



Nominations are open for the 2022 - 2023 CTANA Board of Directors. There are seven open Board of Director positions:

### **President**

1. Preside at meetings of this Association and of the Board of Directors.
2. Appoint standing and special committees subject to the approval of the Board of Directors.
3. Be a member ex-officio of all committees.
4. Prepare and read at each Annual Meeting of the Connecticut Association of Nurse Anesthetists a report of the work of the year.
5. Represent this Association at the AANA Annual Meeting and other regional and national meetings.
6. Assign a designee if they are unavailable to be in attendance at the AANA Annual Meeting and other regional and national meetings.
7. Keep the President-Elect informed of the Association's affairs.
8. Notify members of general meetings and Directors of Board of Directors meetings.

### **President-Elect**

1. Assume the office of the President in the event of the latter's inability to serve.
2. Assume other duties as assigned by the President.
3. Act as a designee to attend the AANA Annual Meeting and other regional and national meetings.
4. Maintain close communication with the President.

### **Secretary**

1. Keep the minutes of the meetings of this Association and of the Board of Directors.
2. Notify officers of their election.
3. Notify the AANA of the results of this Association's election of Officers.
4. Send to the AANA the names, addresses, and phone numbers of Officers and Directors after their election, names and addresses of committee chairmen and committee members after their appointment, and a copy of the current Association Bylaws.
5. Ensure availability of a copy of the Bylaws (via website or hard copy upon request) to all members.

### **Board of Director**

Three 3-year term positions and one 2-year term position open.

1. Approve the budget, and control and manage the funds and properties of this Organization.
2. Approve the selection of an institution for deposit of Association funds.
3. Conduct the general business of this Association.
4. Conduct an annual self-evaluation.
5. Ensure the Association has an annual review and necessary financial reports are completed.
6. Exercise such other duties as are prescribed in these Bylaws, by the membership at a meeting, or in the adopted parliamentary authority.
7. Each Director shall deliver any Association property and records to their successor or the President by August 1 following the conclusion of their term.
8. A Director shall discharge his or her duties in good faith and in a manner he or she reasonably believes to be in the best interests of the Association. Directors shall exercise their duties with loyalty and care for the Association, avoid conflicts of interest, act with honesty, and keep Board issues, discussions and materials confidential.