

Subject	Job Description - President
Section	Job Description
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President

Term of Office: Two (2) years. The President is elected in an even year, and is eligible to serve two (2) consecutive terms of office.

Responsible to: Board of Directors, House of Delegates, and Membership. Serves as chief elected officer of the association, representing the entire membership.

Purpose: Serves as chairperson of the House of Delegates, the Board, and the Executive Committee; and as ex-officio member of all committees except Nominating Committee. Represents ONA at the ANA Membership Assembly and as an elected delegate to all ANA House of Delegate meetings. Serves as official spokesperson of the association. 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.
- Presides at all meetings of the Board of Directors, House of Delegates, and Executive Committee, determining content of these meetings.
- Keeps the Board of Directors, Executive Committee, and association informed of the conditions and operations of the association either directly or via delegation.
- Reports to the Board of Directors and membership on the status of ONA.
- Implements action taken by the Board of Directors and House of Delegates.
- Promotes active participation in the association by the membership. Promotes activities of the Board of Directors and association to its members through association publications and presentations.
- Presents as association report at the annual meeting and House of Delegates.
- Supports and defends policies and programs adopted by the Board of Directors and Executive Committee.
- Works with the management team in seeing that basic policies and programs which will further the goals and objectives of the association 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 the Association operated within an annual budget. Ensures that the association finances are audited annually.
- Ensures completion of Executive Director evaluation/contract renewal.
- Have email contact capability.
- 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 also 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 8-16 hours per week minimum.
- Approximately 16-20 hours per week during weeks of Board of Directors meetings.
- Travel time to meetings (dependent on individuals)
- Board subcommittees and work groups may meet monthly between Board meetings. Meetings of approximately two hours in length in addition to travel time.
- Phone accessibility to be reached at home or at work.
- Miscellaneous telephone 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, conference and/or convention.
- Pre-convention Board meeting (one day).
- Post-convention Board meeting (approximately one to two hours).
- Housing at convention and most of time out of House of Delegates is focused on Board of Directors activities, assigned, or assumed.
- Assigned duties at the annual meetings 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:

- Previous experience as a constituent or state association Board of Directors preferred.
- Knowledge of local nursing work and policy issues and previous involvement in local constituent association in leadership position.
 - Knowledge of, and participation on ONA state structural unit preferred (i.e., 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.