

Subject	Job Description – Director
Section	Job Description
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Director

Term of Office: Two (2) years beginning on July 1. Four (4) directors will be elected in even years and three (3) directors will be elected in odd years. One (1) director position shall be designated for a recent graduate of a RN licensure program. Directors are eligible to serve two (2) consecutive terms of office.

Responsible to: Board of Directors and Membership, House of Delegates

Purpose: Has corporate and fiduciary responsibility for the corporation. Serves as the agent for the House of Delegates; Article V. 1 of ONA Bylaws.

Responsibilities:

- Fulfills Board of Directors responsibilities as identified in Article V. 3, 9, and 10 of the ONA Bylaws.
 - Prepares for, and participates in, the meetings of the Board of Directors.
 - Attends and participates in the House of Delegates meeting, Lobby Day, and other conventions, workshops, and conferences.
 - Accepts assignments to the Board Subcommittees by:
 - Participating in the preparation of meeting agendas/providing input
 - Meeting as necessary
 - Preparing material and reporting to the Board
 - Is available for phone conference calls.
 - Organizing Board materials to facilitate participation in the discussion and decision making.
 - Representing the association as assigned by the President.
 - 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 Board decisions and advocate for Board 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 Board and ONA's vision, mission, and strategic plan.
- Recognize the value of successorship in establishing an engaged membership.

Time Commitment:

- Approximately 16-24 hours/week during week of quarterly Board of Directors meetings
- Travel time to meetings (dependent on individuals)
- Board subcommittees and work groups may meet as necessary between Board meetings. Meetings of approximately two hours in length in addition to travel time.
- Miscellaneous telephone and email availability to set up meetings and conference in preparation for various committee meetings.
- One half to one hour each week for review of Friday mailing and other mailed materials.
- Attendance at bi-annual Lobby Day, annual meeting and/or convention.
- Assigned duties at the annual meeting, conference or convention hosting breakout sessions, presenting forums, networking with members.

Required Qualifications and Restrictions:

Members have the following additional requirements and restrictions to run for, be appointed to or serve on the ONA Board of Directors:

1. Members must be an ONA member in good standing at the time of nomination or appointment and for two (2) years immediately preceding the call for nominations or appointment.
2. An employee of ONA is eligible to be a candidate two (2) years after resignation from the staff position when candidacy is declared.
3. Supervisors of ONA-represented nurses, or management personnel of employers of ONA represented nurses, who have an inherent conflict of interest with the interests and duties of staff nurses represented by ONA, as determined under applicable labor laws and/or the application, custom and practices under ONA collective bargaining agreements, will not be eligible to be a candidate for, or elected or appointed to, or serve as a member of the ONA Board of Directors.
4. Supervisors or management personnel of a unit ONA is actively organizing, who have an inherent conflict of interest with the interests and duties of staff nurses represented by ONA, as determined under applicable labor laws and/or the application, custom and practices under ONA collective bargaining agreements, will not be eligible to be a candidate for, or elected or appointed to, or serve as a member of the ONA Board of Directors.

Recommended Qualifications:

- Knowledge of local nursing work and policy issues and previous involvement in local constituent association in leadership position.
- Knowledge of, and participation on ONA structural unit preferred (e.g., Cabinet, ONPAC/NUPAC, Bylaws Committee, or constituent association leadership).
- Experience as ONA delegate.

Member Support:

- All Board 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.