

Subject	Job Description – Cabinet on Health Policy
Section	Job Description
Date Approved	December 2012; June 2017
Effective Date	December 2012; June 2017
Reviewed Date	June 2017
Revision Date	June 2017

Cabinet on Health Policy

Terms: Terms of Cabinet members will be for a two (2) year term 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, or by 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 Health Policy will consist of nine (9) members, five (5) to be elected by the membership and four (4) to be appointed by the ONA Board of Directors, except where provided otherwise by the Bylaws.

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 Bylaws.
- Support ONA’s political and legislative activities, including voter contact canvassing or phone banking on behalf of candidates or initiatives ONA has endorsed.
- 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.
- Identify priority issues for ONA action.
- Develop and refine ONA’s policy priorities for legislative and regulatory action.
- Engage in the strategy and planning process for enacting legislation or making regulatory changes.
- Communicate health policy positions and decisions to members and external groups.

- Maintain liaisons with the Oregon Nurse Political Action Committee, Nurses United Political Action Committee and the Cabinet on Economic & General Welfare, Cabinet on Human Rights, Ethics, Practice and Research.
- 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.

Time expectation:

- Cabinet meetings 2-3 hours 6-9 times per year.
- Individual research on issues of interest – variable.
- Bill review during legislative sessions. Cabinet members review in teams on a weekly basis. Each team will have 6 weeks. Bill review per one week varies from 3 – 6 hours and is done online.
- Participation in ONA priority grassroots political and legislative activities such as canvassing and phone banking- may be up to four events annually, each lasting two to four hours.
- Attendance at legislative hearings, regulatory hearings and task forces. This activity varies depending on the issues being considered.
- Attendance at ONA annual meeting, conference and/or convention.
- Communication with policy makers, legislators and members regarding ONA priorities.

Member Support:

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