



ARN Position Descriptions

ARN Board of Directors

Director-at-Large

- A. Qualifications
 - 1. Holds an active membership in ARN.
 - 2. Is a member in good standing.
- B. Specific Responsibilities
 - 1. Elected to two-year term of office and assumes duties at the close of the annual conference.
 - 2. Acts as membership liaison.
 - a. Is available to any member by phone, email, or mail to answer questions, provide consultation, and respond to concerns. Refers questions to appropriate staff for follow-up.
 - b. Handles member phone calls and inquiries specific to the field of rehabilitation nursing, when forwarded by staff.
 - c. Keeps Board of Directors informed about issues or trends of concern to members.
 - d. Reports significant problems or concerns to the appropriate staff, board member, or committee chair.
 - 3. Encourages chapter formation.
 - a. Supports opportunities for new chapter formation, and refers members interested in creating a new chapter to the staff and Chapter Support Committee.
 - b. Directs new chapter leaders to staff to obtain a chapter handbook and other information about forming a chapter.
 - 4. Attends chapter meetings or other local ARN activities as requested and approved, or as assigned by the board. Arrangements for chapter visits will be coordinated with staff.
 - 5. At end of term, serves as preceptor for newly elected Directors-at-large.
 - 6. Before assuming office, is expected to review the board manual, discuss questions with predecessor, and audit the annual board meeting.
 - 7. Serves as a member of the RNF Board of Trustees.