Position: DIRECTOR OF PROGRAM
Term: 2020-2022

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.
General Responsibilities:
1. Plans, organizes, and oversees the Annual Scientific Conference.
2. Completes a site visit of the upcoming year’s conference resort to meet with the event managers.
3. Is an active participant of the Educational Content Advisory Group (ECAG) meetings. The ECAG consists of Director of Education, Director of Program, Secretary, and Director of Practice and Quality (DPQ).
4. Selects conference topics based on identified gaps in knowledge, needs assessment data, member feedback, and conference evaluations in collaboration with the APSNA ECAG.
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. Presents a short report to the membership at the annual business meeting (as applicable).
6. Recruits, invites, and negotiates remuneration of conference speakers/presenters per organizational policy.
7. Recruit, organize and direct members of the Program Committee throughout term of service, and delegates tasks once approved by the BOD.
8. Assists in guiding on-line registration process in collaboration with the Event Planning Company Representative.
9. Prepares all aspects of program marketing.
10. 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
11. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget. Participates in preparing assigned budget items. Reads all information provided regarding the activities of the Investment Committee and stays up to date on current events.
12. 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.
13. Other duties as delegated by the President.

Qualifications & Skills:
1. Able to respond to email/web queries within 24-48 business hours
2. Experience with program planning highly recommended.
3. Organization/Leadership skills:
   a. Delegate with authority, responsibility, and accountability.
   b. Ability to adapt quickly to change.
4. Finances:
   a. Comprehensive understanding of the conference budget, exhibitor/sponsor support and expenditures within 3 months of assuming the role.
   b. Respect budget parameters, utilizing previous conference year budget as a guideline, without compromising quality of conference.

5. Education:
   a. Effective planning, implementation, and evaluation of educational activities for nurses.
   b. Promote presentations that are evidence based.
   c. Is knowledgeable with regard to educational programming that meets provider approver requirements for quality education for nurses.

6. Basic knowledge of adult teaching-learning principles.
7. Knowledgeable in methods used to assess educational need.
8. Computer Skills Level of Proficiency:
   a. Basic to intermediate proficiency with Microsoft Word, Microsoft Excel and Microsoft 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 25 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 20-25 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 2019
**Approval Date:** October 2019