

Arizona Nurses Association

Competencies, Roles and Responsibilities

AzNA Board of Directors

Governmental Affairs Officer

SUMMARY:

Serves on the Board of Directors. Oversees Governmental Affairs; chairs the Public Policy Committee; serves as an ex-officio member of the Lobby Day Planning Committee; may chair or serve on one or more board committees; and performs special functions as assigned.

Board of Directors Core Competencies: All members of the Board of Directors shall demonstrate the ability to:

1. Lead with a stewardship perspective and communication style that effectively and actively engages stakeholders in the work of the association.
2. Mentor current and future members to promote their professional growth and support effective leadership succession within the association.
3. Translate healthcare and professional trends into future-oriented, practical strategies to meet association goals and objectives.
4. Develop well-informed strategies that are sensitive to the various needs of multiple stakeholders and partners, reflect the strategic direction of the association and position the association for success.
5. Provide overall direction for the association to effectively manage existing resources and cultivate new resources.
6. Analyze the association's strategic direction and performance relative to achievement of goals/objectives and adjusts as needed.

Governmental Affairs Officer Competencies: The Director of Governmental Affairs shall demonstrate the following additional competencies with the ability to:

7. Analyze public policy initiatives in relation to relevant professional and association interests.
8. Collaborate with association Board of Directors, staff, constituents, public policy agents, and other relevant stakeholders.
9. Synthesize input to formulate the association's Public Policy Agenda.
10. Communicate effectively and efficiently, both verbally and in writing, with association Board of Directors, staff, constituents, public policy agents, government officials, regulatory agencies, and other relevant stakeholders.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those of Board member:

1. Serves as a member of the Board of Directors to review and act upon all critical assistance requests from constituent members.
2. Attends the Membership Assembly meeting and special meetings as directed by the president.
3. Oversees Governmental Affairs for AzNA, including, but not limited to:
 - a. Analyzes and assigns review of public policy initiatives in relation to relevant professional and association interests.
 - b. Drafts the association's Public Policy Agenda.
 - c. Determines association's public position on relevant public policy initiatives in accordance with the association's Public Policy Agenda.
 - d. Communicates regularly with association's lobbyist and public policy consultant to deliver association's message, feedback, and agenda to relevant stakeholders.
 - e. Communicates the association's public position or opinion on policy initiatives to relevant stakeholders.
4. Serves as the 4th alternate representative to the ANA/AzNA Membership Assemblies in the event the President, Vice President, Secretary and Treasurer cannot attend.
5. Represents the association as requested by the president.

TERM OF OFFICE:

Elected by the association members for a two-year term; may not serve more than two consecutive terms in the same office or more than eight consecutive years on the Board of Directors.

QUALIFICATIONS:

Must hold current individual membership in in the Arizona Nurses Association and American Nurses Association; 2 years of active public policy review experience with the association; may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with AzNA or ANA.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- 2-3 days, three to four times a year for Board of Directors meetings and possible committee meetings in conjunction with the board meetings;
- 2-3 days for the Membership Assembly meeting and pre- and post-Board of Directors meetings;
- 2-3 hours per week on conference calls of the Board of Directors and/or committees;

- Up to 5 hours per week managing the Public Policy Committee. This volume is extremely variable and can increase to as many as 30 hours per week during the first 6 to 8 weeks of legislative session each year and at other times of the year when other public policy issues arise (e.g., rules or ordinances are introduced) related to the association's Public Policy Agenda.
- possibly 1-2 days quarterly in liaison meetings either with or for the AzNA president;