

# American Nursing Informatics Association

## Board Member Job Descriptions

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### 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
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### Role Responsibilities (Treasurer)

The board treasurer is responsible for:

- Provide financial management and/or oversight in coordination with the organization's management company.
- Review and approve invoices for official ANIA expenses along with signing and mailing of payment checks for approved expenses.
- Facilitate the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget and reporting to the Board each month.

- Review, approve and submit expense reimbursement requests submitted for official ANIA business and travel as well as maintaining the ANIA expense report templates with current IRS mileage rates and other applicable rates.
- Have thorough knowledge and understanding of the organization's financial reports and important financial ratios.
- Keep the board informed of key financial events, trends, and concerns, and her/his assessments of the organization's fiscal health.
- Responsible for completing, or ensuring the completion of, required financial reporting forms (including the IRS Form 990) in a timely manner and making these forms available for the board's review.
- Manage, with ANIA's management company, the board's review of and action related to the board's financial responsibilities.