**Indiana Association of Nurse Anesthetists Policy**

Title: **Job Description: President**

Date board approved:

Date reviewed:

**INANA President**

The President shall be the chief executive officer of INANA and shall supervise and direct the affairs of INANA, and shall act as its chief spokesperson. The President, along with the Secretary or Treasurer, shall sign contracts and/or other instruments, which the Board has authorized to be executed. The President or President's delegate shall be an ex-officio member of all committees except the Nominating Committee. The President shall serve for a term of one year or until succeeded by the President-Elect.

Qualifications: At least one year serving on the INANA Board of Directors and be elected by the INANA membership.

Duties:

* The President presides at all Membership and Board meetings.
  + Establishes meeting agenda with time lines.
  + Establishes quorum of Board members for Board meetings and membership meetings.
  + Employs Robert's Rules of Order for all meetings
  + Ensures each Committee submits an activities report.
  + Ensures a "to-do assignment list" is generated and completed at the end of each Board meeting.
* Keeps the Board informed of INANA affairs.
* Prepares and reads annual report on status of INANA at the fall meeting.
* Prepares and submits President's message for newsletter on a quarterly basis.
* Represents INANA at the AANA Meeting and other meetings as appropriate.
* Supervises and evaluates activities of contracted services. .
* Ensures that a current Strategic Plan is in place and ensures its implementation via reports at Board meetings as appropriate.
* Notifies candidates running for INANA office of election results.
* Ensures that new Board members and Committee Chairpersons receive orientation.
* The outgoing President will leave a summary of the year's activity at the end of their term.

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.

Executive Committee meetings, which are held on an as needed basis, may be two to three hours.

Finance Committee meetings, which are held on a quarterly basis, are two to three hours.

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