**Indiana Association of Nurse Anesthetists Policy**

Title: **Job Description: Director**

Date board approved:

Date reviewed:

**INANA Directors**

Each INANA Director shall be elected to serve for a term of three years, but shall not be elected for more than two consecutive terms as Director. Directors shall as 1st year Director in the first year and then follow as 2nd year Director and finally as 3rd year Director. Each Director represents the entire membership and not any particular region of Indiana.

Qualifications: No prior experience necessary. Prior service on INANA committees preferred.

Duties:

* Attend all Board of Directors meetings.
* Attend Membership Meetings held in the spring and fall of each year.
* Attend, when able, at least one AANA Meeting (Annual, Mid-Year Assembly, Academy)
* Act as communication liaison between Board of directors and assigned Committee Chairs.

 1st Year Director – Bylaws committee and Program committee.

 2nd Year Director – Publications committee.

 3rd Year Director –Public Relations Committee.

* Fulfill responsibilities as delegated by the INANA Strategic Plan.
* Prepare article, as needed, for newsletter at least twice per 3-year term.
* Volunteer or get volunteers from district for GRC activities (i.e. meet/greet candidates, PAC check delivery by constituent).
* Solicit volunteers as Committee members as well as for Board positions. Inform Nominating Committee Chair of volunteers for Board positions. Inform President-Elect of volunteers for any Committees.
* Attend yearly Legislative Day or recruit a representative.
* Report at each Board of Directors meeting any activities that arise and are germane to the mission of the INANA (i.e. closing of OR's, MDA/CRNA issues). Get input from members regarding any concerns to be brought before the Board.

Time commitment:

The Board meets quarterly in the fall, winter, spring and summer. Meetings last 4 to 6 hours. The Fall and Spring Board meetings are held in conjunction with the INANA meetings and last 1-2 hours. The Winter and Summer Board meeting are held on a Saturday and last 4 to 6 hours.

Eligible to attend AANA Annual Meeting, Mid-Year Assembly, Leadership Academy, and Assembly of School Faculty meetings