

DERMATOLOGY NURSES' ASSOCIATION

ROLE DESCRIPTION: DIRECTOR

PURPOSE AND OBJECTIVES:

Understand, uphold and champion the mission, bylaws, policies, and procedures of the DNA.

Promote continuing education of dermatology nurses and allied health care workers.

Promote recognition of DNA members as professionals by the entire medical community.

Promote and support the DNA as the appropriate vehicle for achieving recognition of and serving as a resource for the education of all who are involved in caring for the dermatology patient.

Oversee the sound business and fiscal management of the DNA.

REQUIREMENTS AND SELECTION:

- A. Nurse member of the DNA; DNC of DCNP preferred.
- B. Elected by the membership for a two year term.
- C. Demonstrate qualities of professionalism and commitment to further the mission of the DNA.
- D. Ability to make time and work commitments to complete Board activities and attend meetings for the duration of the term.
- E. Preferred background: Evidence of past involvement on local, regional, and/or national involvement.

DUTIES AND RESPONSIBILITIES:

- F. Serve as the official spokesperson for the DNA Membership.
- G. Assume responsibilities delegated by the President and/or the Board of Directors.
 - 1. Serve as a resource person to assigned chairperson/task force chairs.
 - 2. Guide and monitor assigned committees/task forces in establishing goals, objectives, and priorities in accordance with the strategic plan.

ROLE DESCRIPTION: DIRECTOR

3. Direct communication to/from the committee and task force chairs and the Board of Directors including monitoring submission of reports prior to all Board of Directors meetings and monitoring or reports on the Web site and in *FOCUS*.
 4. Assist assigned committees/task forces as requested.
- H. Promote the DNA to potential members and introduce them to local chapter presidents.
1. Assist in the formation of new DNA chapters by providing information and direction.
 2. Direct members interested in forming new DNA chapters to the Chapter Advisory Committee.
- I. Identify potential DNA members for committees, task forces, and other national opportunities.
1. Submit names of potential DNA members to the Nominating Committee member in the region.
 2. Promote the DNA strategic plan by identifying members to serve in the numerous capacities and opportunities as presented by the plan.
- J. Contribute bi-monthly articles to *FOCUS*. Encourage local chapter officers to submit local events to the Web site.
- K. Participate in the annual evaluation of the Association Headquarters, Inc. management firm.
- L. Orient and mentor incoming Directors to the duties and responsibilities of Director. See the DNA guidelines for mentoring newly elected members of the DNA Board of Directors.

ROLE DESCRIPTION: DIRECTOR

**GUIDELINES FOR MENTORING A NEWLY ELECTED MEMBER
OF THE DNA BOARD OF DIRECTORS:**

1. Each new board member will have a mentor. A board member who is interested in mentoring a particular newly elected officer may volunteer by discussion with the President. The President may also appoint a mentor. In this case, discussion will be held with the potential mentor to assure interest and available time. Every effort will be made to obtain a mentor who is willing and has the necessary time for this commitment.
2. The mentor will introduce self/role to new member at the first meeting, preferable prior to start of meeting. It is preferable for the mentor to introduce new member to the BOD and staff at the start of the first session.
3. New BOD members with past experience on the board will need to be updated regarding policy and procedural changes.
4. New BOD members with no past experience will need:
 - a. General orientation to the board and how meetings are conducted.
 - b. Orientation to Executive Director and Assistant Executive Director roles.
 - c. Responsibilities as board liaison.
 - d. Orientation to the agenda item form and how to properly complete or modify a submission from one of their committees or task forces, including the financial portion. Monitor agenda items for completeness prior to submission to Birsu for posting or inclusion in board book - for a period of time (to be decided on by the mentor).
 - e. Orientation to the board report form.

DERMATOLOGY NURSES' ASSOCIATION

ROLE DESCRIPTION: SECRETARY

PURPOSE AND OBJECTIVES:

To record the minutes of all Board of Directors and business meetings and additional DNA related business as assigned/required.

REQUIREMENTS AND SELECTION:

- A. Nurse member of the DNA; DNC or DCNP preferred.
- B. Ability to phrase concisely, possess proficient keyboarding skills, and have good listening skills.
- C. Elected by the membership for a term of two years.

DUTIES AND RESPONSIBILITIES:

- A. Be present to record all minutes and attendance to document a quorum of the Board of Directors and business meetings in conjunction with the Assistant Executive Director and send minutes to the National Office for processing/distribution.
- B. Ensure that desired method for securing accurate minutes of Board Meetings is available, e.g., lap top.
- C. Records, monitors, and updates the Board of Directors' "Action Item List" as reports are submitted by Board members, and reports the updated list at each Board of Directors' meeting.
- D. Ensure copies of all minutes and any associated documents are kept at the National Office.
- E. Submits summary of the Board of Directors' meetings and reports of Board activity to *FOCUS* and the Web site.
- F. Ensure all official correspondence requested by the Board and approved by the President are sent to the National Office for typing and distribution.

ROLE DESCRIPTION: SECRETARY

- G. Maintain records in preparation for transfer at the Post Convention Board meeting.
- H. Reviews one-half of the policies and procedures each year to ensure that they accurately reflect current and expected practices.
- I. Reviews all proposed changes to policies, procedures, and role descriptions to assure they are written in proper format and in accordance with DNA Bylaws. Presents same to the Board of Directors for review and approval.
- J. With input of involved members, develops new policies, procedures, and role descriptions, assuring they accurately reflect current and expected practices and are written in proper format and in accordance with DNA Bylaws. Presents same to the Board of Directors for review and approval.
- K. Collects and organizes suggestions for changes to the Bylaws from officers, Committee and Task Force members, and the general membership.
- L. Submits the proposed revisions to the general membership according to the Bylaws.

RESPONSIBILITIES OF THE MANAGEMENT FIRM:

- A. Takes notes at all meetings and conferences calls of the Board of Directors and provides these to the Secretary for use in preparing the official minutes of these meetings.
- B. Distributes Board of Directors and other meetings' Minutes appropriately.
- C. Maintains copies of all official records and documents at the National Office.

DERMATOLOGY NURSES' ASSOCIATION

ROLE DESCRIPTION: TREASURER

PURPOSE AND OBJECTIVES:

To work closely with the National Office and the Executive Director regarding financial issues.

REQUIREMENTS AND SELECTION:

- A. Nurse member of the DNA; DNC or DCNP preferred.
- B. Ability to phrase concisely and have good listening skills.
- C. Background in leadership and fiscal management desirable.
- D. Elected by the membership for a term of two years.
- E. Served on the Board of Directors within the past 5 years preferable.

DUTIES AND RESPONSIBILITIES:

- A. Supervises the direction of all financial affairs of DNA, including all financial transactions and the investment program. Recommends necessary changes in fiscal policy.
- B. Attends all Board of Directors' meetings, Annual Convention, and other meetings as requested.
- C. Coordinates the preparation of the annual budget, convention budget, and summer meeting budget, in conjunction with the President, President-Elect, and Executive Director.
- D. Reviews monthly financial reports and long-range financial planning and approves volunteer expenses and management firm invoices. Signs all official DNA checks.
- E. Prepares a financial report with the National Office for the Board Meetings.

ROLE DESCRIPTION: TREASURER

- F. Ensures that a review is conducted by a certified CPA and communicated to the membership when deemed appropriate by the Board.
- G. Presents a report of the financial status of the association at the Board of Directors' meetings and at the Annual Business Meeting.
- H. Ensures that expense report forms are up to date.
- I. Visits the National Office between the time of election and convention prior to beginning term of office to orient to the new position.
- J. Serves as chair of the Finance Committee.

RESPONSIBILITIES OF THE MANAGEMENT FIRM:

- A. Assures proper day-to-day fiscal management of the Association according to policy and under the direction of the Treasurer.
- B. Issues payment for Association expenses according to policy.
- C. Prepares and distributes financial reports as requested.
- D. Oversees, assists, and facilitates all work of independent accountants and reports to the Treasurer.
- E. Maintains all checking accounts, as directed.
- F. Works with investment manager to assure optimal cash management and reports to the Treasurer.
- G. Assures adequate insurance coverage for the Association.

DERMATOLOGY NURSES' ASSOCIATION

ROLE DESCRIPTION: PRESIDENT-ELECT

PURPOSE AND OBJECTIVES:

Understand, support and uphold the philosophy, purpose, objectives, bylaws, policies and procedures of the Dermatology Nurses' Association.

To orient to the position of President.

REQUIREMENTS AND SELECTION:

- A. Nurse member of DNA; DNC or DCNP preferred.
- B. Demonstrate qualities of professionalism and commitment to furthering the mission of DNA.
- C. Ability to meet deadlines.
- D. Elected by the membership each year.
- E. Must have served on the Board of Directors (presently or in the past) as a requirement to run for this position

DUTIES AND RESPONSIBILITIES:

- A. Serves as DNA President-elect and as an active member of the Board of Directors.
- B. Serves on committees and task forces as assigned.
- C. Develop appointments for chairpersons of committees, special committees, task forces, Annual Program Chairperson and Core Curriculum Chairpersons for DNA for their year in office as the President.
 - 1. Requests Board approval of the Annual Program Chairperson and Annual Convention theme by the Spring Board of Directors meeting.
 - 2. Requests Board approval of all other appointments by the Fall Board of Directors meeting.
- D. Develop and prepare goals for the year as president based upon the strategic plan and the current activities of DNA.
- E. Establish contact with members of the management team, learning the roles and responsibilities of each and their relationship to DNA.
- F. To attend meetings:
 - 1. All Board of Directors Meetings.
 - 2. National Convention

ROLE DESCRIPTION: PRESIDENT-ELECT

3. National Federation for Specialty Nursing Organizations' Meetings. (If applicable)
 4. Nurse in Washington Internship. (If applicable)
 5. Own local chapter meetings. (If applicable)
 6. Other representative travel as determined necessary by the President to meet or further the goals of the Dermatology Nurses' Association.
- G. Orient to the position of the President.
1. Reviews all orientation materials
 2. Receives copies of all pertinent written correspondence.
 3. Discusses major issues with the President.
- H. Serves as a liaison between assigned committees and the Board of Directors, as assigned.
- I. Contributes articles to the *FOCUS* newsletter as requested.
- J. Past Presidents of the Dermatology Nurses' Association (DNA) will be ineligible to seek nomination and election by the general membership to the Board of Directors once they have served as President of the Association.
- K. Past Presidents may be called upon by the current President to serve in an interim capacity if a vacancy occurs on the Board of Directors.
- L. Past Presidents will be responsible for contributing to the whole good of the Association, such as identifying new leaders, mentoring, lecturing, contributing articles to current DNA publications, and serving on Committees and Task Forces
- M. Serves on Finance Committee in President-elect year to become acclimated to DNA's finances.

DERMATOLOGY NURSES' ASSOCIATION

ROLE DESCRIPTION: PRESIDENT

PURPOSE AND OBJECTIVES:

Serve as the chief elected officer for the association to continually promote the philosophy, purpose, and objectives of the Dermatology Nurses' Association.

Serve as representative and spokesperson for the organization.

REQUIREMENTS AND SELECTION:

- A. Nurse member of DNA; DNC or DCNP preferred.
- B. Demonstrate qualities of professionalism and commitment to furthering the mission of DNA.
- C. Ability to meet deadlines.
- D. Automatic ascendancy to position once elected by the membership to serve a three-year term as president-elect, president, and immediate past president.

DUTIES AND RESPONSIBILITIES:

- A. Write and submit by deadline, President's Messages to the DNA Newsletter. Ensure the official journal has writers assigned to each issue for the President's/Board Column.
- B. Deliver President's Address at the Annual Convention. Deliver goals for the presidential year at the Corporate Member Luncheon during Annual Convention.
- C. Preside at Post-Convention Board Meeting and all subsequent Board meetings during the term as president.
- D. Develop an agenda for Board and Annual Business meetings utilizing the previous minutes, new business from the Board of Directors, committee/task force chairpersons, and management team.
- E. Using DNA's Strategic Plan, establish key events by the Post-Convention Board meeting.
- F. Decide meeting dates for the coming year in conjunction with the newly elected Board and the management team. Communicate dates and associated communication deadlines to the Board and committee/task force chairpersons.
- G. Establish and clarify lines of communication for the coming year. Each committee/task force will be assigned a Board liaison

ROLE DESCRIPTION: PRESIDENT

- H. Keep informed by use of routine communication on the progress of committee and special projects.
- I. Oversee the management services supplied by Association Headquarters, Inc. and remain informed of the current status of staff resources needed and requested.
- J. Be present at the following events:
 - 1. Board of Director Meetings
 - 2. Annual Convention
 - 3. Own local chapter meetings (if applicable)
 - 4. Other travel as determined necessary and approved by the Board of Directors.
- K. Past Presidents of the Dermatology Nurses' Association (DNA) will be ineligible to seek nomination and election by the general membership to the board of directors once they have served as President of the Association.
- L. Past Presidents may be called upon by the current President to serve in an interim capacity if a vacancy occurs on the Board of Directors.
- M. Past Presidents will be responsible for contributing to the whole good of the Association, such as identifying new leaders, mentoring, lecturing, contributing articles to current DNA publications, and serving on Committees and Task Forces.

Updated 9/18/09: Added "Ensure the official journal has writers assigned to each issue for the President's/Board Column."