

REGION DIRECTOR- JOB DESCRIPTION

Each KYANA Director shall be elected to serve for a term of two years, but shall not be elected for more than two consecutive terms as Director. Directors representing Districts one (1) and three (3), shall be elected in odd years. Directors representing District two (2) and four (4), shall be elected in even numbered years. The county of residence determines the KYANA District, and in the case of the members who reside outside of the state and work in the state, the county of the member's workplace determines the District. If a Director moves from the District that he/she represents, the Director shall be permitted to complete his/her term of office. Prior KyANA committee experience desired, however will consider each person interested on an individual basis.

DUTIES:

1. Attend all Board of Directors meetings.
2. Attend Membership Meetings held in the spring and fall each year.
3. Attend, when able, at least one AANA Meeting per year (Mid-Year Assembly and Fall Leadership Academy encouraged over Annual Congress). See travel reimbursement policy.
4. Fulfill responsibilities as delegated by KYANA Strategic Plan.
5. Prepare article/region update for quarterly newsletter at least once per year.
6. Become familiar with the District geography by reviewing the KYANA District Map and list of hospitals located in the district as found on the KYANA Website.
7. Set up route of communication and contact information with the Lead CRNA's in the District. Advise the Association Office and GRC Chair of current contacts.
8. In conjunction with GRC, the Director shall meet with key legislators in their district and recruit volunteers from district for GRC activities (i.e. meet/greet candidates, PAC check delivery by constituents).
9. Inform Nominating Committee Chair of volunteers for Board positions. Inform President-Elect of volunteers for any Committees.

10. Director shall attend yearly Legislative Day or send representative from district (volunteer or solicit volunteers to lobby in Capital as needed).
11. Send report to PR Committee of any PR events or opportunities within the District (ie. photos, events, etc.).
12. Report at each Board of Directors meeting any activities in the District that are germane to the mission of the KYANA (i.e. closing of OR's, MDA/CRNA issues).
13. Get input from District members regarding any concerns to be brought before the Board.
14. Provide at least one Region Breakout Session per year for the District Members.
15. Pass on all files and contacts accumulated to new Regional Director at end of two year term.
16. The Director shall act as a contact to individual committee(s) for purposes of streamlining reporting.
17. In addition to items 1 thru 5, the Director shall assist the officers and other Directors, when requested, and shall perform other duties as assigned by the Board and/or President.

TIME COMMITMENTS:

- The Board meets quarterly in the fall, winter, spring and summer. Meetings last approximately three (3) hours.
- The Fall and Spring Board Meetings are held in conjunction with the KYANA meetings. The Fall Meeting is two and a half (2.5) days and Spring Meeting is one and a half (1.5) days (see travel reimbursement policy). The Winter and Summer Board Meetings are usually held on a weekend day.
- On months without quarterly Board meetings there will be a one hour conference call. A one-day (weekend) planning retreat may be conducted on an annual basis.
- Directors are eligible to attend Mid-Year Assembly, Fall Leadership Academy and/or Annual Congress per the travel

reimbursement policy. (Priority placed with Fall Leadership Academy and Mid-year Assembly).