



# American Nursing Informatics Association Leadership Succession Committee Member Position Description

## Expectations of the ANIA National Committee Members:

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

Members of the Leadership Succession Committee are responsible for:

- supporting the mission and purpose of the organization
- enhancing ANIA's professional and public image
- performing the duties of their assigned committee role

## Individual Leadership Succession Committee Member

Each member of the committee shall:

- Be a dues-paid member of ANIA throughout term of office
- know the organization's mission, policies, programs, and needs
- Understand Board of Directors roles, responsibilities, and term dates
- leverage connections, networks, and resources
- serve as active advocates and ambassadors for the organization
- leverage connections, networks, and resources
- prepare for, attend, and conscientiously participate in committee meetings
- maintain confidentiality about all internal matters of ANIA
- Make every effort to attend annual ANIA conference in order to network with and mentor potential leaders



## Role Responsibilities

- Serve a two-year term, either elected or appointed
- Revise and send yearly election timeline to BOD no later than June 1 of each year--if at all possible, timeline should be presented on a monthly BOD call
- Work with ANIA's management company to follow the Election process including timelines
- Solicit qualified members of ANIA to run for leadership positions within the organization
- Review nominations and evaluate nominees for elected leadership positions
  - Work with ANIA's management company to ensure nominees are active, dues-paying members of ANIA.
  - Talk with each potential candidate via phone to review position description and time commitments
  - Review documentation provided by potential candidate for completeness
- Provide a list of qualified candidates to the board for inclusion on the ballot
- Provide rationale for any potential candidate who is not recommended to BOD
- BOD approves the slate of candidates
- LSC works with management company to conduct the election process