

1.21 BOARD ROLE DESCRIPTION:

President

Policy #: 1.21

Original Policy Number: N/A

Date Reviewed/Revised: 4-18, 7/2021, 3/2022

Approved: 02-09, 06-12, 8-16, 4-18, 3-22, 5-22

TITLE: President

REPORTS TO: Board of Directors

DESCRIPTION: Member of the Board for one year immediately following term as President-elect. The position will serve next as the Immediate Past President position for one additional year. All board terms start January 1st.

PURPOSE: Responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct Board business effectively and efficiently; and are accountable for their performance.

RESPONSIBILITIES:

1. Attends 100% of Board meetings unless excused by the President-Elect.
2. Serves as the President of the International Association of Forensic Nurses, Inc. (IAFN) (501C6) and IAFN Foundation (Foundation) (501C3) and partners with the Chief Executive Officer to achieve the mission and goals of the IAFN and Foundation strategic plan.
3. Provides leadership to the Board of Directors, encouraging the Board's role in planning, financial accountability, evaluation of the Chief Executive, and self-evaluation of the Board.
4. Leads orientation for new Board members with the CEO.
5. Chairs the Board and Annual meetings working with staff to develop the agenda.
6. Appoints committee chairs with board approval. Serves as ex officio on committees attending when necessary.
7. Appoints Board Liaisons to committees.
8. Stays alert to community and member concerns that may impact the association and shares them with the Board.
9. Communicates regularly with the Board of Directors, Committees and Chapter Presidents when necessary to keep them aware of Association activities.
10. Reviews policies and procedures biennially with the CEO and proposes changes to the Board of Directors.
11. Contributes 'letters from the President' in IAFN's Journal as requested.
12. Makes oneself available for phone consultation and responds to emails with reasonable speed.
13. Participate in long-range and short-range planning and review through the strategic planning process.

14. Identify and disclose any potential conflicts of interest.
15. Communicates regularly with the Chief Executive Officer about current and potential organizational activities, legal matters, and member concerns.
16. Communicates regularly with the President-Elect about strategic plan and activities impacting future presidential terms.
17. In conjunction with the CEO and President-Elect, makes rapid decisions about time-sensitive requests to add the organization as a supporter (sign-on) in letters (typically related to public policy), statements and reports.

TIME COMMITMENT:

1. Approximately 10 hours a week, depending on activities.
2. Attend and conduct all Board Meetings in person or via teleconference unless excused by the President-Elect.
 - a. 12 meetings held per year, 10 held virtually, two in-person.
3. Three days for the Nursing Organizations Alliance Annual Meeting (November).
4. Other representative travel as deemed appropriate to meet or further the goals of the IAFN and Foundation.
5. Bi-monthly phone calls (or as needed) with the Chief Executive Officer.

QUALIFICATIONS:

1. Active IAFN service and commitment to the organization.
2. Ability to manage many priorities at once.
3. Communications and/or public speaking experience.
4. Employer support to the extent that business may be conducted during the work day.
5. Ability to listen well and provide a forum for productive dialogue, with contributions on all sides of an issue.
6. Ability to tackle difficult decisions with honesty and integrity.
7. Enthusiasm for the job; sensitive to the role and needs of staff and inspired to achieve the organization's full potential. A desire to be innovative.
8. Must be willing and able to devote the necessary time. Understand the need for accountability and responsiveness.
9. Ability to think globally.