

American Nursing Informatics Association Board Member Job Description: Secretary

Expectations of the ANIA Board:

The purpose of ANIA is to advance informatics nursing through education, research, and practice in all roles and settings.

As the guiding body of the organization, the board is responsible for:

- Supporting the mission and vision of the organization
- Strategic and organizational planning
- Providing fiduciary oversight and financial management
- Approving, promoting, and monitoring ANIA's services
- Enhancing professional and public image
- Assessing its performance
- Following the organization's policies serving as an ambassador for the organization
- Actively preparing for and participating in board meetings, conferences, and retreats
- Respecting confidentiality of the strategy and operations when appropriate
- Accepting and supporting group decisions
- Monitoring and responding to communication(s), as necessary at least three times/week
- Monitoring ANIA Connect discussions and responding when appropriate

Role Responsibilities

The board secretary is responsible for:

- Coordinating the organizational calendars, including meeting invitations, and communication
- Managing the agenda to ensure it is available within 2 weeks of each meeting
- Ensure that the minutes are available within a week after each meeting
- Verifies that the BOD reviews and updates policies, procedures, bylaws and other required documentation including archiving when appropriate
- Representing and acting as the ANIA liaison with the Nursing Community Coalition (NCC) including board approval for signing measures from the NCC via email and recording approval(s)