**Indiana Association of Nurse Anesthetists Policy**

Title: **Job Description: President-Elect**

Date board approved:

Date reviewed:

**INANA President-Elect**

The primary roles of the President-Elect are to learn the workings of INANA, to obtain an operational knowledge of the issues confronting INANA and to work closely with the President so that a seamless transition of leadership occurs when the President-Elect transitions to the Presidency.

Qualifications: At least one year serving on the INANA Board of Directors.

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)
* The President-Elect is responsible for the orientation of incoming Directors to the work of the Board and to monitor and report progress on the Association’s strategic plan.
* Fulfill responsibilities as delegated by the INANA Strategic Plan.
* Prepare article, as needed, for newsletter during term.
* President-Elect will become familiar with the INANA committee structure, committee chairs and members for the purpose of having new and/or continuing chairs and members in place so that they can be appointed by INANA board at the first board meeting of the new term.
* President-Elect will develop goals and objectives for their term as President and have the people in place, Chairs or in committee, ready to implement these goals and objectives when taking office.
* Attend yearly Legislative Day or recruit a representative.
* The President-Elect is a member of the Executive and Finance Committees and in addition to fulfilling the duties to these committees, the President-Elect works in collaboration with the committee(s) to which that person may be assigned as board member liaison.
* The President-Elect shall communicate with the Board at the direction of the President, and in those instances serve as point person in organizing efforts to realize the Presidents and Boards goals for the given term.
* The President-Elect communicates on a regular basis with the President and is an active participant on the Executive Committee, which INANA manages the operations of INANA between Board of Directors meetings. The President-Elect shall perform duties that arise from communication with the President as needed.
* The President-Elect, as with all Board members, informs the membership about current issues under consideration by INANA and/ or AANA. He/she gains input from the membership for decisions to be made by 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.

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