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: _________________________________________________

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME OF NOMINEE</th>
<th>UNIT/DEPT.</th>
<th>SIGNATURE AND DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Vice-Chair</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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<tr>
<td>Member-At-Large</td>
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</tr>
</tbody>
</table>

You must be an ONA member to serve.

If you have questions, contact Jaime Newman, 503-293-0011 ext. 1331 or Newman@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

CHAIR –
- Conduct and supervise the affairs of ARPN-ONA in accordance with these Bylaws;
- Serve as an ex-officio member of all ARPN-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;
- In conjunction with the Treasurer, disburse or order the disbursement of all monies necessary to pay the bills, obligations and indebtedness of ARPN-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;
- In case of the Chairperson’s absence, the Vice-Chair shall perform the duties of the Chairperson; and
- Should the Chairperson’s position be vacated, the Vice-Chair shall serve as the Chairperson until the next election;

SECRETARY –
- Send out meeting notices as directed;
- Provide information to the general public as directed by the Executive Committee;
- On at least an annual basis, update all members’ contact information, including correct mailing addresses, home and work telephone numbers and e-mail addresses. Provide this information to ONA;
- Collect names of nominees for elected positions and construct a ballot for all the names submitted;
- Confirm that the nominees are willing to serve;
- 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 ARPN-ONA;
- Make at least a quarterly report to the Executive Committee that includes the assets and liabilities of the ARPN-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.

/ MEMBER AT LARGE (3 positions)- from any of the following units or departments not represented by the Officers named above: Family Maternity Department, Surgical Services Department, Medical/Surgical Units, Emergency Department, and Critical Care Services.

MEMBER-AT-LARGE –
- Three positions from any of the following units or departments not represented by the officers named above: Family Maternity Department, Surgical Services Department, Medical/Surgical Units, Emergency Department, and Critical Care Services.