



Policy No.	304
Original Date	1997
Review Date	12/07
Revise Date	

Subject: ROLE DESCRIPTIONS
Director

- A. **OVERALL PURPOSE AND OBJECTIVES OF ROLE**
 - 1. Understands, upholds, and supports the mission, philosophy, policies and procedures of DNCB.
 - 2. Recognizes, applies, and advises DNCB of changing outside influences that affect the decisions of the board.
 - 3. Serves as liaison to DNCB Committees/Task Forces appointed by DNCB President.

- B. **COMPOSITION**
 - 1. Director
 - a. Selection method: Refer to Bylaws Article V, Sections 1 and 2.
 - b. Qualifications: See Section G.

- C. **TENURE**

The Director assumes appointment following the DNA annual convention and serves for three (3) years; may serve 2 consecutive terms.

- D. **GOVERNED BY BYLAWS**

Article V

- E. **MEETING EXPECTATIONS**
 - 1. All meetings.
 - 2. Other meetings as requested and approved.

- F. **RESPONSIBILITIES**
 - 1. Understands, upholds, and supports the mission, philosophy, policies and procedures of DNCB.
 - a. Serves as an active member of the board
 - (1) Submits reports in a timely fashion.
 - (2) Reviews, evaluates, and responds to all material presented to the board.
 - (3) Reviews role description and proposes changes as needed.

- (4) Reviews policies and procedures pertinent to office and proposes changes as needed.
2. Recognizes and advises the DNCB of changing outside influences that may affect the decisions of the DNCB.
 - a. Reviews and communicates general nursing issues as appropriate.
 - b. Reviews governmental, societal and economic trends and communicates as appropriate.
3. Serves as liaison to DNCB Committees/Task Forces as appointed by DNCB President.
 - a. Serves as a resource person to chairperson/committee members.
 - b. Guides committees/task forces in establishing goals, objectives and priorities.
 - c. Directs communication to/from the DNCB.
 - d. Assists committees/task forces as requested.

G. QUALIFICATIONS

1. Minimum of three years experience in dermatology nursing, at least two years of which have been in the five years immediately preceding appointment.
2. Have knowledge of the credentialing and certification process.
3. Certification in dermatology nursing required.
4. Baccalaureate or higher degree in nursing preferred.
5. Active member of DNA.