

## Time Commitments for All ANIA BOD Members

- 12 BOD meetings/year 2 hour)
- 10 to 15 hours per month of association work based on responsibilities (plan for ebbs and flows based on board activities, example: additional prep time prior to retreat and conference)
- 1 in person Board Retreat/year (2 days + travel time) – location varies
- 1 virtual Board Retreat 1 ½ days
- Attend annual conference (4 days + travel time)
- \*First year board members will be expected to attend NALA (August/late summer 2 days + travel time)

## Additional Time Commitments by Role

In addition to the time above, each role has various additional time commitments based on responsibilities:

### President and President Elect Time Commitment

- Attend ANI steering Committee and general membership meetings as needed (1 hour/ea quarterly)
- Attend NOA Conference with AJJ Director (2 day annually + travel)
- Attend other meetings as needed
- President has bi monthly meeting with AJJ Director (1hour bi monthly)
- Planning committee for conference (2 hours, approx 6 meetings)
- \*all during business hours

### Secretary Time Commitment

- Nursing Community Coalition meeting (1 hour/monthly \*during business hours)

### Treasurer Time Commitment

- Bi annual meeting with AJJ director for budget creation and review (1-2 hours per meeting, \*during business hours)
- Review and approval of invoices, checks, and expenses (4-6 hours/month)
- Bi annual ANCC partnership update (1 hour, \*during business hours)

### Education Director

- Attend monthly education committee meetings
- Attend monthly research/EBP committee meetings
- Attend and moderate monthly webinars (\*during business hours, typically on a Tues or Thur, but can vary)
- Planning committee for conference (2 hours, approx 6 meetings)

### Regional Directors

- Attend monthly regional directors' meetings (2 hours each)
- Quarterly all chapters' or regional meeting (1 hour each)

### Past President

- Attend ANI steering Committee and general membership meetings as needed (1 hour/ea quarterly) During first ½ of term
- President has bi monthly meeting with AJJ Director (1hour bi monthly)
- Meet with president as needed for continued mentoring
- Propose ballot to BOD for approval

#### Leadership Succession Committee members

- Attend two planning meetings, orientation and ballot planning (1 hour each)
- Review all applications to open positions (time will vary based on number of applicants)
- Interview candidates
- Create ballot proposal