

## **AORN OFFICER JOB REQUIREMENTS AND SKILL SET EVALUATION – 2010 BALLOT**

### **All Elected and Appointed Officers**

**Must support and role model the mission, vision, and values of the Organization.**

#### **Mission:**

The Association of periOperative Registered Nurses (AORN) mission is to promote safety and optimal outcomes for patients undergoing operative and other invasive procedures by providing practice support and professional development opportunities to perioperative nurses. AORN will collaborate with professional and regulatory organizations, industry leaders, and other healthcare partners who support the mission.

#### **Vision:**

The Association of periOperative Registered Nurses (AORN) is the leader in advocating for excellence in perioperative practice and healthcare.

**Core Values:**

Cores Values	Demonstrates/ Proficient (+)	Needs Development (ND)	Notes (exemplars)
Communication – open, honest, collaborative			
Quality – reliable, timely, accountable			
Innovation – creative, risk taking, leading edge			
Diversity – teamwork, inclusion, respect			

## BOARD OF DIRECTORS

Preferred Skills	Proficient/ Demonstrates (+)	Needs Development (ND)	Notes (exemplars)
Demonstrates the ability to focus on outcomes for the Association and not individual needs.			
Accurately and professionally represents AORN when collaborating with other organizations and the public.			
Demonstrates effective communication skills: <ul style="list-style-type: none"> <li>• Listening</li> <li>• Interpersonal relationships</li> <li>• Interpersonal communication</li> </ul>			
<ul style="list-style-type: none"> <li>• Written Presentations</li> </ul>			
<ul style="list-style-type: none"> <li>• Verbal Presentations</li> </ul>			
Demonstrates proficient technical/computer Skills: <ul style="list-style-type: none"> <li>• PowerPoint, Excel, Word</li> </ul>			
Collaborates effectively with other team members: <ul style="list-style-type: none"> <li>• Consensus Building</li> <li>• Conflict Resolution</li> <li>• Motivation and Influence</li> <li>• Team Player</li> </ul>			

Actively participates in committees and/or task forces			
<ul style="list-style-type: none"> <li>• Demonstrates effective leadership as a committee chairman</li> </ul>			
Demonstrates effective project Development/Management skills			
Demonstrates effective decision making skills: <ul style="list-style-type: none"> <li>• Planning, Prioritizing, &amp;</li> <li>• Problem Solving</li> </ul>			
Demonstrates effective organizational Skills <ul style="list-style-type: none"> <li>• Effective Time Mgt</li> </ul>			
Demonstrates the ability to manage stress			
Actively mentors others and is willing to be mentored			
Demonstrates understanding of the financial principles of an operational and capital budget			
Demonstrates a true understanding and commitment to the required time obligations			
Demonstrates Legislative Awareness <ul style="list-style-type: none"> <li>• Grassroots Involvement</li> </ul>			
Maintains CNOR certification			
Represents a diverse Perioperative background			
Successfully fulfilled previous Board position			

Demonstrates the ability to embrace and respect diversity			
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**SECRETARY**

<b>Preferred Skill</b>	<b>Proficient/ Demonstrates (+)</b>	<b>Needs Development (ND)</b>	<b>Notes (exemplars)</b>
Meets skill set requirements for Board of Directors			
Demonstrates effective writing skills: <ul style="list-style-type: none"> <li>• Written reports</li> <li>• Executive correspondence</li> </ul>			
Demonstrates the ability to effectively organize, present, and document outcomes of recommendations to the Board.			
Demonstrates effective time management skills.			

## Treasurer

<b>Preferred Skills</b>	<b>Proficient/ Demonstrates (+)</b>	<b>Needs Development (ND)</b>	<b>Notes (exemplars)</b>
Meets skill set requirements for Board of Directors			
Demonstrates the ability to interpret and understand fiscal data			
Demonstrates the ability to review and discuss operational budget with CFO			
Demonstrates the ability to analyze and understand return on investment (ROI) for all new services and products			
Demonstrates the ability to understand and analyze Capital budget process.			
Demonstrates competence in managing and allocating capital and operational budgets.			

**Vice-President and President-Elect** (The Vice-President must possess all required skills of the President-elect in the event that he/she must step into the role of President)

<b>Preferred Skills/Educational Requirements</b>	<b>Proficient/ Demonstrates (+)</b>	<b>Needs Development (ND)</b>	<b>Notes (exemplars)</b>
Possesses a BSN or Bachelor's in related field and minimum 1 yr. Board experience (Required)			
Meets skill set requirements for Board of Directors and Treasurer			
Proficient in Robert's Rule of Order			
Demonstrates knowledge of credentialing guidelines for House of Delegates			
Able to act in the absence of the President.			
Able to prepare the committee assignments of the Association in alignment with the strategic plan			

Articulates a vision and participates in developing the strategic plan for the Association.			
Demonstrated competency in past Board positions			
Demonstrates the ability to articulate the mission, vision, and values of the Organization.			
Demonstrates effective public speaking			

## Nominating Committee

Preferred Skills	Proficient/ Demonstrates (+)	Needs Development (ND)	Notes (exemplars)
Demonstrates the ability to focus on outcomes for the association and not individual needs.			
Knowledgeable about Board and officer duties and responsibilities			
Demonstrates the ability to maintain confidentiality			
Demonstrates effective Interpersonal Skills <ul style="list-style-type: none"> <li>• Interpersonal communication</li> <li>• Listening</li> <li>• Negotiating</li> </ul>			
Collaborates effectively with a variety of AORN members and AORN staff			
Demonstrates effective interviewing skills (i.e. Behavioral)			

Demonstrates the ability to develop and review NC guidelines			
Demonstrates effective coaching skills <ul style="list-style-type: none"><li>• advisement</li><li>• encouragement</li></ul>			
Demonstrates the ability to objectively review candidate applications			
Demonstrates the ability to objectively select candidates for the AORN ballot			
Promotes the AORN nomination process			
Demonstrates effective creative thinking			
Demonstrates proficient time management skills.			