

OFFICE DESCRIPTIONS

Finding the time to be active and involved in MNA is now easy thanks to the association's organizational structure. Designed to encourage members to become involved on the grassroots level, the MNA features a flexible structure that allows members to identify, define, and self-organized groups that respond to their own needs, concerns or objectives.

An orientation is given to each elected member prior to assuming positions. An MNA staff person is assigned to each group to assist members in their work. Travel reimbursement for elected members is provided. As stated in the MNA bylaws, absence, except when excused in advance by the chairperson, from more than two meetings within each period of twelve months from the date of assuming an elected or appointed position of the Board of Directors or a structural unit of the MNA shall result in forfeiture of the right to continue to serve and shall create a vacancy to be filled.

The election process is managed by the MNA Membership Department. If you have questions about elections you may contact Membership Department via email at membership@mnarn.org or by phone at 781-821-4625, x726.

You may also be interested in [MNA Nursing Awards](https://www.massnurses.org/about-mna/awards) (<https://www.massnurses.org/about-mna/awards>) and Massachusetts Nurses Foundation [Scholarship & Grant Opportunities](#).

Board of Directors

The specific functions of the Board of Directors are to (1) Conduct the business of the Association between meetings; (2) Determine and approve long-range goals; (3) Select, employ and evaluate the Executive Director; (4) Adopt and monitor the Association's operating budget, financial development plan, and monthly financial statements; (5) Develop financial strategies for achieving goals; (6) Monitor and evaluate the achievement of goals and objectives of the total Association; (7) Meet its legal responsibilities; (8) Protect the assets of the Association; (9) Form appropriate linkages with other organizations, and (10) Interpret the Association to nurses and the public.

Meets 10 times per year, usually a full-day meeting. Board members are expected to attend the annual business meeting held during the MNA Convention in the fall.

Center for Ethics and Human Rights

The Center for Ethics and Human Rights focuses on developing the moral competence of MNA membership through assessment, education, and evaluation. It monitors ethical issues in practice; reviews policy proposals and makes recommendations to the Board

of Directors; serves as a resource in ethics to MNA members, regional councils, and the larger nursing community; works with MNA groups to prepare position papers, policies, and documents as needed; and establishes a communication structure for nurses within Massachusetts and with other state and national organizations.

Meets 8 to 10 times per year at MNA.

Congress on Health and Safety

The Congress on Health and Safety identifies issues and develops strategies to effectively deal with the health and safety issues of the nurses and health care workers.

Meets 8 to 10 times per year at MNA. **[For more information, please visit [Health and Safety page.](#)]**

Congress on Health Policy and Legislation

The Congress on Health Policy and Legislation develop ideas for the implementation of a program of governmental affairs appropriate to the MNA's involvement in legislative and regulatory matters influencing nursing practice, [health and safety](#), and health care. The Congress sponsors educational programs, including two lobby day events at the statehouse, which are designed to enhance members' political savvy. Participation includes task force involvement, development of educational programs, and review of state legislation that is healthcare-related.

Meets 8 to 10 times per year at MNA headquarters or MNA's District II office in West Boylston.

Congress on Nursing Practice

The Congress on Nursing Practice identifies practice issues impacting the nursing community, which need to be addressed through education, policy, legislation, or position statements.

Meets once a month second Monday from 5:30 pm-8 pm at MNA.

Addictions Committee

The Addictions Committee implements a direct and statewide **Peer Assistance Program** for nurses with chemical dependence. This will include education and consultation with nurse managers employee assistance coordinators and individual nurses. It also selects, screens and orients peer assistants from all geographic areas of Massachusetts who will provide direct service to the nurse with impaired practice through support, and guidance in the recovery process.

Meets 8 to 10 times per year at MNA.

Awards Committee

The Awards Committee recommends award categories to the Board of Directors and develops criteria for each award category. It also develops and implements strategies to promote nomination for MNA Awards, reviews nominations, and selects recipients for MNA awards.

Meets 1 to 3 times per year at MNA. **[For more information, please visit the [Awards](#) page.]**

Bylaws Committee

The Bylaws Committee recommends to the Board of Directors for the adoption of the policies, procedures, and timeline for submission of proposed amendments to the Bylaws. It receives or initiates proposed amendments to the Bylaws and reports its recommendations to the Board of Directors and the Voting Body at the annual business meeting. And it reviews all MNA policies for congruency with existing Bylaws.

Meets 8 to 10 times per year at MNA.

Diversity Committee

The Diversity Committee proposes affirmative action guidelines to the Board of Directors which seek to increase the diversity of membership and staff of the association, and minority representation on the Board. This committee also monitors the implementation of the guidelines and policies and collaborates with MNA and its structural units to increase diverse participation, representation, and leadership in elected, appointed, and volunteer positions of the association.

Meets 8 to 10 times per year at MNA.

Education Committee

The Education Committee interprets, implements, and monitors a program of continuing education for nurses in the Commonwealth. It serves as a permanent resource to MNA by providing a statewide forum to monitor trends and issues in nursing and health care as they relate to education. And it develops strategies to support the competence and professional growth of nurses.

Meets 8 to 10 times per year at MNA. **[For more information, please visit the [Continuing Education](#) page.]**

Finance Committee

The Finance Committee prepares a budget for the year and advises the Board as to income, investment, and expenditure of funds. It presents a report to the Voting Body at the annual business meeting.

Meets 8 to 10 times per year at MNA.

Nominations and Elections Committee

The Nominations and Elections Committee, among other things, publishes a list of incumbent officers and members of the Board and Congresses with their respective regions and a statement as to which are eligible for re-election; establishes and publicizes the deadline for submission of nominations and consent-to-serve forms; actively solicits and receives nominations from all regional councils, Congresses, Networks, Standing Committees, and individual members; prepares a slate that shall be geographically representative of the state with one or more candidates for each office; reports to the board the slate of candidates to be elected to each office; and implements policies and procedure for elections established by the Board of Directors.

Meets for 2-3 hours 4 times during the year at MNA headquarters.