



## **President:**

Term of Office: Two (2) years. Eligible to serve two (2) consecutive terms.

Responsible to: Board of Directors and Membership

Purpose: The President shall preside at all meetings of the Board and the membership and shall, except for the Committee on Nominations, be an ex-officio member without vote of all committees; shall serve as an elected Representative to the ANA Membership Assembly; and shall represent the MNORN at meetings where the interests of the Organization shall be served and be empowered to vote on its behalf as needed.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in the MNORN Bylaws (Article III, Section 6)
- Presides at all meetings of the Board of Directors, Executive Committee and Membership Meetings, determining the content of these meetings.
- Keeps the Board of Directors, Executive Committee and Organization informed of the condition and operations of MNORN either directly or via delegation.
- Reports to the Board of Directors and membership on the status of MNORN.
- Implements action taken by the Board of Directors and the Membership.
- Promotes active participation in MNORN by the membership. Promotes activities of the Board of Directors and the Organization to its members through organizational publications and presentations.
- Presents an organizational report at the annual meeting.
- Supports and defends policies and programs adopted by the Board of Directors and Executive Committee.
- Works with the management staff in seeing that basic policies and programs which will further the goals and objectives of MNORN are planned, formulated and presented to the Board of Directors.
- In cooperation with the Treasurer and Finance Committee, helps develop, recommends, and on approval, sees that MNORN operates within an annual budget.
- Ensures completion of management evaluation/contract renewal.
- Have email contact capability.

Time Requirements:

- Approximately 8-16 hours per month
- Additional time for Board meetings agenda planning, meeting with management staff
- Attendance at all MNORN Member Meetings
- Attendance at the ANA Membership Assembly annually

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Previous experience on a Board of Directors preferred
- Ability to provide leadership in a volunteer organization
- Knowledge of local nursing work and policy issues

## **1st Vice President:**

Term of Office: Two (2) years. Eligible to serve two (2) consecutive terms.

Responsible to: Board of Directors and Membership

Purpose: Shall assume the duties of the President in the absence of the President and shall assume other responsibilities as assigned by the President or the Board of Directors.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in the MNORN Bylaws (Article III, Section 6)
- Actively promotes membership in MNORN
- Assumes other duties and responsibilities as assigned by the President and the Board of Directors
- Serves as a member of the Executive Committee
- Have email capability

Time Requirements:

- Attend Board Meetings via conference calls, scheduled at least quarterly
- Attend MNORN member meetings
  - Miscellaneous telephone and email availability

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Previous experience on a Board of Directors preferred
- Ability to provide leadership in a volunteer organization
- Knowledge of local nursing work and policy issues

## **2nd Vice President:**

Term of Office: Two (2) years. Eligible to serve two (2) consecutive terms.

Responsible to: Board of Directors and Membership

Purpose: Shall assume the duties of the First Vice President in the in the absence of the First Vice President and shall assume other responsibilities as assigned by the President or the Board of Directors.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in the MNORN Bylaws (Article III, Section 6)
- Actively promotes membership in MNORN
- Assumes other duties and responsibilities as assigned by the President and the Board of Directors
- Serves as a member of the Executive Committee
- Have email capability

Time Requirements:

- Attend Board Meetings via conference calls, scheduled at least quarterly
- Attend MNORN member meetings
  - Miscellaneous telephone and email availability

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Previous experience on a Board of Directors preferred
- Ability to provide leadership in a volunteer organization
- Knowledge of local nursing work and policy issues

**Secretary:**

Term of Office: Two (2) years. Eligible to serve two (2) consecutive terms

Responsible to: Board of Directors and Membership

Purpose: Shall keep the minutes of all meetings of the MNORN, including the membership, the Board and the Executive Committee.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in MNORN Bylaws (Article III, Section 6)
- Serves as member of the Executive Committee
- Have email capability

Time Requirements:

- Attend Board Meetings via conference calls, scheduled at least quarterly
- Attend MNORN member meetings
- Miscellaneous telephone and email availability

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Previous experience on a Board of Directors preferred
- Ability to provide leadership in a volunteer organization
- Knowledge of local nursing work and policy issues

**Treasurer:**

Term of Office: Two (2) years. Eligible to serve two (2) consecutive terms

Responsible to: Board of Directors and Membership

Purpose: Shall oversee all receipts and disbursements of MNORN.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in MNORN Bylaws (Article III, Section 6)
- Serves as member of the Executive Committee
- Serves as chairperson of the Finance Committee
- In cooperation with the Finance Committee, helps develop, recommends, and on approval, sees that the association operates within an annual budget
- Provides reports and interpretation of MNORN's financial condition, as may be required to the Board of Directors and to the membership at the annual membership meeting
- Have email capability

Time Requirements:

- Attend Board Meetings via conference calls, scheduled at least quarterly
- Attend MNORN member meetings
- Miscellaneous telephone and email availability

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Previous experience on a Board of Directors preferred
- Ability to provide leadership in a volunteer organization
- Knowledge of local nursing work and policy issues

**Director:**

Term of Office: Two (2) years. No more than six (6) consecutive years on the Board of Directors

Responsible to: Board of Directors and membership

Purpose: Has corporate and fiduciary responsibility for MNORN.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in the MNORN bylaws (Article III, Section 6)
- Prepares for, and participates in, the meetings of the Board of Directors
- Attends MNORN membership meetings
- Accepts assignments to the Board Subcommittees
- Is available for phone conference calls
- Represents MNORN as assigned by the President
- Have email contact capability

Time Requirements:

- Attends Board Meetings via conference call meetings, which are held at least quarterly
- Attend MNORN member meetings
- Miscellaneous telephone and email availability

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Ability to provide leadership in a volunteer organization
- Knowledge of local nursing work and policy issues

**Nominating Committee:**

Term of Office: Two (2) year term

Purpose: Shall prepare a slate of candidates to include MNORN officers and directors, Membership Assembly representatives, and Nominating Committee that strives for area of nursing practice and geographical representation.

Responsibilities:

- Responsible for the complete nomination process
- Provide information about elected and appointed positions within MNORN
- Develop a slate of candidates

Expectation of Committee Members:

- Nominating Committee meeting attendance
- Participation at MNORN membership meetings
- Willingness to solicit and contact potential candidates
- Computer, Internet and email access is required

Time Requirements:

- Committee meetings 2 hours, 4-6 times a year
- MNORN member meetings 3-4 times a year
- Individual time commitment to contact potential candidates via telephone, email or in person

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing

**Membership Assembly Representatives:**

Term of Office: Two (2) year term

Responsible to: Board of Directors and membership

Purpose: to represent MNORN at the annual ANA Membership Assembly

Required and Recommended Qualifications:

- Must be a member of MNORN in good standing
- Knowledge of local and national nursing and healthcare issues