



American Nursing Informatics Association

Board Member Job Description: Regional Director

Expectations of the ANIA Board:

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

As the guiding body of the organization, and to satisfy its fiduciary duties, the board is responsible for:

- supporting the mission and purpose of the organization
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- approving and monitoring ANIA's programs and services
- enhancing ANIA's professional and public image
- assessing its own performance as the governing body of ANIA

Individual Board Member:

Each member of the board shall:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for ANIA to advance its mission
- leverage connections, networks, and resources
- to develop collective action to fully achieve ANIA's mission
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of ANIA
- accept accountability for group decisions so that the board of directors speak with "one voice"
- monitor and respond, as appropriate, to ANIA email at least three times/week
- monitor discussions and engage membership via ANIA Connect regularly
- prepare for, attend, and conscientiously participate in monthly BOD meetings, bi-annual retreats, and ad hoc meetings
- required to attend national conference



Role Responsibilities

- Support, and when available, attend chapter and regional events
- Assist with new chapter formation
- Serve as chapter liaison
- Attend monthly regional director meetings, all chapter meetings