



TxANA
TEXAS ASSOCIATION *of*
NURSE ANESTHETISTS

Expectations of TxANA Board Members

Overview

This document provides an overview on the expectations of TxANA Board Members. The TXANA Board of Directors is the governing body of the corporation, responsible for the ultimate direction of the corporation's affairs. The Board takes action as a group at a meeting with opportunity for discussion and deliberation. The Board may delegate authority to act to other individuals or groups, such as committees, but, even then, the Board is responsible for all actions of its delegates.

An individual Board Member is authorized to participate in board meetings and ultimately to vote on matters before the Board. The Board Member has no management authority as an individual, but the Board may delegate additional authority to an individual member, such as when it appoints the Board Member to a Committee or Task Force.

Board Positions¹

1. *President* -

- a. Preside at the Annual Business Meeting of this Association and the meetings of the Board of Directors.
- b. Appoint the Chair and Members to all standing committees, except the nominating committee, and special committees subject to the approval of the Board of Directors.
- c. Be an ex-officio member of all committees, except the Nominating Committee.
- d. Prepare and present the President's Annual Report at the Annual Business Meeting of TxANA.
- e. When feasible, represent this Association at the AANA Annual Meeting.
- f. Keep the Board of Directors informed of Association affairs.
- g. Direct the implementation of all motions and resolutions of the Board.
- h. Appoint registrar and tellers according to the Bylaws.
- i. Fill vacancies and name chairs of all committees, except the Nominating Committee, and present to the Board for approval.
- j. Be an ex-officio member of all committees, except the Nominating Committee. Act as official state delegate and spokesperson at AANA meetings.
- k. Write an official message in TxANA Newsletter and present the annual President's Report. Act in the event of contingency or emergency not covered by the Bylaws and include the Board in such decisions to the fullest reasonable extent.
- l. Communicate regularly with the President-Elect to ensure a smooth transition.

2. *President-Elect* -

- a. Assist the President and prepare to assume the office of President.

- b. Perform the duties of the President in the event of the latter's inability to serve.
- c. Serve on the Government Relations Committee as the Chair.
- d. Recommend Committee members and chairs to the Board for his/her term of office.
- e. Attend one AANA meeting and additional if requested by the President.

3. ***Vice-President*** –

- a. Perform the duties of the President when the President and the President-Elect are unable to serve.
- b. Be responsible for the preparation of an annual history of this Association.
- c. Serve on the Education/Program Committee as the Chair.
- d. Oversee the maintenance of:
 - i. The minutes of the Annual Business Meeting of the Association and the minutes of the meetings of the Board of Directors.
 - ii. An alphabetical list of names of all the members of the Association and their addresses.
 - iii. The general correspondence of the Association.
- e. Oversee the distribution of ballots for voting.
- f. Act, or select someone to act, as parliamentarian for the Association at the Annual Business Meeting.
- g. Attend one AANA meeting and additional if requested by the President.

4. ***Secretary/Treasurer*** –

- a. Monitor the fiscal affairs of the Association and shall report to the Board of Directors on the financial condition of the Association whenever requested to do so by the Board of Directors. Submit a written report of the Association finances quarterly to the Board of Directors.
- b. Submit a written report of the Association finances to the membership at the Annual Business Meeting.
- c. Oversee any necessary audit and review of Association funds and expenditures, assuring the filing of any tax reports necessary as a result of the Association's corporate structure.
- d. Perform other similar duties as may be assigned from time to time by the Board of Directors.
- e. Oversee the financial reports of the Association and ensure the deposit of funds in the Association's bank accounts or investments with approval from the Board.
- f. Oversee the payment of bills and disbursement of funds, as directed by the Board.
- g. Submit quarterly and annual finance reports to the Board.
- h. Oversee any necessary financial review or audits of funds and expenditures.
- i. Review initial draft of the proposed budget.
- j. Serve as Chair of the Finance Committee.

5. ***Directors (At Large)*** –

- a. Attend all the meetings, conference calls, and retreats unless excused by the President.
- b. Prepare reports and carry out special tasks as directed by the Board.
- c. Serve on or act as chair of at least one committee, as assigned by the President.
- d. Remain available for emergency activities or business or notify staff of extended absences.
- e. Engage in the legislative process through advocacy efforts, including providing testimony to legislative committees, as directed by the Board.
- f. Deliver any Association property, records, and committee folders to a successor or to the President at the conclusion of the term.

- g. May attend one AANA meeting each term as a representative of TxANA and report items of regional/local concern to the Board and membership.

Calendar of Events (Enclosed)

Deadlines

1. Please adhere to deadlines for newsletter articles (March 1st; May 1st; August 1st; and November 1st), Board Reports (due two weeks prior to the Board Meeting), and other activities.

Committee Service

1. Every Board Member must serve on at least one TxANA Committee.
2. Again, please be considerate and set an example to others by being timely with requested deadlines.
3. If you are the Chair of a Committee – you shall include the Board President and the Executive Director/CEO in all meetings and correspondence. (Exception is the Nominating Committee.)

TXANA Newsletter

1. Four issues a year: Winter (December); Spring (March); Summer (June) and Fall (September). Every Board Member should write at least one article each fiscal year.
2. Deadlines are: November 1st; February 1st; May 1st; and August 1st.

Legislative

1. Know your State Representative and State Senator. Visit them at their District office and in Austin.
2. If your Legislator is running for office, volunteer to walk the block, stuff envelopes, etc.
3. Attend the Day at the Capitol in January.
4. Contribute to the TxANA PACⁱⁱ.
5. If a special fundraiser is held for a Legislator, please contribute.

Board Reports/Meetings

1. Board meetings are typically held virtually. In person meetings are typically held during the Annual Convention, Summit and Leadership Retreat.
2. Board reports are due 2 weeks prior to the meeting. Everyone should submit a written report – we have a template for the report. Board packets are e-mailed to you to download to your laptop or to print out and bring with you to the meeting. Do not read your Board Report – only report on additional activities that you have been involved.
3. If you cannot attend a Board Meeting, contact the Board President and the Executive Director/CEO as soon as possible.

ⁱ 2013 Administrative Manual and TxANA Bylaws

ⁱⁱ If unable to contribute, member can discuss with President alternative ways to support the PAC.