



# AMERICAN NURSES ASSOCIATION - MICHIGAN FOUNDATION

## Roles and Responsibilities: Director

### **SUMMARY:**

The Director provides leadership for the foundation. Participates in developing objectives for fundraising and dispersion of funds to accomplish the mission and values of the foundation. Directors have legal and fiscal responsibilities to the foundation.

### **TERM OF OFFICE:**

Directors shall serve a term of two years.

### **SPECIFIC RESPONSIBILITIES:**

The following responsibilities are in addition to those of a board member outlined in the ANA-Michigan Nurses Foundation Bylaws:

1. Ensures that the foundation assesses the needs of the nursing profession.
2. Participates in decisions and activities directly related to fundraising through solicitation, grants and other methods.
3. Must be an active financial donor to the foundation.
4. May serve as a representative for the foundation upon request by the foundation president.

### **QUALIFICATIONS:**

May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with ANA-Michigan, as determined by the Board of Directors. Must have basic knowledge of parliamentary procedures and have a familiarity with the ANA-Michigan Nurses Foundation Bylaws and other rules of the organization.

1. For ANA-Michigan Members: Must be a current ANA-Michigan member in good standing.
2. For Non-Association Members: Must have expertise in non-profit fundraising and charitable giving.

**TIME COMMITMENT:**

The following is an estimate of time spent in fulfilling the duties of this office:

1. A minimum of two times a year for Board of Directors meetings and other meetings as determined by foundation directors.
2. Average 2-3 hours per month reading materials, responding to emails and completing solicitation activities for the foundation.

***ANA-Michigan Board of Directors Approved November 12, 2021.***