

**DERMATOLOGY NURSES' ASSOCIATION
POLICY/PROCEDURE**

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.

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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*, submit material on the bulletin boards of the Web site regarding items of interest. Encourage local chapter secretaries to submit local events to the Web site.
- K. Orient and mentor the incoming Director to the duties and responsibilities of Director.
- L. Participate in the annual evaluation of the Association Headquarters, Inc. management firm.