

## POSITION DESCRIPTION

**POSITION:** REGIONAL REPRESENTATIVE OF THE AMERICAN COLLEGE OF NURSE-MIDWIVES

**BASIC FUNCTIONS:** Represents Region to the Board of Directors by maintaining communication with members and Affiliates within the region. Serves as liaison between the region and assigned committees/taskforces/divisions and the Board of Directors.

**SPECIFIC RESPONSIBILITIES:** Within the limits of the ACNM Articles of Incorporation and Bylaws and policies established by the Board of Directors, the ACNM Regional Representative:

1. Actively participates as a member of the Board of Directors:
  - Attends all scheduled meetings of the BOD.
  - Attends and contributes to BOD debriefing sessions.
  - Submits on time quarterly reports reflecting and summarizing regional activities.
  - Submits agenda items as assigned by previous Board Action or as coordinated with maker of agenda item.
  - Submits on time an article for the bi-monthly publication of *Quickening*.
  - Thoroughly reads agenda items in the advanced Board packet and comes to meetings prepared to give informed input to the discussion.
  
2. Serves as elected Representative from the Region:
  - Maintains knowledge base of historical and current ACNM documents and policy and:
    - a. Reads and becomes familiar with all working documents of the College
    - b. Submits archival material according to policy.
  - Maintains written, verbal or personal contact with Affiliate presidents, educational programs and members within the region.
  - Provides Affiliate presidents with immediate feedback concerning Board actions after attending Board meetings.
  - Becomes a resource for nurse-midwifery educational programs when possible.
  - Maintains files of current issues for each state within the region.
  - Maintains contact with ACOG representatives on a district level.
  
3. Assumes taskforce or standing committee leadership or assignments within the BOD structure.
  
4. Submits an annual budget for the office of Regional Representative as required by the Financial Advisory Committee and:
  - Maintains records related to disbursements.
  - Submits in a timely fashion, vouchers for reimbursement according to the "Guidelines for Financial Reimbursement."

5. Serves as liaison to national committees/taskforces/divisions as assigned by the President by:
  - Communicating with chairs concerning BOD actions related to their committee.
  - Attending meetings whenever possible.
  - Clarifies agenda items submitted by the chair.
6. Performs the following duties at the ACNM Annual Meeting:
  - Attending all official ceremonies, receptions, luncheons or recognition affairs.
  - Attending all business sessions and participating as required by virtue of office.
  - Attending the appropriate division, committee and task force meetings, especially those served as Board Liaison.
  - Plans and conducts the annual Regional meeting.
7. Orients, at completion of term of office, the incoming Regional Representative by:
  - Providing incoming Regional rep with Affiliate' minutes, reports, etc.
  - Providing useful information about traveling and preparation for BOD activities.
  - Providing helpful ideas for organization of Regional Representative duties.
8. Performs other duties as assigned or directed.

## **QUALIFICATIONS**

1. Active member of ACNM.
2. Availability to carry out the responsibilities of the office.
3. Good communication skills.
4. Evidence of commitment to the ACNM Philosophy, Objectives and Bylaws. Ability to think and act in terms of ACNM's organization, philosophy, purpose and function.
5. Previous activity in the work of ACNM at the Affiliate or national level.

**INTERNAL RELATIONSHIPS:** Reports to the President. Coordinates with members of the Executive Committee, Board of Directors, all committees/divisions and national office staff as required.

**EXTERNAL RELATIONSHIPS:** Per the direction of the President, attends activities as assigned.

Approved by ACNM Board, October 21, 1990; May 1992; June 1995, April 2013

## ***Real Life Perspectives***

*The person considering running for regional representative should be prepared for an average of 6-8 hours/week time devoted to ACNM activities. This can be more some weeks, such as around ACNM board meetings, and less during holiday periods.*

*There are meetings the regional representative tries to attend including:*

- *ACNM Annual Meeting (May-June)*
- *ACOG District meetings (Fall)*
- *Meetings of committee/task force/divisions you are liaison to*
- *Lobby on capitol hill when BOD meetings are in DC*
- *Affiliate annual retreats when applicable*

*Document production*

- *Quickening article 4x/year*
- *Quarterly report 4x/year*