f. Post-Conference Board Meeting (incoming year and 2nd term as President)
7. Maintains regular contact with BOD members to provide ongoing support, as needed, regarding their APSNA responsibilities.
8. Completes an annual review of the current bylaws.
9. Oversees the implementation of the APSNA Strategic Plan and Mission, Vision, and Core Values. Facilitates review and revision as needed and formally every three years.
10. Ensures that Secretary completes motions to BOD via APSNA BOD Group Email and reports final vote to the BOD.
11. Collaborates with Treasurer and Finance Committee to maintain APSNA finances.
12. Appoints members for special projects as needed, and per organizational bylaws.
13. Serves as the APSNA official spokesperson and representative/liaison to other organizations and associations.
14. Develops a broad knowledge of the following national nursing organizations: (NOA, NALA, NAPNAP, AORN, and ANA).
15. Represents (or assign designee) of APSNA to attend Nursing Leadership forums throughout the year: NOA, NALA, NAPNAP, ANA and other opportunities that may arise.
16. Continues to build and maintain professional partnering relationships with other nursing organizations.
17. Writes or assigns other designee who attended any partnering or development meeting to write an article for the News You Can Use (NYCU).
18. Oversees and assists in the management of all Website related matters in
collaboration with Web Administrator, Secretary, and other board members.

19. Facilitates communication with and input from the APSNA legal counsel.

20. Orients and mentors the President-Elect:
   a. Includes President-Elect in all major activities during year as president.
   b. Encourages President-Elect to take a leadership role within the organization.
   c. Maintains ongoing communication with the President-Elect through conference calls, by email, and in person.

21. Serves as a role model and provides positive mentoring experiences for potential future APSNA leaders.

22. Oversees regular reporting of the JPSN Editor-in-Chief to the BOD.

23. Supports effective planning, implementation, and evaluation of APSNA’s educational activities.

24. Responds to all correspondence that requires the President’s attention in a timely manner.

25. Signs all contracts on behalf of the organization.

26. Ability to function well in a team setting; build constructive working relationships characterized by a high level of acceptance, cooperation, flexibility, compromise and mutual respect.

27. Possess a basic understanding of fundraising responsibilities:
   a. Define or clarify the mission
   b. Support organizational sustainability
   c. Identify strong leadership
   d. Approve adequate budgets
   e. Plan for the future of the organization
   f. Be familiar with the overall fundraising plan
   g. Participate in the fundraising process

Qualifications & Skills: Able to respond to email/web queries within 48-72 business hours

1. Organization/Leadership skills on a national level.
2. Experience in a variety of leadership roles.
3. Delegate with authority, responsibility, and accountability.
4. Ability to adapt quickly to change.
5. Ability to respect group consensus.
6. Understanding of organizational budget, accounts and investments
7. Prior board experience per organizational policy.
8. Effective communication skills.
9. Computer Skills Level of Proficiency: Basic to intermediate proficiency with Microsoft Word, Excel, and PowerPoint

Mentoring: All BOD Members have a mandatory mentorship year – per the Mentoring and Succession Planning Policy
**Time Commitment:** Willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. This includes an average of 40 or more personal hours per month of administrative time working on APSNA-related projects. This time commitment is conservative and with particular BOD positions can be as high as 40 hours per week, especially at specific times of the year such as preparing for conference.

**Evaluation:** Board member’s effectiveness will be assessed per Board Self-Assessment Policy.

**Review Date:** September 2020  
**Approval Date:** October 2020