American Nursing Informatics Association
Board Member Job Descriptions

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 the professional and public image
- Assessing its performance
- Following the organization's policies and serving as an ambassador for the organization
- Actively preparing for and participating in board meetings, conferences, and retreats
- Respecting the 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 per week
- Monitoring ANIA Connect discussions and responding when appropriate

Role Responsibilities (Education Director)

The education director is responsible for:

- Actively facilitates and coordinates webinar offerings and ad hoc educational events
- Acts as board liaison to the Education Committee
- Acts as the board liaison to the Research and Evidence-Based Practice Committee
- Leads ANIA's annual conference scholarship award activities
- Actively participates in the annual ANIA conference planning

Adopted [11/2/24]