



## Responsibilities of Elected Officials

### **The President** shall:

1. Serve as official representative of KNA and as spokesperson on matters of KNA policy and position.
2. Serve as chairperson of the Board of Directors, the Executive Committee, and attend the ANA Membership Assembly as representative.
3. Serve as an ex-officio member of all committees except the Nominating Committee.
4. Preside at all meetings of KNA.
5. In the interim between Board meetings, appoint members and chairpersons of standing and special committees as needed, with confirmation by the Board of Directors.
6. In the interim between Board meetings, appoint KNA members as representatives to outside groups, with confirmation by the Board of Directors.
7. Perform such other duties as usually pertain to the office.

**Time Commitment:** Weekly meeting with the Executive Director. Monthly Board Meetings varying from 1-4 hours with 50% in person. Annual Board Retreat with duration of one evening and a full day. This position requires a great deal of time, energy, and travel throughout the Commonwealth, and periodically to ANA near DC.

### **The President-Elect** shall:

1. Shall serve as the proxy for the KNA President when deemed necessary by the President,
2. Shall serve as the KNA representative to outside groups as assigned by the KNA Board of Directors,
3. Shall serve as a member of the KNA Board of Directors Executive Committee,
4. Shall attend the ANA Membership assembly as assigned by the KNA Board of Directors
5. Assume other duties as assigned by the President and/or the Board of Directors.

**Time Commitment:** Weekly meetings with President and Executive Director, generally at KNA Office; Videoconferencing may be possible. Monthly Board Meetings, varying from 1-4 hours with 50% in person. Annual Board Retreat with duration of one evening and a full day. Often, the President - Elect is given a specific responsibility or special project by the President.



**The Immediate Past President shall:**

1. Assume duties as assigned by the President and/or the Board of Directors.

**Time Commitment:** Because this role is one that mentors the President and President-Elect, as well as provides institutional memory, it requires presence at all Board meetings, and Board Retreats, and potential “mentoring” sessions as needed.

**The Vice President shall:**

1. Shall serve as Chairperson of the Policy and Resolutions Committees as called by the Board of Directors.
2. Assume other duties as assigned by the President and/or Board of Directors.
3. The Vice President who assumes the duties assigned by the President or the Board of Directors, or assumes the duties of the President in case of vacancy serves as an ANA Membership Assembly representative only if elected separately as an ANA Membership Assembly representative.

**Time Commitment:** Monthly Board Meetings, varying from 1-4 hours with 50% in person. Annual Board Retreat with duration of one evening and full day. Additionally, this role includes chairing the Policy and Resolutions Committee, which is anticipated to be very active until at least 2022.

**The Secretary shall:**

1. Record the minutes of KNA, the Board of Directors, and the Executive Committee. Ensure maintenance of official records of KNA.
2. Ensure that the names and addresses of all officers of KNA are sent to the Secretary of ANA immediately following their election or appointment.
3. Ensure that the names and addresses of KNA members are sent to ANA.
4. Send to ANA, within one month after final adoption, complete and current copies of all amendments to the KNA Bylaws. Copies of the Articles of Incorporation and Bylaws shall be sent after each printing.
5. Notify all officers, cabinet members, and committee members of their election or appointment.
6. Send notices of the time and place of the meetings of the Board of Directors and of the annual meeting.
7. Conduct the official correspondence of KNA and of the Board of Directors.
8. Deliver to the newly elected Secretary all KNA properties pertaining to the office of Secretary within a month of the annual meeting.
9. Assume other duties as assigned by the President and/or the Board of Directors.

**Time Commitment:** Monthly Board Meetings, varying from 1-4 hours with 50% in person. Annual Board Retreat with duration of one evening and full day. Additionally, time may be required to edit minutes recorded during meetings.

**The Treasurer shall:**

1. Monitor all fiscal affairs of KNA.
2. Review itemized accounts of all receipts and disbursements and submit written reports at meetings of the Board of Directors.
3. Submit a financial report to KNA at each annual meeting.
4. Ensure the delivery of all materials pertaining to the office of Treasurer of KNA to the newly elected Treasurer within one month after the close of the annual convention.
5. Serve as chairperson of the Finance Committee.
6. Present an annual budget for adoption at the KNA Board of Directors and KNA annual meeting.
7. Assume other duties as assigned by the President and/or Board of Directors.

**Time Commitment:** This is a time intensive role, as evidenced by the responsibilities above. Additionally, the treasurer chairs the Finance Committee, which generally meets monthly.

**Board Members shall:**

Perform the following duties, with individual appointment to a specific position being made by the President.

1. Serve as the liaison between the Board of Directors and the structural units.
2. Assume other duties as assigned by the President and/or the Board of Directors
3. Exercise the corporate responsibility and fiduciary duties of KNA consistent with the applicable provisions of law.
4. Transact the business of KNA in the interim between annual meetings.
5. Ensure that KNA meets requirements for constituent member status in ANA.
6. Establish administrative policies governing the affairs of KNA.
7. Plan and evaluate strategies for growth and development of KNA.
8. Adopt an annual budget.
9. Provide for the maintenance of headquarters, for the proper care of materials, equipment, and funds of KNA; for the payment of legitimate expenses; and for the auditing of all books of accounts by a Certified Public Accountant.
10. Report to KNA membership at each annual meeting the business transacted by the Board of Directors during the preceding year.
11. Develop policy to facilitate liaison between KNA and the Chapters and organizational affiliates, as defined by ANA.
12. Employ, define the duties of, set the compensation of, and approve the employment agreement with the Executive Director.
13. Delegate to the Executive Director, as the chief executive officer, the authority to manage KNA according to policies established by the Board of Directors.
14. Authorize the Executive Director to represent KNA and serve as spokesperson on matters of established policy and positions.
15. Review and approve all contractual agreements entered into by KNA
16. Authorize and appoint special or ad hoc committees as the need arises.



17. Appoint chairpersons and members of standing committees except as otherwise provided.
18. Fill vacancies in all structural units, including the Nominating committee and the Board of Directors, as provided in these bylaws.
19. Approve the budget, registration fee, date, and place for the annual meeting.
20. Verify action taken by mail or electronic mail, and incorporate into the minutes of the next meeting of the Board of Directors.
21. Submit to the Governor the names of registered nurses who are eligible for appointment and willing to serve on the Kentucky Board of Nursing as provided in KRS 314.121.
22. Appoint the chairperson and four members of the technical Advisory Committee on Nursing Services for the Cabinet for Health and Family Services.
23. Appoint a consultant to the Kentucky Association of Nursing Students.
24. Place and remove sanctions according to established policies of KNA.

**Time Commitment:**

**At Large Members-** Monthly Board Meetings, varying from 1-4 hours with 50% in person. Review of Board documents prior to the Board meeting. Annual Board Retreat with duration of one evening and a full day.

**Cabinet Chair Board Members-** Monthly Board Meetings, varying from 1-4 hours with 50% in person. Annual Board Retreat with duration of one evening and a full day. Additionally, these members are responsible to lead and manage the work of their Cabinets. Responsibilities listed below.

**Education and Research Cabinet shall:**

1. Evaluate relevant educational developments and changes in health care needs and practices for their implications for nursing.
2. Promote research in nursing practice, nursing education, and nursing service to expand the scientific base of nursing.
3. Disseminate information to nurses and the public about the “Code of Ethics for Nurse with Interpretive Statements” established by ANA.
4. Educate the public about the scope of nursing practice and the roles of nurses.
5. Promote recruitment of students for careers in nursing.
6. Maintain a relationship with the Kentucky Association of Nursing Students.
7. Inform the public about health care consumer rights and responsibilities.
8. Promote continuing professional development of nurses.
9. Provide continuing education programs.

**The Government Affairs Cabinet shall:**

1. Foster adherence to the “Code of Ethics for Nurses” established by ANA by reviewing policies and making recommendations for changes in public policy and legislation.



2. Promote collaboration of KNA with other organizations on matters of mutual concern.
3. Interpret to the public the scope of nursing practice and the roles of nurses by providing testimony, consultation, and professional expertise to governmental officials and the media. Encourage interdisciplinary collegiality by collaboration with other professionals on health care issues.
4. Collaborate with health care consumers on the development of health and public policy through involvement in health care coalitions.
5. Act as an advocate for the health care consumer in public forums and the media.
6. Represent the nursing profession to allied health groups, state and national organizations, governmental bodies, and the public.
7. Protect the rights of nurses.
8. Serve as resources to KNA on matters relating to trends in labor law and important decisions.
9. Assume a leadership position for nurses in Kentucky through increasing visibility of nurses and the nursing profession in the legislative and regulatory arena.
10. Protect human rights and promote ethical practice in health care and nursing.

**Professional Nursing Practice and Advocacy Cabinet shall:**

1. Promote high standards of nursing practice in all nursing workplaces and provide education and current updates on policy issues that affect the nursing professional and patient safety.
2. Demonstrate the importance of the “Code of Ethics for Nurses” as established by ANA and promote the adherence to the Code in all workplaces.
3. Define and demonstrate for the public the scope of nursing practice and the role of nurses.
4. Promote and protect the scope of nursing practice in a manner consistent with appropriate education and preparation of and with the goal of protecting the welfare of patients.
5. Educate nurses regarding issues related to peer assistance and help to develop strategies for useful implementation of those programs.
6. Promote the retention of nurses within the profession of nursing by providing needs assessment for workplace challenges and the development of programs to promote the address of those challenges.
7. Create and maintain a KNA presence at KBN Practice committee meetings and all other meetings that may impact the scope of nursing practice or the nursing workplace.

**Time commitment.** Each cabinet shall meet at least six times a year.



**Ethics and Human Rights Committee** shall:

1. Provide for the dissemination of the “Code of Ethics for Nurses” to nurses, nursing students, other health professionals, and the general public.
2. Provide educational programs and forums for discussion among nurses, other health professionals, and the public about ethical concerns in health care.
3. Serve as a resource for individuals or groups exploring nursing/health care ethics and related issues in institutions, communities, and political arenas.
4. Act as a resource or provide programs for nurses requesting assistance in resolving ethical concerns and dilemmas faced in nursing practice and in applying the “Code of Ethics for Nurses.”
5. Promote state and national networking in the arena of ethics by serving as a source of information about resources such as bioethics literature and individuals who have expertise in the topics of concern.
6. Develop and recommend revisions of KNA policies or guidelines related to matters of ethics and human rights.
7. Consider and respond to equal opportunity and human rights concerns.

**Time commitment:** Committees are recommended to meet at least quarterly.

**Nominating Committee** shall:

1. Request names of candidates for all elected offices of KNA from the membership.
2. Review the qualifications of proposed candidates to determine that each candidate meets established criteria and has submitted a written “consent to serve” form.
3. Prepare a ballot, attempting to provide two nominees for each office in accordance with the bylaws and policies of KNA.

**Time commitment:** Meetings are primarily from February to July.