



# American ❖ Naprapathic ❖ Association

## ANA OFFICERS & DUTIES

### ANA Board

Shante Griggs  
President  
drgriggs@naprapath.org

James Hutchins  
Secretary  
drhutchins@naprapath.org

Dawn Olson  
Treasurer  
Business Affairs  
drolson@naprapath.org

Mary Cavender  
Membership Relations  
drcavender@naprapath.org

Bernard Zayner  
Continuing Education  
drzayner@naprapath.org

Sooniti Weems  
Director 1  
drweems@naprapath.org

Charles Greer  
Director 2 (NCNM Liaison)  
drgreer@naprapath.org

Rindie Coker  
Advisory (Con Ed)  
drcoker@naprapath.org

Kristen Poe  
Advisory (NUMSS Liaison)  
drpoe@naprapath.org

Neil Meccia  
Advisory (Council on Colleges)  
NCNM Dean of Academics  
drmeccia@napmed.edu

The American Naprapathic Association (A.N.A.) is a 501c3 (tax-exempt) non-profit organization June 2017.

**ANA Founded in 1907 \*\*\*\* Incorporated in 1948**

Our mission...

- ❖ Preserve
- ❖ Protect
- ❖ Promote
- ❖ Progress

[ANA Official Website \(http://www.naprapath.org\)](http://www.naprapath.org)

**President** - The President of the ANA is the Chairman of the Executive Council/Board of Directors. *In addition to providing strong leadership qualities and working cooperatively with the Board of Directors in supporting the goals and mission of the Association, it shall be the duty of the President to:*

- ❖ Preside over meetings according to established parliamentary rules
- ❖ Lend oversight to association activities and initiatives in line with the Association's goals and mission and the will of the members and the Board
- ❖ Initiate organizational planning
- ❖ Develop strategic directives and focused task forces that examine how the Association might increase the growth and expansion of the Naprapathic profession
- ❖ Develop all meeting agendas
- ❖ Maintain strong communication interaction with Board of Directors and Members
- ❖ Maintain a sound financial strategy which includes maintaining a strong Membership base
- ❖ Represent the Association in all community and organizational functions
- ❖ Ensure all duties of Directors are carried out and appoint all committees; except as provided otherwise in the By-Laws
- ❖ Decide all questions of law and order and appeals submitted to the President which shall stand unless reversed by a vote of the majority of the Membership and/or Board of Directors in

**Vice President** - In addition to providing strong leadership qualities in the absence or unavailability of the President it shall be the duty of the Vice President to:

- ❖ Understand and support the role of the President
- ❖ Share responsibility in shaping and executing the organization's external and internal agendas
- ❖ Support the overall mission, vision, and values of the organization
- ❖ Keep the President informed of all actions taken when President is unavailable.
- ❖ De facto oversight of all other Director's Chairs; including dispensing additional duties of these Chairs as necessary and at the discretion of the Vice President with the expressed approval of the President.





# American ❖ Naprapathic ❖ Association

## ANA OFFICERS & DUTIES

### ANA Board

Shante Griggs  
President  
drgriggs@naprapath.org

James Hutchins  
Secretary  
drhutchins@naprapath.org

Dawn Olson  
Treasurer  
Business Affairs  
drolson@naprapath.org

Mary Cavender  
Membership Relations  
drcavender@naprapath.org

Bernard Zayner  
Continuing Education  
drzayner@naprapath.org

Sooniti Weems  
Director 1  
drweems@naprapath.org

Charles Greer  
Director 2 (NCNM Liaison)  
drgreer@naprapath.org

Rindie Coker  
Advisory (Con Ed)  
drcoker@naprapath.org

Kristen Poe  
Advisory (NUMSS Liaison)  
drpoe@naprapath.org

Neil Meccia  
Advisory (Council on Colleges)  
NCNM Dean of Academics  
drmeccia@napmed.edu

**Treasurer** – It shall be the duty of the Treasurer to:

- ❖ File taxes and stay current with all not-for-profit filing with the IRS
- ❖ Keep accurate records of all bank funds; including, but not limited to deposits and disbursements
- ❖ Disperse funds as provided for in Section 1 of the By-Laws; collect dues, fees, assessments and other funds of the Association,
- ❖ Submit a bi-annual report of the Associations' funds to coincide with the Annual and Semi-Annual meeting.
- ❖ It shall also be the duty of the Treasurer, with approval of the Council, to invest surplus funds of the Associations' in Government bonds, or other securities that are safe and secure investments.

**Secretary** – It shall be the duty of the Secretary to:

- ❖ Keep and archive accurate minutes of all Board/Council, Semi-Annual, Annual and/or any other Special Meetings called by the ANA
- ❖ Maintain, keep proper record and review all forms of official communication from the Association including; but not limited to, electronic communication, letters, flyers, newsletters or any piece of written material pertaining to the Association
- ❖ Maintain all historic documents for the Association.

**Director of Member Affairs** – It shall be the duty of the Director of Member Affairs to:

- ❖ Maintain membership lists including; contact data, membership records, and various significant demographic data
- ❖ Recruit new ANA Members
- ❖ Keep members updated on; ANA news, industry news, and any and all changes which directly or indirectly affect the practice of Naprapathic medicine
- ❖ Generate/distribute quarterly Newsletter and Journal of the American Naprapathic Association
- ❖ Maintain ANA phone operations and reply in timely manner
- ❖ Answer general member and non-member inquiries/questions; via phone, email and/or in person
- ❖ Maintain a master list of licensed Naprapaths in the U.S. and attempt to track unlicensed Naprapaths who reside in other states and/or non-members
- ❖ Initiate mailings to profession including non-members in support of above duties
- ❖ Issue membership cards and packets,
- ❖ Provide membership lists to Board to maintain current website, email lists and other duties as required.





# American ❖ Naprapathic ❖ Association

## ANA OFFICERS & DUTIES

### ANA Board

Shante Griggs  
President  
drgriggs@naprapath.org

James Hutchins  
Secretary  
drhutchins@naprapath.org

Dawn Olson  
Treasurer  
Business Affairs  
drolson@naprapath.org

Mary Cavender  
Membership Relations  
drcavender@naprapath.org

Bernard Zayner  
Continuing Education  
drzayner@naprapath.org

Sooniti Weems  
Director 1  
drweems@naprapath.org

Charles Greer  
Director 2 (NCNM Liaison)  
drgreer@naprapath.org

Rindie Coker  
Advisory (Con Ed)  
drcoker@naprapath.org

Kristen Poe  
Advisory (NUMSS Liaison)  
drpoe@naprapath.org

Neil Meccia  
Advisory (Council on Colleges)  
NCNM Dean of Academics  
drmeccia@napmed.edu

**Director of Business Affairs** - It shall be the duty of the Director of Business Affairs to:

- ❖ Maintain Director & Operating (D&O) Insurance and coordinate the payments with the Treasurer
- ❖ Develop the annual business budget
- ❖ Assist the Treasurer with the annual budget as needed
- ❖ Coordinate the development of the Semi-Annual and Annual Convention budget
- ❖ Develop promotional strategies for growth and public awareness campaigns for the naprapathic profession
- ❖ Maintain non-profit status with the state
- ❖ Develop and maintain relationships and outreach protocols and programs with State Naprapathic Associations and health care related businesses which may help advance or promote the Naprapathic profession
- ❖ Establish marketing opportunities
- ❖ Establish relationships and encourage dialogue to improve 3rd party payor reimbursement protocols.

**Director of Continuing Education** - It shall be the duty of the Director of Continuing Education to:

- ❖ Initiate, organize, generate and announce marketing materials for all continuing educational (CE) offerings from the ANA to all Illinois licensed naprapaths in various communication formats for all CE conferences and seminars
- ❖ Assist registration and processing of CE funds
- ❖ Plan, organize and maintain digital recordings for all Annual and Semi-Annual convention presentations or other CE offerings
- ❖ Create, maintain, process, track, distribute electronic catalog and archive CE seminar recordings for members
- ❖ Generate and deliver CE certificates
- ❖ Other duties as may be assigned by President from time to time.

**Director-at-Large** - This position shall consist of two Directors on the Council.

- ❖ It shall be the duty of the At Large Directors to perform such duties as may be assigned to him or her by the President or Executive Council.
- ❖ He or she shall serve as a member of the Board of Directors.





# American ❖ Naprapathic ❖ Association

## ANA OFFICERS & DUTIES

### ANA Board

Shante Griggs  
President  
drgriggs@naprapath.org

James Hutchins  
Secretary  
drhutchins@naprapath.org

Dawn Olson  
Treasurer  
Business Affairs  
drolson@naprapath.org

Mary Cavender  
Membership Relations  
drcavender@naprapath.org

Bernard Zayner  
Continuing Education  
drzayner@naprapath.org

Sooniti Weems  
Director 1  
drweems@naprapath.org

Charles Greer  
Director 2 (NCNM Liaison)  
drgreer@naprapath.org

Rindie Coker  
Advisory (Con Ed)  
drcoker@naprapath.org

Kristen Poe  
Advisory (NUMSS Liaison)  
drpoe@naprapath.org

Neil Meccia  
Advisory (Council on Colleges)  
NCNM Dean of Academics  
drmeccia@napmed.edu

### BOARD MEMBER TERMS & LIMITS

#### ❖ The following positions have terms until Summer even years

- Election Summer 2018, 2020, 2022, 2024 and so forth...
  - *Terms are for 2 year periods*

- Vice President
- Treasurer
- Director of Continuing Education
- Director at Large 2

#### ❖ The following positions have terms until Summer odd years

- Election Summer 2019, 2021, 2023, 2025 and so forth...
  - *Terms are for 2 year periods*

- President
- Secretary
- Director of Business Affairs
- Director of Member Relations
- Director at Large 1

### FREQUENTLY ASKED QUESTIONS (FAQs)

#### ❖ Is ANA membership required to join the ANA board?

- Yes.
  - Members in good standing for 2 consecutive years may apply to the ANA board. Applications available for download on ANA website.

#### ❖ What are the requirements for the ANA Executive Board?

- Applicants must serve on ANA BOD for 2 years.

#### ❖ When are elections for offices held?

- Elections are held every year at ANA annual convention. Terms are staggered. See above.

#### ❖ How can one see the ANA Bylaws

- ANA Bylaws are available for viewing / download on the ANA website
- ANA Bylaws may also be requested in writing by email

