

## NBCRNA BOARD OF DIRECTORS

### JOB RESPONSIBILITIES AND COMMITMENT TO SERVE

#### **Global Representation**

All Directors are expected to represent the broad interests of the NBCRNA. Directors are expected to be knowledgeable and supportive of the mission, purpose, goals and policies of the NBCRNA at all times.

#### **Board Development**

Directors will be expected to participate in ongoing Board development customarily consistent of episodic presentations at regular Board meetings, readings, and study over the course of a year. Directors are expected to stay literate regarding the trends in the field of board governance as well as the performance expectations of boards of directors of not-for-profit organizations.

#### **Due Diligence**

Directors are expected to attend all Board meetings (schedules determined annually) and special Board meetings (called as needed). Directors are expected to familiarize themselves with the agenda and background materials sent in advance, to consider and if necessary resolve all potential conflicts of interest, and to participate actively in the conduct of the meeting. Meeting participation should demonstrate respect for diversity of opinion, full disclosure of potential conflicts and any related information, and adherence to rules of decision making as determined by NBCRNA Bylaws. Directors must commit to performing the duties of Board membership responsibly and ethically and executing their fiduciary responsibilities to the NBCRNA. The time commitment as a Director is estimated to be up to 400 hours per year.

#### **Fiduciary Responsibilities**

Directors are expected at all times to act solely in the best interests of the NBCRNA. Directors are expected to be literate in organizational finance and capable of tracking and evaluating financial performance through regular reports from the Finance Committee. Directors should have competence in judging annual budgeting processes and be ready to accept accountability for the successful financial performance of the organization. Directors must exercise prudence regarding personal expenses related to Board business, travel or other assignments. Directors must commit to avoidance of conflicts of interest in connection with all Board decision-making. Directors must keep confidential NBCRNA documents and discussion.

#### **Committee or Task Force Service and Organizational Representation**

Directors will be expected to serve on committees and/or task forces. This service may require an additional time commitment. Directors may also be called upon to represent the organization to internal and external constituents for special projects, negotiation, planning, or communication purposes and to provide NBCRNA presentations to AANA state associations.

#### **Officers**

CRNA Directors are eligible to be elected as an officer of the NBCRNA in the third or fourth year of their term(s). Those serving in officer positions may face additional time commitments to those listed in the job description.

## Performance

Each Director may expect feedback about his or her performance on the governing body from the President and/or Executive Committee as part of the Board's annual self-assessment.

## SELECTION CRITERIA

In addition to the criteria outlined above, the successful candidate will demonstrate the following characteristics:

- **Commitment:** Has a passion for the organization's mission and dedication to the organization's vision.
- **Resources:** Is willing to seek and support the expertise of other Directors in understanding and supporting the mission of the organization, i.e., financial, legal and leadership expertise.
- **Professional Talents:** Exhibits sufficient professional expertise and personal skills to offer his or her talents in serving and governing the NBCRNA.
- **Life Circumstances:** Possesses the capability to serve the Board; has the ability to travel/attend meetings, participate in conference calls and complete assignments in a timely manner.
- **Integrity:** Has the ability to honor open and honest communication, as well as the ability to disclose issues that have the potential to raise conflict.
- **Accountability:** Accepts responsibility for his or her actions.
- **Moral Courage:** Possesses the courage of his or her convictions; has the ability to state ideas, issues and concerns to peers even if it means going against the majority vote.
- **Loyalty:** Is loyal to the mission and vision of the organization; maintains confidentiality of Board business.
- **Positive Attitude:** Believes that he or she can make a difference and contribute in a positive way; exudes enthusiasm about the mission of the NBCRNA.
- **Learning:** Is willing to do the work required to support the NBCRNA's mission; has the ability and ambition to do the work necessary to accomplish the goals of the organization.
- **Evaluation:** Agrees to conduct or undergo evaluations as deemed necessary by the Board in order to work out challenges or evaluate strengths and weaknesses and, thereby, to build the capacity to advance the organization's mission.
- **Communication:** Demonstrates clear, professionally appropriate communication skills.

## TIME COMMITMENT

- Directors are elected to an initial three-year term with the option for a second three-year term.
- Attendance at all Board meetings is mandatory (a minimum of three per fiscal year is typical). Meetings take place over a long weekend (typically Thursday – Sunday, including travel).
- Directors will be provided with an NBCRNA email address and document sharing account. They will be required to check emails regularly and read various documents as necessary.
- Directors will be required to participate in Board and committee conference calls.