



ANPD WASHINGTON BYLAWS

Excerpt: ARTICLE VI – BOARD AND COMMITTEES

Section I – Board of Directors

1. Is composed of the President, Vice President, Immediate Past President, Secretary, Treasurer, Education Director, Program Director, Communication Director, Eastern WA Director, and Western WA Director.
2. Is elected by the membership.
3. Board Directors will be elected to serve two-year terms, other than the position of Vice President/President-Elect, which will serve a three-year term. (*The elected Vice President serves in the first year as Vice-President/President-Elect, the next year as President, and the third year as Immediate Past-President.*)
4. Represent this organization to ANPD and other organized professional groups with related missions and goals.

Section II- Board Directors

1. All board directors must sustain current membership in ANPD and ANPDWA.
2. All individual board directors report to the Board of Directors.
3. All individual board directors will serve on ANPDWA committees.
4. A director shall perform his or her duties, including his or her duties as a member of a committee of the board on which he or she may serve, in good faith and in a manner he or she reasonably believes to be in the best interests of the corporation, and with such care as an ordinarily prudent person in a like position with respect to similar corporation organized under this chapter would use under similar circumstances.
5. Whenever a director has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
6. Resignation from elected office must be in writing and received by the Secretary.

Section III- Director Duties (*more detailed descriptions are available below*)

1. President

The President serves as the official representative of the Affiliate. The President will preside at all official meetings of the Affiliate and will serve as the primary contact for the National Office, including completion of all correspondence with the national office as required. The President will cast the deciding vote in the case of a tie within the Board of Directors.

2. Vice President

The Vice President serves as an apprentice to the role of the President. The Vice President will accept assignments delegated from the President and will serve in the leadership role in case of the absence of the President.

3. Immediate Past President

The Immediate Past President serves in a non-voting, advisory capacity for the Board of Directors and President.

4. Secretary

The Secretary develops, records and maintains the agendas and minutes of all meetings and assists with communication and official correspondence within the Board of Directors and with ANPD National.

5. Treasurer

The Treasurer will manage the finances of the Affiliate organization in collaboration with The Board of Directors.

6. Education Director

The Education Director coordinates ANPDWA educational programs, workshops, and conferences.

7. Program Director

The Program Director, in collaboration with the Board of Directors, shall facilitate planning and coordination of ANPDWA education activities, social activities, and other projects and initiatives.

8. Communication Director

The Communications Director represents the President and Board of Directors in all matters pertaining to communication between the affiliate and its members, and the affiliate and outside associations and agencies. The Director is responsible for ensuring clear and timely communication in all board and affiliate activities.

9. Eastern WA Director

The Eastern WA Director represents the President and Board of Directors in all affiliate business and supports membership, collaboration and participation of members in Eastern Washington.

10. Western WA Director

The Western WA Director represents the President and Board of Directors in all affiliate business and supports membership, collaboration and participation of members in Western Washington.

ANPD WA ORGANIZATIONAL MANUAL EXCERPT: DETAILED BOARD OF DIRECTOR ROLE DESCRIPTIONS

1. President

- a. Serves as the official representative of the affiliate
- b. Prepares/plans Agenda and presides at all business and Board of Director meetings of the ANPDWA Affiliate Organization
- c. Serves as the primary contact to the National Office and completes all correspondence with the national ANPD office as required.
- d. Submits annual memorandum of understanding (MOU) electronically to ANPD
- e. Serves as an ex-officio member of all committees except the Nominating Committee
- f. Casts the deciding vote in case of a tie within the Board of Directors

2. Vice President

- a. Serves in an apprentice role to the current President in order to learn the duties of the President
- b. Fulfills all duties in the absence of the President
- c. Fulfill duties delegated by the President or Board of Directors
- d. Updates and presents proposed bylaw changes to the membership
- e. Supports the Secretary to complete tasks for the organization
- f. Serves on an ANPDWA Affiliate committee
- g. Has voting privileges within the Board of Directors.

3. Immediate Past President

- a. Serves in a non-voting, advisory capacity for the Board of Directors and President
- b. Supports continuity during governance transitions and organizational change, helps ensure the appropriate succession of Directors, supports the President in his/her role, and provides continuity to the organization by providing historical context.
- c. Serves on an ANPDWA Affiliate committee
- d. Participates in Board meetings, and/or any special meetings called by Board members or members at-large
- e. Supports the President in his/her position through mentoring, coaching, advising and analysis of Board development and procedures
- a. Advocates and serves as an ambassador for the profession and for the affiliate wherever and whenever possible
- b. Fulfills other responsibilities and/or special assignments as requested by the President or Board of Directors

4. Secretary

- a. Fulfills duties delegated by the President and Board of Directors
- b. Develops, records, maintains, and distributes the agendas and minutes of all meetings.
- c. Maintains meeting attendance rosters
- d. Sends notice of meetings to members
- e. Facilitates communication within the Board of Directors
- f. Completes the annual ANPDWA activity and membership report
- g. Conducts official correspondence
- h. Maintains historical records, policies, and the organizational manual
- i. Serves on an ANPDWA Affiliate committee
- j. Has voting privileges within the Board of Directors.

5. Treasurer

- a. In collaboration with the Board of Directors, manages the finances of the organization.
- b. Has signature authority for ANPD-WA bank account
- c. Manage the finances of the organization, including bank deposits, payment of affiliate invoices/bills, and management of Integrated Payment Platforms.
- d. Maintains Financial Records for Affiliate in compliance with federal statutes governing nonprofit organizations
- e. Compiles budget proposals received from Directors, and presents to the Board of Directors for final approval
- f. Presents a financial report to the membership at each annual membership meeting.
- g. Registers and Files ANPDWA Affiliate tax forms with the Washington State Department of Revenue annually in accordance with current tax laws per the Washington State Department of Revenue.
- h. Manages and maintains mailbox and/or post office box key, as applicable
- i. Assists Secretary with registration table at events to collect monies
- j. Completes Vendor contracts
- k. Completes Venue contracts
- l. Serves on an ANPDWA Affiliate committee
- m. Has voting privileges within the Board of Directors.

6. Education Director

- a. Coordinates ANPDWA educational programs.
- b. Fulfill duties delegated by the President and Board of Directors
- c. Develops and coordinates the educational programs and activities of the ANPDWA, in collaboration with the Board of Directors. This may include the following:
 1. Learner educational needs assessments
 2. Plan educational programs, workshops and annual conferences
 3. Speaker recruitment and scheduling
 4. Arrange for CNE contact hours, when applicable
 5. Flyer/brochure and advertising development
 6. Venue arrangement, as needed
 7. Vendor arrangements
 8. Catering arrangements
 9. Developing and/or providing handouts (electronic and/or paper)
 10. Event registration
 11. Summative, formative, and/or outcome evaluation

7. Program Director

- a. Collaborates with Board Directors to facilitate planning and coordination of ANPDWA educational activities, social activities, and other projects and initiatives.
- b. Fulfills duties as delegated by the President and Board of Directors
- c. Facilitates sub-committee meetings and reports out at business and Board of Directors meetings
- d. Plans member social activities, which may include annual welcome socials, holiday socials, etc.
- e. Serves on an ANPDWA Affiliate committee
- f. Has voting privileges within the Board of Directors.

8. Communication Director

- a. The Communications Director represents the President and Board of Directors in all matters pertaining to communication between the affiliate and its members, and the affiliate and outside associations and agencies.
- b. The Communications Director is responsible for ensuring clear and timely communication in all affiliate activities.
- c. Utilizes a variety of media platforms (electronic, paper, website, social media, newsletters, etc.) to communicate with affiliate members.
- d. Supports the ANPDWA Newsletter production at least twice a year
- e. Serves on an ANPDWA Affiliate committee
- f. Has voting privileges within the Board of Directors.

9. Eastern WA Director

- a. Represents the President and Board of Directors in all affiliate business and supports membership, collaboration and participation of members in Eastern Washington (East of the Cascade Mountains).
- b. Represents the interests of Eastern Washington affiliate members.
- c. Supports membership initiatives and activities in Eastern Washington in collaboration with the communication director and other board members
- d. Notifies communications director of professional development opportunities in Eastern Washington to facilitate state-wide publicity and promotion
- e. Identifies professional development needs for members in Eastern Washington and makes recommendations to the President and Board of Directors as appropriate
- f. Promotes awareness of ANPDWA and value of certification to Eastern Washington nursing educators and professional development professionals
- g. Serves as a contact liaison and voting representative for the members of Eastern Washington.
- h. Serves on an ANPDWA Affiliate committee
- i. Has voting privileges within the Board of Directors.

10. Western WA Director

- a. Represents the President and Board of Directors in all affiliate business and supports membership, collaboration and participation of members in Western Washington (West of the Cascade Mountains).
- b. Represents the interests of Western Washington affiliate members.
- c. Supports membership initiatives and activities in Western Washington in collaboration with the communication director and other board members
- d. Notifies communications director of professional development opportunities in Western Washington to facilitate state-wide publicity and promotion
- e. Identifies professional development needs for members in Western Washington and makes recommendations to the President and Board of Directors as appropriate
- f. Promotes awareness of ANPDWA and value of certification to Western Washington nursing educators and professional development professionals
- g. Serves as a contact liaison and voting representative for the members of Western Washington.
- h. Serves on an ANPDWA Affiliate committee
- i. Has voting privileges within the Board of Directors