



Oregon Nurses Association (ONA)/Providence Willamette Falls Medical Center (PWF)
Appointment/Nomination and Consent to Serve

RETURN TO:

Mail to: Sam Gieryn
Oregon Nurses Association
18765 SW Boones Ferry Road Suite 200
Tualatin, OR 97062-8487

Fax to: 503-293-0013 Attn: Sam Gieryn

*Please send Sam an email at gieryn@OregonRN.org confirming that you've submitted this form

Please nominate any active member you would like to serve. Please endeavor to get their signature so we know that the nurse you nominate is willing to serve if appointed.

Printed name of person completing form: _____

Your email address: _____

Name of the person you are nominating: _____

(The nominee must submit a consent to serve form prior to election or appointment)

Office/Position nominating for: _____

You must be an ONA member to serve.

If you have questions, contact Sam Gieryn, 503-293-0011 or gieryn@oregonrn.org

CONSENT TO SERVE

If appointed/nominated, I consent to serve for the following offices (list all that apply):

Printed Name

Signature

Date

Home email: _____

Mobile phone: _____

Best time to reach me: _____

Best way to reach me: _____

Position Descriptions *continued from page 1*

CHAIRPERSON –

- Conduct and supervise the affairs of ARPNMCMC/ ONA in accordance with these bylaws;
- Serve as an ex-officio member of all ARPNMCMC/ ONA committees;
- Appoint special committees and their members with the approval of the Executive Committee;
- Fill vacancies that occur on committees with the approval of the Executive Committee until the next regular election;
- Combine the duties of officers during times where duly elected officers are lacking.
- Assist with grievances at step 2 and step 3 when requested by the grievant.
- In conjunction with the Treasurer, disburse or order the disbursement of all monies necessary to pay the bills, obligations and indebtedness of ARPNMCMC/ ONA, which have been properly incurred as provided herein;
- Enforce these Bylaws and ensure that all officers perform their respective duties.

VICE-CHAIR –

- Assist the Chairperson in the discharge of all duties;
- Perform such other duties and render such assistance as may be directed by the Chairperson;
- Serve as the liaison with Clinical Administration hires due to the nature of the department,
- In case of the Chairperson's absence, the Vice-Chair shall perform the duties of the President; and
- Should the Chair's position be vacated, the Vice-Chair shall serve as the Chairperson until the next election.

SECRETARY –

- Collect names of nominees for elected positions and construct a ballot for all the names submitted;
- Confirm that the nominees are willing to serve and when there is no Membership Chair,
- Ensure the nominee is in good standing;
- Verify that amendments to bylaws are properly submitted;
- Record, maintain and archive minutes for all Executive Committee meetings;
- Sit on the Elections Committee, and
- Conduct correspondence as directed by the

Executive Committee.

TREASURER –

- Has financial responsibility over the financial affairs of the ARPNMCMC/ONA
- The Treasurer will hold and account for the treasury of ARPNMCMC/ONA.
- Make financial reports at all at Executive Committee Meetings and to EGW as requested that includes the assets and liabilities of the ARPNMCMC/ONA; and
- Keep itemized records, showing the source of all monies received and spent, and keep records, vouchers, work sheets, books and accounts and all resolutions to verify such report and provide a copy of this information to EGW by December 31 of every year.

GRIEVANCE CHAIR –

- Coordinate the following activities in cooperation with the ONA staff representative:
- Conduct and supervise the affairs of the Executive Committee with regard to grievances.
- Oversees the processing of unit representatives in their investigation of all grievance complaints filed by BU members at Step 1 and assist members with Step 2 and Step 3 grievances.
- Responsible for securing representation, if requested, for the grievant when their unit representative is not available.

MEMBERSHIP CHAIR –

- Ensures that all new hires are contacted in a timely fashion to discuss membership ARPNMCMC/ONA in the and the ONA
- Ensures new hires are provided with a copy of the collective bargaining agreement, these bylaws, a ONA membership application and to ensure that the new hires are introduced to the new hires' unit steward;
- Strive to increase the membership of the bargaining unit;
- Ensure that membership records accurately reflect who are:
 - a) members in good standing;
 - b) members in bad standing;
 - c) fair share members;
 - d) bona fide religious objectors;
 - e) new hires who are potential new members and
 - f) non-members.
- The Membership Chair will ensure that the list is