HAWAI'I-ANA 2025 OPEN CANDIDATE POSITIONS, ROLES & RESPONSIBILITIES

POSITIONS	ROLES & RESPONSIBILITIES

PRESIDENT - ELECT
 	
● Officer Position
● Member of Executive Committee
● Reports to President
	By-Laws Job Description:
	
	● Is mentored by the sitting President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition
	● Assists and supports the President as needed and plans for the Presidential year
	● Shall automatically become President at the end of the term as President-Elect
	● Shall ensure the biennial review of the By-laws and board policies, and assume such duties as designated by the President and the Board of Directors
	
	Responsible for:
	
	● Serving for four years: President-Elect for 1 year, followed by 2 years as President and 1 year as Past-President
	● Prepping and fulfilling responsibilities as Committee Chair outside of meetings
	
	Expected to Attend:
	
	● Bi-monthly Hawai'i - ANA Board of Directors meetings, as set by the President - Virtual
	● The Annual Hawai'i - ANA Membership Meeting & Conference - In Person
	● The Hawai'i - ANA annual strategic planning meeting on O'ahu - In Person
	● Meetings of Hawai'i - ANA committees as needed - Virtual
	● Executive Committee meetings as necessary - Virtual
	● Two East Coast Meetings - In Person
	  ○ Leadership Meeting in December
	  ○ Membership Assembly Meeting in June
	  ○ Both held in Washington D.C.
	
	Time Commitment: Similar to the President, attendance to above meetings that vary throughout the year from weekly to monthly; available for on-going discussions via phone, text, email, etc. informally with other Board members. Varies, up to 10 hours/week or more.

SECRETARY • Officer Position • Member of Executive Committee • Reports to President.	**By-Laws Job Description:** • Shall be accountable for recordkeeping and reporting of meetings of the HAWAIʻI-ANA Annual Membership Meeting, the Board of Directors, and the Executive Committee of the Board of Directors **Responsible for:** • Keeping/reporting/transcribing minutes during designated committee meetings or conferences • Creating the recurring board of director meeting invites via Outlook and adding the agenda to the meeting invite • Uploading approved BOD meeting minutes to the website to keep members apprised of the work of the organization • Serving for two years in this position **Expected to Attend:** • Bi-monthly Hawai'i - ANA Board of Directors meetings, as set by the President - Virtual • The Annual Hawai'i - ANA Membership Meeting & Conference - In Person • The Hawai'i - ANA annual strategic planning meeting on O'ahu - In Person • Meetings of Hawai'i - ANA committees as needed - Virtual • Executive Committee meetings as necessary - Virtual **Time Commitment:** Hours: 1-3 hours/month When chairing a committee anticipate additional hours
NEIGHBOR ISLAND DIRECTOR • Officer Position • Member of Executive Committee • Reports to the President	**By-Laws Job Description:** • Resides on a neighbor island other than Oʻahu throughout their term of office • Shall represent the interests of Neighbor Island members to the Board *"The Neighbor Island Director ensures the unique needs and perspectives of nurses from islands such as Hawaiʻi, Maui, Kauaʻi, Molokaʻi, and Lānaʻi are voiced in strategic planning, policy development, and advocacy efforts, fostering equitable representation within Hawai'i-ANA."* This emphasizes advocacy and inclusivity for neighbor island nurses and captures the role's core purpose. The Neighbor Island Director also serves as an Officer of the Board of Directors and member of the Executive Committee of the Board of Directors; participates in the annual evaluation of the Executive Director's job performance; and may be

	appointed to chair or co-chair a committee. The Bylaw's description of the Director-at-Large is also applicable to the Neighbor Island Director. **Responsible for:** ● Assuming a role as the Chair of a committee as assigned by the Board ● Participating in relevant other committee meetings as a member ● Serving for two years in this position **Expected to Attend:** ● Bi-monthly Hawai'i - ANA Board of Directors meetings, as set by the President - Virtual ● The Annual Hawai'i - ANA Membership Meeting & Conference - In Person ● The Hawai'i - ANA annual strategic planning meeting on O'ahu - In Person ● Meetings of Hawai'i - ANA committees as needed - Virtual ● Executive Committee meetings as necessary - Virtual **Time Commitment:** Bi-monthly Board meetings and committee meetings that vary throughout the year from weekly to monthly. Time spent preparing and fulfilling responsibilities as Committee Chair outside of meetings.
DIRECTOR-AT-LARGE **(2 positions open)** ● Reports to the President	**By-Laws Job Description:** ● Shall represent the members of the association and remain knowledgeable about the business of the association ● Shall uphold the fiscal and legal responsibilities of the Board and the individual Directors **Responsible for:** ● Assuming the Chair Position of a committee as assigned by the Board ● Participating in relevant other committee meetings as a member ● Serving two years in this position **Expected to Attend:** ● Bi-monthly Hawai'i - ANA Board of Directors meetings, as set by the President - Virtual ● The Annual Hawai'i - ANA Membership Meeting & Conference - In Person ● The Hawai'i - ANA annual strategic planning meeting on O'ahu - In Person ● Meetings of Hawai'i - ANA committees as needed - Virtual

	Time Commitment: Bi-monthly Board meetings and committee meetings that vary throughout the year from weekly to monthly. Time spent preparing and fulfilling responsibilities as Committee Chair outside of meetings.
NOMINATING COMMITTEE MEMBER **(2 positions open)** • Reports to the President • Only Committee with elected members	**Bylaws Job Description:** • Shall serve as a member of the Nominations Committee and work with the committee to prepare a slate of candidates for each statewide elective office, as well as assure a valid and uncontested election process. **Responsible for:** • Serving two years in this position or until their successors are elected, but for no more than 2 consecutive terms • Electing a Chair of the committee with other elected committee members • Preparing to be elected to the Chair position in second year **Expected to Attend:** • Bi-monthly Hawai'i - ANA Board of Directors meetings, as set by the President - Virtual • The Annual Hawai'i - ANA Membership Meeting & Conference - In Person • The Hawai'i - ANA annual strategic planning meeting on O'ahu - In Person • Meetings of Hawai'i - ANA committees as needed - Virtual **Time Commitment:** Bi-monthly Board meetings and Nominating Committee meetings that vary throughout the year from weekly to monthly.Time spent preparing and fulfilling responsibilities as committee member outside of meetings.

Please reach out to executivedirector@hawaii-ana.org with any questions or concerns