

General responsibilities

All members of the PADDNN Board of Directors (hereafter referred to as the 'Board') have the responsibility to serve the association and to promote the mission and goals of the association.

All Board members must assume and carry out each of the following general responsibilities:

- a) Represent PADDNN to its membership and to other organizations or associations.
- b) Promote PADDNN and I/DD nursing within the nursing and professional communities and among the community at large.
- c) Promote professional certification in the specialized field of I/DD nursing.
- d) Uphold and enforce the by-laws and policies of the organization.
- e) Participate in establishing and reviewing PADDNN's mission, vision, by-laws, policies, practices, and position statements, on an annual basis.
- f) Attend at least 75% of the meetings of the Board of Directors and general membership
- g) Complete assignments within timeframes (between meetings).
- h) Review minutes of meetings and submit revisions to secretary as soon as possible
- i) Participate in overview of the finances of the association.
- j) Participate in the planning of PADDNN annual conferences.
- k) Attend PADDNN annual conference:
 - a. Serve as host to members, speakers and guests.
 - b. Facilitate general and break-out sessions.
 - c. Participate in luncheons and present information to membership.
 - d. Be available to members and sponsors.
- l) Assist in completing special projects for PADDNN
- m) Contribute to the PADDNN Newsletter:
- n) Be available for:
 - a. Travel to Board meetings and conferences.
 - b. Dialogue/discussion between meetings via email and phone, conference calls.

Each Board member also has additional responsibilities that are specific to the position held.

General Time Commitment

As you are considering running for office, please be aware that serving on the PADDNN Board of Directors requires a considerable time commitment. The effort related to these duties is broken down as follows:

Meetings

- a) Attendance at Board Meetings
- b) Attendance and preparation of quarterly general membership meetings
- c) Attendance at PADDNN Conference.
- d) Preparation for Conference.
- e) Follow-up work from Conference. .

Other Assigned Tasks/Responsibilities

Varies according to task.

President

In addition to the *general* Board responsibilities, the President also has the following responsibilities, which are specific to this position:

- a) Preside at meetings of the Board of Directors (BOD) and the General Membership
- b) Facilitate annual review of association mission, goals, by-laws and operating procedures with BOD.
- c) Sign all PADDNN contracts, with the approval of BOD.
- d) Serve as the *ex-officio* member of all committees.
- e) Develop general meeting agenda, with Education Committee, before each meeting
 - a. Forward tentative/draft agenda Education Committee for input;
 - b. Organize and finalize agenda;
- f) Assure that the minutes of each meeting are recorded in writing, are reflective of what transpired, and that corrections are made in a timely fashion.
- g) Assign work/tasks to Board members, as indicated.
- h) Monitor the work and productivity of the Board Members.
- i) Write greeting/introduction to the newsletter.
- j) Other tasks/duties as needed to promote the association.

First Vice Presidents

In addition to the *general* Board responsibilities, the First Vice President also has the following responsibilities, which are specific to this position:

- a) Preside over meetings in the absence of President
- b) Voting member in annual review and revision of by-laws
- c) Oversight of the Nursing Issues Committee

- d) Other tasks/duties as assigned by President.

Second Vice President

In addition to the *general* Board responsibilities, the Second Vice President also has the following responsibilities, which are specific to this position:

- a) Preside over meetings in the absence of President/First Vice President
- b) Voting member in annual review and revision of by-laws
- c) Oversight of the Education Committee and assigned duties for general membership meetings as well as annual conference
- d) Other tasks/duties as assigned by President.

Secretary

In addition to the *general* Board responsibilities, the Secretary also has the following responsibilities, which are specific to this position:

- a) Coordinate annual Membership Drive packet
- b) Maintain PADDNN templates
- c) Record minutes at general membership meetings
- d) Record meeting minutes from quarterly officer meetings
- e) Send Thank You notes post meetings and conferences
- f) Maintain RSVPs and send meeting confirmations for general membership meetings and conferences
- g) Facilitate all communication to members to include announcements, newsletters, bi annual elections, membership drive, and general ad hoc communication
- h) Maintain and update organizational chart
- i) Serve as Co-Chairperson of the Membership Committee.
- j) Other tasks/duties as assigned by President.

Treasurer

In addition to the *general* Board responsibilities, the Treasurer also has the following responsibilities, which are specific to this position:

- a) Maintain PADDNN s financial information, including: Checking and Money and a record/accounting of utilization of all PADDNN funds.
- b) Maintain and ensure security of PADDNN checking account checkbook.
- c) Process all payables for the association.
- d) Provide financial reports to the Board and general membership:
- e) Serve as Chairperson of the Scholarship Committee

- f) Serve as the co-chair of the Membership Committee
- g) Other tasks/duties as assigned by President.