



APNA Executive Director Position Description

Introduction

The American Psychiatric Nurses Association (APNA) is a professional membership organization committed to the practice of psychiatric-mental health (PMH) nursing and wellness promotion, prevention of mental health problems, and the care and treatment of persons with psychiatric disorders.

The Executive Director shall have the following qualities and competencies:

- Self-aware and has integrity in interactions with staff, members, and strategic partners
- Intelligent and demonstrates humility in working with complexity and multiple stakeholders
- Hard-working and respectful of limits for self and others when delivering on strategic programming and mission-driven operational requirements
- Empathetic and able to compassionately address issues and conflict that occur naturally in organizational life
- Collaborative: skilled at forming teams and working productively with them, and with individual staff and volunteer leaders across the organization
- Visionary and inspiring: leading individuals, teams, and the organization with clarity and purpose
- An open and mature communication style
- A keen ability to listen and encourage people to voice multiple perspectives
- Strong synthesizing, analyzing, and problem-solving abilities
- A track record of promoting and enacting inclusiveness, respect, equity, and sensitivity with individuals and organizations of multiple cultures and backgrounds
- Strong ethical standards
- Must be able to travel to 10 to 12 national meetings annually
- Must have flexibility to work evenings and weekends as required
- Knowledge of nursing profession and the US health care system
- Display values that are compatible with APNA vision, values, and direction
- Demonstrated versatility and creativity in adapting an organizational vision to changing realities and galvanizing people to act
- Demonstrated ability to respect, support, encourage, and promote the diversity of ideas, values, assumptions, aspirations, approaches, and ideologies inherent in the profession of psychiatric-mental health nursing
- Ability to build, nurture, and negotiate relationships with external parties to create favorable alliances for the organization

Requirements/Qualifications

- Master's degree in a relevant field with a minimum of ten years of job experience in an association management position or related field
- Certified Association Executive (CAE) preferred
- Exceptional communication, writing and interpersonal skills, and an understanding of association management; Strong public speaking skills required.

- Strong administrative, personnel, and organizational management are required.
- Proficiency in strategic planning and fiscal management to include long term investments
- Experience in working with organizations the size of APNA with a diverse volunteer base and staff of 20 including remote employees
- Demonstrated effectiveness as a manager, team-builder, and motivator who creates a climate of collegiality, trust, and dedication to the mission of the organization.
- Demonstrated success in program and new relationship development.
- Demonstrated leadership experience in organizations working with Boards and/or teams of senior executives.
- Understanding of technology tools to enable efficient processes for staff and ease of experience for members.
- Ability to engage in frequent evaluation of technology, platforms, and services.
- Familiarity with social media, website search & navigation, communication systems, marketing automation, and analytics
- Facility with pulling and reporting data and relating to other areas within the association to determine appropriate relationships
- Familiarity and understanding of software as a service (SaaS) and cloud-based software delivery and contract wording

Summary of Responsibilities

The Executive Director (ED) of APNA is the chief of staff for the organization, responsible for providing support to the Board (BOD), managing the programs and operations of the organization, leading and managing staff resources, and coordinating professional relations. The ED reports directly to the BOD. The ED works in partnership with the BOD and other volunteer leaders to guide and develop the objectives, services, projects, and activities of the Association. All aspects of the ED's position and related activities must be aligned with APNA policies and procedures and BOD directives and carried out with the approval of the BOD. This position is contract-based. APNA's BOD does a contract-based performance review at its June BOD meeting every year.

Key Duties

1. APNA BOD Partnership

A. Work with the APNA BOD to:

- Develop annual goals for the Association in accordance with the approved strategic direction, subject to BOD review and approval
- Identify and develop critical issues for BOD deliberations
- Develop agendas for BOD meetings
- Oversee administration of BOD meetings and actions
- Oversee preparation of BOD agenda books to facilitate the work of the BOD
- Coordinate a scan of the environment for current and future trends in healthcare policy as it may affect PMH nursing
- Ensure that materials to facilitate BOD analysis of issues and decision-making are provided for BOD meetings in a complete and timely manner

- Arrange for accurate documentation and recording of votes and deliberations at all BOD meetings as delegated by the Secretary
 - Track all recommended BOD actions and maintain a reporting process to the BOD
 - Ensure that all agenda items have appropriate and adequate input from relevant committees
 - Support the leadership development of individual APNA members who serve on the BOD
- B. Ensure that all meetings and activities are conducted in accordance with state and federal laws/policies, Articles of Incorporation, Bylaws and Governance Policies.

2. Leadership and Management of APNA Programs and Operations

- A. Ensure that the actions of the BOD are implemented and that the results of actions are reported to the BOD in timely, concise reports
- B. Develop, implement, and monitor policies determined by the BOD; provide regular, clear, and concise reports on the impacts of policies
- C. Ensure that appropriate services and support are developed and provided to APNA members
- D. Develop an annual budget for APNA to be approved by the BOD
- E. Provide clear, concise reports to the BOD at each regularly scheduled BOD meeting that assess the attainment of organizational goals
- F. Ensure the financial affairs of the Association are conducted in accordance with policies and guidelines established by the BOD and generally accepted accounting principles
- G. Ensure that the Association operates in a fiscally sound and prudent manner, within the boundaries of budget constraints approved by the APNA BOD within a ten percent variance of budgeted line items
- H. Ensure that an optimum level of communication exists among APNA staff, volunteer leaders, and members to promote smooth development and implementation of the APNA projects and services
- I. Ensure that sound risk management policies are in place
- J. Demonstrate substantive knowledge of APNA's mission, programs, and services
- K. Guide revenue-generating activities to provide adequate income to the Association
- L. Lead, direct, and monitor all governmental agency relationships

3. APNA Staff Management

- A. Ensure that effective mechanisms are in place to determine staffing needs.

- B. All association staff will report either directly or ultimately to the ED and the ED will conduct the annual performance and compensation review of all staff positions.
- As necessary, conduct employment interviews and be primarily responsible for the hiring of new staff
 - Ensure appropriate personnel policies and procedures are developed and maintained
 - Ensure adequate staff support for all APNA programs, operations, councils, and committees and consider future human resource needs
 - Supervise APNA staff
 - Report staff accomplishment and progress, as a group, to the BOD at regular scheduled BOD meetings during executive session

4. Professional and Community Relationships

- A. Work with the APNA BOD to identify, establish, and maintain relationships with other professional and community organizations involved with or interested in mental health promotion, and mental illness and substance use disorders care
- B. Review human resource policies with the BOD biannually with help from APNA outside legal counsel
- C. Work with the APNA BOD to identify, establish, and maintain liaisons with:
- Professional organizations and other associations
 - Community groups as they become important for the future of the Association
 - Government agencies as they become important for the future of the Association