



Board of Directors Position Descriptions



Guidelines for Mentoring a Newly Elected Member of the DNA Board of Directors

- A. 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.
- B. The mentor will introduce self/role to new member at the first meeting, preferably 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.
- C. New BOD members with past experience on the board will need to be updated regarding policy and procedural changes.
- D. New BOD members with no past experience will need:
 - 1. General orientation to the board and how meetings are conducted.
 - 2. Orientation to Executive Director and staff roles.
 - 3. Responsibilities as board liaison to committees and task forces.
 - 4. 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 for inclusion in board book - for a period of time (to be decided on by the mentor).
 - 5. Orientation to the board report form.

Position Description - President

Position Title – *President*

Purpose and Objectives:

- A. Serve as the chief elected officer for the association to continually promote the philosophy, purpose, and objectives of the Dermatology Nurses' Association.
- B. 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, the President's Messages to the DNA Newsletter.
- B. Deliver President's Address including goals for the presidential year during the 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. Establish key events during the President's term by utilizing the DNA's Strategic Plan.
- 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.
- H. Establish Keep informed by use of routing communication on the progress of committee and special projects.
- I. Oversee the management services 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) are eligible to seek nomination and election by the general membership to the Board of Directors for any office (Secretary, Treasurer, Director) except for President-Elect once they have been off of the Board for at least two (2) years following their serving in the Immediate Past President position. The only exception would be that they are not allowed to run for office if there is already a Past President serving on the Board in this capacity.
- 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 to articles to current DNA publications, and serving on Committees and Task Forces.

Position Description – President-Elect

Position Title –*President-Elect*

Purpose and Objectives:

- A. Understand, support and uphold the philosophy, purpose, objectives, bylaws, policies and procedures of the Dermatology Nurses' Association.
- B. 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 Chair of Nurse Practitioner Forum, 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
 3. Nurse in Washington Internship. (If applicable)
 4. Own local chapter meetings. (If applicable)
 5. 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 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) are eligible to seek nomination and election by the general membership to the Board of Directors for any office (Secretary, Treasurer, Director) except for President-Elect once they have been off of the Board for at least two (2) years following their serving in the Immediate Past President position. The only exception would be that they are not allowed to run for office if there is already a Past President serving on the Board in this capacity.
- 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.

Position Description – Immediate Past President

Position Title – *Immediate Past President*

Purpose and Objectives:

- A. Provide experienced input to the Board of Directors
- B. Serve as a resource to the Board of Directors

VOLUNTEER ROLES AND RESPONSIBILITIES:

- A. Serve the Board of Directors in an advisory position with voting privileges.
- B. Serve as Board Liaison to assigned DNA representatives/committees and provide feedback to the Board.
- C. Serve as Chairperson of assigned committee(s) and provide written board reports and additional feedback as required.
 - 1. Attend the following meetings:
 - a. All Board of Directors meetings
 - b. National Convention
- D. Responsible for additional duties as assigned.
- E. Past Presidents of the Dermatology Nurses' Association (DNA) are eligible to seek nomination and election by the general membership to the Board of Directors for any office (Secretary, Treasurer, Director) except for President-Elect or President once they have been off of the Board for at least two (2) years following their serving in the Immediate Past President position. The only exception would be that they are not allowed to run for office if there is already a Past President serving on the Board in this capacity.
- F. 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.
- G. 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.

QUALIFICATIONS:

- A. Nurse member of DNA; DNC or DCNP preferred.
- B. Automatic ascendancy to position once elected by the membership.

TIME COMMITMENT:

- Three-year term (one year as President-Elect, plus one year as President followed by one year as Immediate Past President)

Position Description – Treasurer

Position Title – *Treasurer*

Purpose and Objectives:

- A. 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.
- E. Prepares a financial report with the National Office for the Board Meetings.
- F. Ensures that an annual audit is conducted by a certified CPA and communicated to the membership.
- 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.

Position Description – Secretary

Position Title – Secretary

Purpose and Objectives:

- A. To provide preliminary review and approval of Minutes as written by DNA Administrative Staff of all Board of Director's 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 and write concisely and have good listening skills.
- C. Elected by the membership for a term of two years.

DUTIES AND RESPONSIBILITIES:

- A. Be in attendance of all Board of Director's business meetings.
- B. Ensure copies of all minutes and any associated documents are kept at the National Office.
- C. Submits summary of the Board of Directors' meetings and reports of Board activity to *FOCUS* and the Web site.
- D. Ensure all official correspondence requested by the Board and approved by the President are sent to the National Office for typing and distribution.
- E. Reviews one-half of the policies and procedures each year to ensure that they accurately reflect current and expected practices.
- F. 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.
- G. 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.
- H. Collects and organizes suggestions for changes to the Bylaws from Board officers, Committee and Task Force members, and the general membership.
- I. Submits the proposed revisions to the general membership according to the Bylaws.
- J. Serves as a Committee Liaison as assigned by the President.

Position Description – Director

Position Title – Director

Purpose and Objectives:

- A. Understand, uphold and champion the mission, bylaws, policies, and procedures of the DNA.
- B. Promote continuing education of dermatology nurses and allied health care workers.
- C. Promote recognition of DNA members as professionals by the entire medical community.
- D. 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.
- E. 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 level involvement.

DUTIES AND RESPONSIBILITIES:

- A. Serve as an official spokesperson for the DNA Membership.
- B. 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.
 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 of reports on the Web site and in *FOCUS*.
 4. Assist assigned committees/task forces as requested.
- C. 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 DNA National Office.
- D. 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.
- E. Contribute bi-monthly articles to *FOCUS*. Encourage chapter officers to submit local events to the Web site.
- F. Participate in the annual evaluation of the management firm.
- G. 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.

DNA Mentorship Program

Upon election or appointment of new board members, the DNA President with the Executive Director will determine and carefully select experienced board members to serve as mentors to the new board members.

Upon placement on a committee, the DNA President and Committee Chair will determine and carefully select experienced committee members to serve as mentors to new committee members.

The design of the DNA mentorship program is to be a proactive professional development process for helping new members develop and improve their leadership skills. A successful relationship is more significant when individuals involved like each other, understand their responsibilities, have a mutual desire to build a relationship, and realize they both have something to offer and learn from each other.

Successful mentoring relationships must be built on trust, openness, affirmation, and willingness and ability to give and receive feedback.

Terms

Mentee: New member who engages as a learner.

Mentor: Knowledgeable member who helps the new member learn the roles and responsibilities of their volunteer position and the culture of the organization.

Mentoring or Mentorship: The process in which an experienced member inspires, advises, coaches, facilitates learning, and oversees the development of a new member.

Mentorship Program: A program that provides new members with an organized mechanism to gain an understanding of their roles and responsibilities.

Mentorship Relationship: The relationship between the mentee and mentor that is created and nurtured throughout the mentorship process.

Phases of the Mentorship Relationship

Beginning: Mentors and mentees concentrate on interpersonal relationship building through establishing trust, nonjudgmental acceptance, articulating expectations of the relationship to each other, engaging in meaningful dialogue, and initiating relevant self-disclosure. Mentees tend to emulate mentor behaviors. Mentors feel rewarded by the mentor role and value and nurture the development of the mentees. Both may discuss reasons for being in the volunteer position and exchange resumes/CVs and past experiences.

Middle: A safe and positive environment is established and nurtured. Mentors request detailed information from the mentees and offer specific suggestions about current plans and progress in achieving their goals. Mentees feel enhanced self-esteem due to the progress made, and develop and confirm new skills. There is a high degree of interaction and intellectual exchange. Mentors progressively suggest new avenues for learning, move toward tactics for solving new and more complex situations and problems. As the relationship builds, feedback (positive, but especially negative) is given and taken in a more comfortable and growth-producing way. Mentors encourage less reliance and the mentees become more autonomous in their roles.

Ending: Mentors encourage the mentees to reflect critically on their goals and future plans. Mentors motivate mentees to take risks, make decisions without certainty of the results, overcome difficulties in the journey to reach their career goals, and become independent adult learners. Mentees achieve greater autonomy and become empowered. Mentors remain interested and stay in touch with the mentees to provide continuing support and a safety net if needed. The relationship may transform into a friendship in which both individuals take turns mentoring throughout their lives.

Mentee Role

The mentee must be willing to assume responsibility for their own professional development. They need to seek challenges and responsibilities in their new role. They also need to be receptive to feedback as well as willing to give constructive feedback.

Mentor Role

The mentor must be willing and committed to assist in the professional developmental growth of the mentee. This involves a reasonable amount of time and personal investment over an extended period of time. Their primary purpose is to help the mentee learn their role & responsibilities, and the culture of the organization. They create a warm and accepting environment that allows the mentees to control the relationship, and also permits the mentee to be themselves and voice relevant concerns and needs. They must be personable, approachable, reasonable, and competent individuals who are committed to helping mentees achieve the success of which they are capable.

Ideal mentor qualifications include:

- Commitment to the mission and goals of the organization
- Knowledge of the organization
- Strong interpersonal skills
- Exemplary leadership skills
- Willingness to assist in another's professional growth
- Willingness to learn from the mentee
- Personal power and charisma
- Ability to share credit and successes
- Ability to help the mentee learn from mistakes
- Patience and risk-taking
- Accountability
- Personable, approachable, and constructive
- Respectful and considerate for the mentee

Benefits of a Mentor Program

- Leadership training: helps volunteers develop their leadership abilities
- On-Boarding: teaches new volunteers about the organization and the expectations
- Skill development: meeting career goals by honing new capabilities

- Succession planning: seasoned volunteers can impart knowledge and wisdom to those who will take over when they leave their roles
- Enhancing relationships among colleagues: building friendships and productive relationships among organizational volunteers can lead to a healthier organization culture
- Volunteer retention: volunteers who perceive that the organization cares about them and their professional development, as well as their future, are more likely to stay involved with the organization

Provides opportunities for mentees to...

- Explore the world through interaction with knowledgeable professionals
- Gain an experienced mentor's perspective
- Familiarize themselves with DNA protocols and culture
- Identify long-term professional development needs
- Realize the value of networking
- Develop a meaningful professional relationship

Provides opportunities for mentors to...

- Contribute to the professional development of the future of the organization
- Identify potential future leaders for their organization
- Assist mentees in becoming successful volunteers
- Give something back to the profession and organization

Mentorship Meeting Components

When scheduling meetings between the mentor/mentee, it is important to *plan the meeting with the following information:*

- Purpose of meeting
- Meeting date/time
- Each other's telephone numbers and who will initiate call
- Agenda
- Action Items coming from your call
- The next meeting date/time
- Complete a summary of the meeting together and submit to the chair of your committee or the President of the Board, whichever applies to your role.

Topics of Mentor/Mentee meetings:

- Review of Mentor/Mentee relationship
- Review of volunteer job description and expectations
- Meeting schedule between Mentor/Mentee
- Volunteer role: how it fits into the bigger picture
- DNA Bylaws
- DNA Strategic Plan
- Other pertinent topics agreed upon between Mentor/Mentee

Tips for Meetings:

- Prepare for the meeting. Read the agenda for the meeting and other information distributed for the meeting. Jot down any questions you have regarding the topic(s) to be discussed, or items you need to clarify.
- Model professionalism by being prompt.
- Use the meeting as an opportunity for your professional development including your image and interpersonal skills by participating in a collaborative environment and developing leadership skills.
- Listen actively.
- Take notes.
- Ask relevant questions.
- Ask for clarification or an explanation if you don't understand something.
- Tell yourself you are going to get at least one good idea from the meeting.
- Carry out actions agreed upon during the meeting.

Source: Reprinted/adapted with permission from Mentoring the Stars: A Program for Volunteer Board Leaders (1998).