

NATIONAL ASSOCIATION OF DIRECTORS OF NURSING ADMINISTRATION

BOARD EXPECTATIONS AND POSITION DESCRIPTION

Position Title: Member, Board of Directors, National Association of Directors of Nursing Administration in Long Term Care, Inc. ("NADONA").

Function: Establish policies for NADONA's operations, provide guidance to NADONA's management, represent NADONA to its members and the community and exercise legal oversight of NADONA.

Duties and Responsibilities include:

- Act in NADONA's best interest.
- Approve NADONA's mission and any strategic plan.
- Annually review and approve NADONA's budget.
- Approve major policies, procedures and corporate actions.
- Be familiar with and abide by NADONA's Articles of Incorporation, Regulations, Code of Ethics, Conflict of Interest Policy, Policy for Submission of Concerns and any other policy adopted by NADONA.

Each Board Member shall also:

- Be committed to NADONA's mission.
- Stay informed about NADONA's activities and operations.
- Stay informed about national, regional and local issues impacting NADONA.
- Protect and do not use for personal gain confidential information of NADONA.
- Attend at least the majority of Board meetings in person or by telephone.
- Be aware that service as a NADONA Director requires a significant commitment of time as well as a willingness and ability to travel and incur expenses.
- Provide candid and constructive advice and criticism to the Board and management.
- Attend NADONA's Annual Conference. At each Conference each Board Member is expected to:
 1. Attend the entire conference, including evening activities;
 2. Assist members during the Conference;
 3. Act as a representative of NADONA throughout the Conference and do not conduct any outside business during Conference hours and events;
 4. Waive any remuneration for service as a speaker, facilitator, organizer or otherwise; and
 5. Not speak as an industry representative.

The Board of Directors of NADONA has determined these are the minimum expectations that it expects each of its Directors to meet. NADONA will also periodically publish this Board Expectations and Position Description so that each person considering standing for election to the Board as a Director or as a Director and Officer will be aware of what is expected.

POSITION DESCRIPTIONS

The **President** shall preside at all general meetings. The President shall notify all Executive Board Members of the time and place of meetings. The President shall, by virtue of their office, be chairperson of the Executive Committee. The President shall appoint the following committee chairperson to serve two (2) year terms:

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|----|------------|-----|--------------------|
| 1) | Nominating | 2) | Auditing |
| 3) | Finance | 4) | Program |
| 5) | Publicity | 6) | Legislation |
| 7) | Membership | 8) | Scholarship/Ed |
| 9) | By Laws | 10) | Others as directed |

Presidents, after completing the term of office may serve as Advisors to the Executive Board of NADONA/LTC in perpetuity. Founding Officers, after completing their term of office shall serve as Advisors to the Executive Board of NADONA/LTC in perpetuity with voting privileges.

The **Vice President** shall, in the absence of the President, perform all duties pertaining to that office. By virtue of his/her office, he/she shall be Vice President of the Executive committee. He/She shall assist the President with coordinating activities as delegated.

The **Recording Secretary** shall record the minutes of all meetings and present them at each meeting. Minutes shall be forwarded to the President within thirty (30) days of the meeting, which was recorded, to be forwarded to Board Members for clarification and/or correction.

The **Corresponding Secretary** shall be responsible for the dissemination of correspondence as determined by the President or Board.

By virtue of their office, both the **Recording Secretary** and the **Corresponding Secretary** shall be members of the **Executive Committee**.

The **Treasurer** shall keep a record of all money received and expended by the association. The Treasurer shall be bonded. The books of the Treasurer shall indicate the financial status of the association at each meeting.

By virtue of their office, the **Treasurer** shall be a member of the **Executive Committee**.

Two (2) signatures, in addition to the Treasurer's, will be on file where association funds are deposited.