

Descriptions for SCNA offices to be elected in the even years.

POSITION DESCRIPTION

TITLE: PRESIDENT-ELECT
REPORTS TO: Board of Directors, Annual Meeting

DEFINITION: Officer of SCNA, Member of Executive Committee
PRIMARY PURPOSE: To assume the duties of the President in his/her absence.
APPROVED: February 2013
REVISED:
REVIEWED: January 2017; January 2018

SPECIFIC DUTIES & RESPONSIBILITIES:

1. In the event of a vacancy occurring in the office of President, the President-Elect shall preside over all meetings of the Board of Directors, the Executive Committee and the Annual Meeting. The President-Elect shall apply principles of parliamentary procedure so that all business is conducted properly until the next Annual Meeting or until a successor is elected.
2. Oversee and work with staff to assure the ongoing activities of the Annual Meeting. These include the Nominating Process, Bylaws, References and Awards. Reports preparations to the Board of Directors.
3. Attend all meetings of the Board of Directors, Executive Committee and SCNA Annual Meeting.
4. In the absence of the SCNA Secretary/Treasurer at a Board of Directors meeting, Executive Committee meeting or Annual Meeting, the President-Elect will assume the role of taking the official minutes of that function.
5. Serve as a member of the SCNA Finance Committee.
6. Serve as second representative to ANA Membership Assembly.
7. Serve as SCNA representative to SCNF Board of Trustees.

MEETINGS

1. Attend all board of director, executive committee, and Annual Meetings.

POSITION DESCRIPTION

TITLE: DIRECTOR, SEAT 1
REPORTS TO: Board of Directors, Annual Meeting

DEFINITION: Elected position- Voting Member of the Board of Directors
PRIMARY PURPOSE: Assist the Board of Directors in developing and implementing the strategic plan, which is to be updated on an annual basis.
APPROVED: December, 1993
REVISED: February 2007; February 2013
REVIEWED: March 2004; November 2004; November 2006; January, 2007, January 2009, November 2011; January 2017; January 2018

SPECIFIC DUTIES & RESPONSIBILITIES:

1. In coordination with President and President-Elect ensure the development and implementation of the strategic plan by the board of directors which is to be updated on an annual basis.
2. Receive and disperse information pertinent to the strategic plan to the appropriate person(s).
3. Provide a report on the progress of the strategic plan at each Board of Directors meeting.

MEETINGS

1. Attend all Board of Directors and SCNA Annual Meetings.

POSITION DESCRIPTION

TITLE: DIRECTOR, SEAT 2
REPORTS TO: Board of Directors, Annual Meeting

DEFINITION: Elected position- Voting Member of the Board of Directors. Shall be a nurse who has fewer than ten (10) years of practice from the time of licensure and who is a direct care provider.

PRIMARY PURPOSE: Assist the Board of Directors in working on issues of multigenerational recruitment.

APPROVED: January 23, 2009

REVISED: April 24, 2009; May 30, 2012 to change Executive / CEO language;
January 2018

REVIEWED: November, 2011; February 2013; January 2017

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Form a committee. It is suggested that each chapter provide a member for this committee and recruit other members who are interested in membership development.
2. Some committee concepts:
 - Identify and communicate with untapped RN populations for membership.
 - Disseminate information in all media outlets regarding benefits of membership in SCNA-ANA.
 - Develop recruitment plan for a diverse membership.
 - Distribute information on membership to graduating nurses.
 - Provide consultation to SCNA Chapters.
 - Create SCNA Ambassador Corps to represent SCNA at membership recruitment opportunities

MEETINGS

1. Attend all Board of Directors and SCNA Annual Meetings.

POSITION DESCRIPTION

TITLE: **NOMINATIONS AND ELECTIONS COMMITTEE**

REPORTS TO: SCNA President -Elect

DEFINITION: An elected committee of five (5) members elected in even-numbered years all serving 2-year terms. The person with the highest number of votes shall serve as Chairperson.

PRIMARY PURPOSE: To conduct the SCNA nominating and election process for all elected positions on the Board of Directors and designated elected Committees.

PROPOSED: May 1994

REVISED: July 2000; November 2004; November 2006; January 2009, September 12, 2009, February 17, 2012; May 30, 2012 to change Executive / CEO language; February 2013; January 2018

REVIEWED: January 2007, November 18, 2011; January 2017

POSITION DESCRIPTION

TITLE: SCNA REPRESENTATIVES TO ANA MEMBERSHIP ASSEMBLY

REPORTS TO: SCNA Annual Meeting

DEFINITION: Serve as representative of SCNA to the ANA Membership Assembly. The SCNA President and President-Elect shall appear on the ballot as the first two (2) representatives to the ANA Membership Assembly. All other candidates on the ballot shall be elected to serve as additional representatives and Alternate Representatives to the ANA Membership Assembly, if needed. Election shall be in the even numbered years.

PRIMARY PURPOSE: To serve as elected representatives and alternates to the ANA Membership Assembly.

PROPOSED: February 2013 following action of ANA June 2012

REVISED: January 2018

REVIEWED: January 2017

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Stay current on issues of concern for both SCNA and ANA.
2. Consider issues of concern for SCNA to be submitted to ANA for consideration.
3. Meet prior to the ANA Membership Assembly for assignment of ANA Membership Assembly responsibilities.
4. Serve as a voting representative (unless elected as an alternate) of the ANA Membership Assembly.
5. Submit a written report of the ANA Membership Assembly to the SCNA Annual Meeting.
6. Recommend to the SCNA Board resolutions from ANA Membership Assembly which requires action by the SCNA Annual Meeting.
7. Serve as a resource person to the SCNA Annual Meeting for any ANA items requiring SCNA action.

POSITION DESCRIPTION

TITLE: SCNA CHAPTER CHAIR

REPORTS TO: Board of Directors

DEFINITION: A Chapter Chair is the chief elected officer of the Executive Committee of a Chapter.

PRIMARY PURPOSE: To chair the Chapter Meetings, Executive Chapter Committee, and Annual Goal Setting Meeting, and to ensure that the organization abides by the Chapter Memorandum of Agreement and SCNA Book of Position and Roles.

PROPOSED: May 2011

APPROVED: May 2011

REVISED: February 2013

REVIEWED: November 2011; January 2017; January 2018

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Preside over all meetings of the Chapter, the Chapter Executive Committee, and the Annual Goal Setting Meeting.
2. Provide required annual reports and financial reports to SCNA.
3. Provide written reports to Board of Directors for inclusion in quarterly SCNA Board of Directors' meeting materials.
4. Train and otherwise prepare the newly elected Chapter Chair for the responsibilities of the office.
5. Serve as ex-officio member of the SCNA Board of Directors
6. Serve on the SCNA Continuing Education Provider Committee (CEPC)
7. With input from Chapter Members create a time for setting of Annual Goal Setting Meeting for the chapter to be reported to the SCNA Annual Membership Meeting.
8. Attend Chapter Meetings and SCNA Annual Membership Meeting.

MEETING

1. Create agenda for Chapter meetings

POSITION DESCRIPTION

TITLE: SCNA CHAPTER MEMBER(S) AT LARGE
REPORTS TO: Chapter Executive Committee and Annual Goal Setting Meeting

DEFINITION: Elected Members of the Chapter Executive Committee with duties as specifically assigned by the Chapter Chair

PRIMARY PURPOSE: Participate in the activities and management of the Chapter.

PROPOSED: May 2011

APPROVED: May 2011

REVISED:

REVIEWED: November 2011; February 2013; January 2017; January 2018

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Attend all meetings of the Chapter Executive Committee, Chapter Meetings, Annual Goal Setting Meeting, and SCNA Annual Membership Meeting.
2. Provide support for the work of the Chapter.
Accept responsibilities as designated by the Chair for projects and activities as required for the smooth operations of the Chapter.
3. May be called upon to fill in for other elected Chapter Executive Committee members.