

CALIFORNIA ASSOCIATION OF NURSE ANESTHETISTS EXECUTIVE DIRECTOR POSITION DESCRIPTION

Job Title: Executive Director

Department: Executive Unit

Reports to: The CANA Board of Directors

Effective Date:

CANA Mission: The California Association of Nurse Anesthetists (CANA) promotes leadership in critical thinking, strategic planning, practice issues, membership education, fiscal accountability, and public relations.

CANA Vision: Certified Registered Nurse Anesthetists (CRNAs) - safe and highly qualified anesthesia professionals for every Californian.

CANA Core Values: Advocacy, Integrity, Professionalism, and Quality

Summary Statement:

The Executive Director (ED) is employed or contracted and is accountable to the CANA Board of Directors (Board). The individual in this position shall provide visionary and strategic leadership that is consistent with the policies and objectives of the CANA Board's Mission and Vision statements. The ED is responsible for managing the day-to-day operations of CANA and for creating an organizational environment of mutual respect and collaboration. The ED acts as a key representative and spokesperson for CANA on behalf of the Board.

Essential Duties and Responsibilities:

Governance and Leadership

1. Reports, advises, and makes recommendations to the Board with respect to the operations and activities of CANA.
2. Ensures that the CANA objectives and initiatives are carried out in a timely manner.
3. Cooperates and collaborates with the Board to develop and communicates an organizational strategic vision and facilitate effective planning and governance processes.
4. Provides overall leadership and direction for the CANA contractors and vendors except the Lobbyists and Legal team - Mayer Brown esq.
5. Ensures leadership development activities that support the roles and enhance the abilities of the Board.

Administrative and Human Resource Management

1. Manages the day-to-day administrative, management, financial, and human resource operations of CANA.
2. Negotiates all contracts on behalf of the Board.
3. Oversees the implementation and enforcement of policies and directives adopted by the CANA Board.

4. Oversees the management of all CANA sponsored meetings and conferences.
5. Ensures that all CANA policies and practices are consistent with the CANA Bylaws and federal and state statutes and regulations.
6. Ensures a safe and productive work environment.
7. Executes necessary contracts and agreements that are in the best interest of CANA.
8. Facilitates effective issues management.

Financial Management

1. Oversees and drives the process as necessary in the CANA budgeting and accounting processes.
2. Oversees and participates in the development and implementation of fiscal and investment policies and guidelines.

External Relations

1. Acts as a key representative and spokesperson for CANA to the multiple publics on behalf of the Board.
2. Develops and maintains strategic professional organizational relationships.

Development

1. Serves as a voting member of the CANA Foundation Board of Trustees.
2. Supports the CANA Political Action Committee in its goals and activities.
3. Provides entrepreneurship, oversight, and guidance for the development of non-dues revenue.
4. Oversees fundraising activities within CANA.
5. Plans with and assists the Board with Leadership Development of present and future Board members.

Global Governance-Management Connection

1. Unity of Control: Only officially passed motions of the board are binding on the ED.
2. The ED is the Board's only link to operational achievement and conduct, so that all authority and accountability of the staff or contractors, as far as the Board is concerned, is considered the authority and accountability of the ED.
3. The Board will instruct the ED through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the ED to use any reasonable interpretation of these policies.
4. Systematic and rigorous monitoring of the ED job performance will be solely against the only expected ED job outputs; organizational accomplishments of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Qualification

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Has a clear understanding and acceptance of the differences between CANA Board member roles and CANA contractors and vendors.
2. Demonstrates business, financial, investment, and political acumen.
3. Must have knowledge of association management.
4. Three to five years of progressive experience in management or administration is preferred.
5. Must demonstrate effective oral and written communications skills in order to act as a spokesperson for CANA .
6. Strong interpersonal skills and the ability to work effectively with a wide range of constituencies.
7. Must have an understanding of human relations and have demonstrated conflict resolution skills.
8. Must have the ability to motivate employees.
9. Must demonstrate strategic and critical thinking skills.
10. Must be able to establish and effectively manage multiple priorities.
11. Must have a strong set of business ethics with a high-level of confidentiality, diplomacy, and professionalism.
12. Must demonstrate tact, discretion, persuasion, interest-based negotiation and conflict resolution skills.

Working Conditions

The position of ED requires extensive travel and frequent weekend CANA activities.

Summary

The above statements are intended to describe the general nature and level of work being performed by someone in this position and is not intended to be an exhaustive list of all duties and responsibilities within this position.