

Subject	<b>Job Description – Cabinet on Education</b>
Section	Job Description
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## Cabinet on Education

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**Terms:** Terms of Cabinet members will be for two (2) years commencing July 1 of the year in which elections are held or later, following certification by the Elections Committee pursuant to the Bylaws and adopted policies, or until successors have been appointed or elected because of a vacancy. Cabinet members will serve no more than two (2) consecutive terms. Appointment to fill an unexpired term will not constitute a “term” for the purpose of the Cabinet term of office consecutive term definition.

**Purpose:** A Cabinet is an organized deliberative body to which specific responsibilities are assigned by the ONA Bylaws, the House of Delegates, or the ONA Board of Directors in conformance with ONA Bylaws. Cabinets are accountable to the ONA Board and will report to the House of Delegates.

The Cabinet on Education will consist of seven (7) members, four (4) to be elected by the membership and three (3) to be appointed by the ONA Board of Directors, except where provided otherwise by ONA Bylaws. The chair and vice-chair, if applicable, will be selected by the members of the Cabinet.

### Primary Responsibilities

- Evaluate trends, developments, and issues in the Cabinet’s area of responsibility.
- Establish a plan of operation for carrying out its responsibilities.
- Develop and adopt standards.
- Recommend policies and positions to the ONA Board of Directors and the House of Delegates.
- Provide for dissemination of information to constituent associations and others as approved by the ONA Board of Directors, except where provided otherwise by the ONA Bylaws.
- Maintain communication with other Cabinets and with special interest groups on matters of mutual concern.
- Address and respond to concerns related to equal opportunity and human rights.
- Develop solutions and positions for the House of Delegates and ONA membership on continuing education, formal nursing education (associate degree to doctoral level) and on professional development through lifelong learning.
- Support the recruitment of nurses into the profession of nursing.
- Develop a model to show continuing competency in the individual practice of ONA members.
- Influence lifelong learning of ONA members.
- Monitor developments which affect educational preparation and scope of practice.

- Expected to attend ONA functions, such as, ONA's House of Delegates (two to three days in even years), Nurse Lobby Day (one day in odd years).
- Will occasionally be expected to respond to member e-mails, act as a liaison to another body, participate on a job action, serve as a representative to another group, and reach out to other leaders or emerging leaders.
- Expected to actively engage in membership promotion and recruitment in their facilities and in their roles as representatives and liaisons.
- Expected to participate in ONA's political efforts, such as, canvassing or phone banking on behalf of candidates or initiatives ONA has endorsed.

### **Secondary Responsibilities**

- Publically support Cabinet decisions and advocate for Cabinet initiatives, even those decisions/initiatives that member disagreed with.
- Support the interests of ONA's vision, mission, and strategic plan.
- Identify and recruit new leaders to participate in ONA.
- Mentor emerging leaders on the role of the Cabinet and ONA's vision, mission, and strategic plan.
- Recognize the value of successorship in establishing an engaged membership.
- Advocate for quality nursing education and educational opportunities.

### **Qualifications**

The following are the minimum qualifications to serve on the Cabinet on Education:

- Be an ONA member in good standing at the time of nomination or appointment;
- Remain an ONA member in good standing at all times during your term; and
- Be an ONA member in good standing for two (2) years immediately preceding the call for nomination or appointment.
- Have knowledge of issues related to education in the clinical setting, students and faculty in nursing education.
- Aware of current trends and issues in education and/or nursing education.
- Become an expert or take a leadership role on one or more of the Cabinet's activities or program areas.
- Have experience with education of nurses, e.g., adult learning, clinical education, teaching role or education for a unit in acute or long-term care.
- Ability to regularly access e-mail.

### **Time Commitment**

- Meets two to three hours, six to eight times a year. It is expected that a Cabinet member attend 80% or more of the meetings and not miss more than 1 out of 5 meetings.
- Attendance may be "virtual," e.g., attending the Cabinet meeting via conference phone, or in person.

### **Member Support**

- ONA will reimburse Cabinet members for travel, lodging, meals, and child/pet care associated with meeting attendance or representation of ONA. Mileage is reimbursed at the IRS rate. The child/pet care reimbursement rate is \$100 per day.