



## **Information on Board Members' Responsibilities**

### **The Board of Directors shall:**

- a. exercise the corporate and fiduciary duties of the association consistent with applicable provisions of law and these Bylaws.
- b. provide for implementation of association policies and positions approved by the ANA-NY Governing Assembly.
- c. establish policies and procedures for the transaction of business, coordination of association activities, and operation and maintenance of a state headquarters.
- d. establish financial policies and procedures, adopt the budget, and submit all books annually to a certified public accountant for review, and present an annual financial statement and financial review or audit results to the membership and the Governing Assembly.
- e. establish policies and procedures for approving publications and other printed materials prior to their distribution.
- f. establish policies and procedures for the collection, analysis and dissemination of information.
- g. establish policies and procedures for nominations and elections in accordance with these Bylaws.
- h. establish committees of the board as deemed necessary for the performance of its duties, and define the purpose and authority of such committees in accordance with these Bylaws.
- i. define qualifications for appointive positions, make appointments and fill vacancies unless otherwise specified in these Bylaws.
- j. appoint, define the authority and responsibilities of, and annually review the performance of the Executive Director as the chief executive officer.
- k. accept organizational affiliation of associations meeting qualifications established in these Bylaws and deemed appropriate by the Board of Directors.
- l. establish fees for all meetings, specified activities, and services.

m. control the use of the official ANA-NY logo and insignia and the procurement and sale of replicas thereof.

n. provide for organizational affiliate liaisons or representation at meetings of voluntary organizations and of public or governmental agencies.

o. establish relationships and collaboration with the Nursing Students Association of New York State (NSANYS).

p. establish relationships with other constituent/state nurses associations of the ANA, including participation in a Multistate Division, if deemed appropriate.

q. assume other duties as may be provided for elsewhere in these bylaws and by the ANA-NY Governing Assembly.

## **Duties of Officers**

- The **President** of ANA-NY shall serve as the official representative of the association and as its spokesperson on matters of association policy and positions; as the chair of the Governing Assembly, the Board of Directors, and the Executive Committee; as an *ex officio* member of all committees except the Nominating Committee; and as a representative to the Membership Assembly, as well as the voting representative of ANA-NY to the Leadership Council of the ANA.
- The **Treasurer** shall be responsible for monitoring the fiscal affairs of the association and shall provide reports and interpretation of the ANA-NY financial condition to the Governing Assembly, the Board of Directors, and the membership. The Treasurer shall serve as a member and chair of the Finance Committee.
- **Officers** and **Directors-at-Large** shall fulfill the responsibilities of the Board of Directors as defined in these Bylaws.