

## **ROLE OF NURSE IN EARLY INTERVENTION**

### **Policy on Staff Roles, Functions and Relationships to Structural Units**

Staff and elected and appointed members are essential to accomplishing the goals of the MNA and each must understand and respect the roles and responsibilities of the other.

The Executive Director assigns staff to work with each of the MNA structural units that collectively function to accomplish the goals of the Association. The staff plays a significant role in each of these groups. Staff: works with the chairperson to plan the agenda; participates in the identification of issues, problems, and concerns; participates in setting goals, in the determination of priorities, and in the development and evaluation of programs; presents information for decision making; drafts papers, reports, and prepares communications interpreting the conclusions and decisions of the members.

Staff implements the procedures designed to insure the accountability of each structural unit to the MNA Board of Directors and to the Voting Body by:

- Translating program plans to requests for budget allocations;
- Assisting with the preparation and presentation of reports to the Board and to the Voting Body;
- Being alert to the need for recommendations and/or motions to establish new Association policies and positions.

The staff, as continuing full-time participants in the work of the structural units must carry significant responsibility for alerting the groups with whom they work, and their colleagues on the staff, to emerging issues, concerns, conflicts, and need for collaboration between and among the major structural units of the Association. Staff must also be alert to, and arrange for, ways to accommodate legitimate actions of one group which by their nature and timing may have a less than desirable effect upon another aspect of the work of the Association.

Staff are expected to have knowledge and expertise in the areas to which they are assigned; and to have adequate knowledge of the total program of the Association to put their work in perspective. Staff are accountable to the Executive Director and

the scope of their responsibilities extends beyond that which they carry in their work with the structural units. Each member of the staff is responsible for utilizing the administrative arrangements available to him/her for:

- Informing colleagues of what they need to know;
- Alert colleagues to significant development and trends that come to his/her attention;
- Making the necessary arrangements when collaboration of one or more structural units is indicated.

Staff are expected to advise and assist in arranging for appropriate division of labor among the structural units so that each may be productive in the area of their defined responsibilities. Staff act as facilitators to further the structural unit's work during and between meetings.

***Approved: BOD***  
***7/17/81***