

AORN National Leadership Information Grid

Role	Term	Travel	Function	Responsibilities/Roles
<p><u>NC</u></p> <p>Consists of five members</p> <p>Immediate past president serves as non-voting committee member following the term of office as President</p>	<p>2-year term</p>	<ul style="list-style-type: none"> • Attend AORN Expo (6 days in March or April) Sites vary • Attend Volunteer Leadership Academy- (3 days in May) Denver • Ballot deliberations (2 days in July) • Chapter visits (optional) 	<ul style="list-style-type: none"> • Establishes effective processes for the development of members to serve in leadership roles at all levels of the association • Recruit candidates for national office in AORN • Prepare and present an annual slate of candidates to serve as elected officials of the association 	<ul style="list-style-type: none"> • Introductory NC Meeting (orientation) day after Expo election results • Solicits and receive nominations for all elected positions • Prepares and presents a slate of candidates to serve for all elected positions in AORN • Monthly conference calls • Prepare and collaborate in-between calls for action items individual is responsible for • Projects as initiated, such as webinars, posters, candidates selection grids, web pages and use of social media to encourage involvement • Monthly publications with Perioperative Insider • Coordinates and prepares candidates for Expo • Educate and empower nurses • Development and assessment of new innovative opportunities to introduce leadership into our specialty • Be the voice of the membership to enhance our profession • Selects a chair from the continuing committee members

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<p><u>Treasurer</u></p>	<p>2-year term</p> <p>Elected on odd-numbered years</p>	<ul style="list-style-type: none"> • Attend AORN Expo (6 days in March or April) Sites vary • Attend Volunteer Leadership Academy- (3 days in May) Denver • Four (4) trips annually to Denver for Board Meetings • Chapter visits (optional) • Attend other nursing organization meetings as AORN's representative 	<ul style="list-style-type: none"> • Monitors the fiscal affairs of the association and its subsidiary companies • Voting member of the Board • Provide reports and interpretation to the House of Delegates (HOD) and the Board of Directors (BOD). • Performs duties in connection with finances of the Association as may be required by the Board. Duties of the Treasurer will neither lessen nor add to the Executive Director accountability to (and only to) Board policies on fiscal conditions and budgeting. 	<ul style="list-style-type: none"> • President's breakfast morning after election • Orientation BOD Meeting post Expo • Bimonthly conference calls • Prepare and collaborate in-between calls for action items and responsible individual • Attend BOD meetings in Denver • Serve on special Board Committees • Serve as liaisons (advisory position-support group and advocate for the group to the BOD) to other committees, task forces and specialty assembly governing councils and reports back to President and Headquarters • As new Treasurer, meet with the Chief Financial Officer (CFO) within one month of Congress to get acquainted with the new role • Reviews the annual budget for the association with the CFO and makes recommendations as appropriate • Presents a report of the financial standing of the association at the meetings of the BOD, and to the House of Delegates at the annual Congress • Chair the Finance and Audit Committee. • Consult with the Executive Director and/or the CFO as necessary to clarify and understand the financial status of the association and its subsidiary companies • Consult with outside auditors, as needed, regarding financial status of the association and its subsidiaries • Participate in the Executive Director's core viewing and/or evaluating specific documentation related to the financial management of AORN
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<p><u>Secretary</u></p>	<p>2-year term</p> <p>Elected even-numbered years</p>	<ul style="list-style-type: none"> • Attend AORN Expo (6 days in March or April) Sites vary • Attend Volunteer Leadership Academy- (3 days in May) Denver • Four (4) trips annually to Denver for Board Meetings • Chapter visits (optional) • Attend other nursing organization meetings as AORN's representative 	<ul style="list-style-type: none"> • Attests formally to the legitimacy of Board documents by affixing his/her signature • Assures accurate records are maintained of the proceedings of all business meetings of the House of Delegates (HOD) and the BOD • Voting member of the Board • Responsible to the Board for reporting on and noting any inconsistencies of Board actions. • Responsible for the integrity of the Board documents • Convenes the HOD or BOD in the absence of the President and the Vice President 	<ul style="list-style-type: none"> • President's breakfast morning after election • Introductory BOD Meeting (orientation) day after Expo election results • Bimonthly conference calls • Prepares and collaborates in-between calls for action items and responsible individual • Serve on special Board Committees • Serve as liaisons (advisory position-support group and advocate for the group to the BOD) to other committees, task forces and specialty assembly governing councils • Assist the President in expediting the agenda for BOD meetings by preparing and making motions • Attends all BOD meetings in Denver • Review the draft of the BOD meeting minutes. All members of the BOD will receive copies of the minutes from Headquarters within thirty (30) days of the meeting • Maintain records of communications sent to committees/task forces for two years • Excerpt pertinent data relating to committee/task force action for the minutes, notes and motion slips; drafts letters indicating outcomes. Send letter to the Committee/Task Force Chair, the President, staff consultant, and the Executive Director within thirty (30) days after the meeting • Maintain file of all Executive Session minutes • Notify officers and committee/task force chairs and appropriate others of the date reports to the BOD and HOD are due. (This notification is to be sent at least one month prior to due date)
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				<ul style="list-style-type: none"> • Prepare correspondence for the association at the direction of the BOD • Write the "Board Report." A summary of the report will appear in AORN Connections and <u>the full</u> report will appear on AORN's website • Responsibilities related to the HOD: <p>Convenes the HOD when the President and the Vice President are not available</p> <ul style="list-style-type: none"> - Assure that the State and number of qualified delegates for the HOD meetings are recorded <ul style="list-style-type: none"> • Verify a quorum exists at the HOD by calling the roll at the first session of the HOD and by doing a silent roll call thereafter • Review minutes of HOD as sent from Executive/Board Office Manager; inform Executive/Board Office Manager of corrections and revisions. Executive/Board Office Manager forwards minutes to appointed Reading Committee specifying a fourteen (14) day time limit for return of corrected minutes to Headquarters

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<p><u>Vice-President</u></p>	<p>2-year term</p> <p>Elected even-numbered years</p>	<ul style="list-style-type: none"> • Attend AORN Expo (6 days in March or April) Sites vary • Attend Volunteer Leadership Academy- (3 days in May) Denver • Four (4) trips annually to Denver for Board Meetings • Chapter visits (optional) • Attend other nursing organization meetings as AORN's representative 	<ul style="list-style-type: none"> • Serves, assists and consults with the President • Performs the duties of the President in the absence or inability of the President to fulfill the role • Voting member of the Board • Voting member of the Executive Committee (CEO, President, President-Elect, & Vice-President) 	<ul style="list-style-type: none"> • President's breakfast morning after election • Orientation BOD Meeting post Expo • Bimonthly conference calls • Prepares and collaborates in-between calls for action items and responsible individual • Serve on special Board Committees • Serve as liaisons (advisory position-support group and advocate for the group to the BOD) to other committees, task forces and specialty assembly governing councils and reports back to President and Headquarters as needed • Participate on bimonthly Executive committee conference calls • Attend all BOD meetings in Denver • Read all Board meeting materials in preparation for the Board Meeting (can take between 3-10 hours) • Serve on the Compliance Committee which consists of 2-4 conference calls per year • Serve as a member of the Finance and Audit Committee- meets the Thursday afternoon before each Board meeting at Headquarters. Additional business will be conducted via conference call. • Serve as a member of a specific committee or task force if assigned by the President • Review information sent by Executive Director and other Board members monthly • Serve as official timekeeper for the House of Delegates sessions • Presents plaque to the President during Closing Session
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<p><u>President</u> <u>-Elect</u></p>	<p>1-year term</p>	<ul style="list-style-type: none"> • Attend AORN Expo (6 Days in March or April) Sites vary • Four (4) trips annually for Board Meetings (3 Days) Denver • Attend Volunteer Leadership Academy- (3 days in May) Denver • Chapter visits (optional) • Attend other nursing organization meetings as AORN's representative 	<ul style="list-style-type: none"> • Prepare for role as President • Observes, assists, and consults with the President in preparation for assuming the duties and responsibilities of that office 	<ul style="list-style-type: none"> • President's breakfast morning after election • Orientation BOD Meeting post Expo • Conference calls twice/month • Prepares and collaborate in-between calls for action items and responsible individual • Serve on special Board Committees • Serve as liaisons (advisory position-support group and advocate for the group to the BOD) to other committees, task forces and specialty assembly governing councils (typically between 2-6 assignments) and reports any issues the group and back to the President and Headquarters • Bimonthly Executive committee conference calls • Represent the BOD and the Association at other professional meetings as requested • September through February responsible for committee initiatives and potential committee members). Committee membership is vetted with BOD; appointments become effective with his/her presidency • Notify committee/task force members and chair of appointment(s) • Plan and conduct committee/task force chair orientation • Prepare for HOD - refresher on parliamentary procedure • During HOD, assist the president and make notes to remember the processes for the following year • Facilitates continuity in transition to the office of the President

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				<ul style="list-style-type: none"> • Chair the meeting at which the strategic plan is developed • Serve as a member of the Finance & Audit Committee • Conduct and participate in the Executive Director's evaluation interview based on established competency guidelines. Collaborate with the Executive Director in established performance goals for the next evaluation period
<u>President</u>	1-year term	<ul style="list-style-type: none"> • Attend AORN Expo (6 Days in March or April) Sites vary • Four (4) trips annually for Board Meetings (3 Days) Denver • Attend Volunteer Leadership Academy- (3 days in May) Denver • Chapter visits (optional) • Some international travel (China-IFPN) 	<ul style="list-style-type: none"> • Serves as the official representative of the Association and presides at all meetings of the House of Delegates and the Board of Directors. • Serves ex officio on all committees and task forces of the Board and the Association except the Nominating and Leadership Development Committee • Facilitates continuity in transition of the office of the President. • Assures the integrity of Board process including effectiveness of meetings and the Board's adherence to its own rules. Serves as chair of the Board and chair of the House of Delegates • Serve with Board approval as the official representative of the Association and comply with the 	<ul style="list-style-type: none"> • President's breakfast morning after election • Orientation BOD Meeting post Expo • Conference calls twice/month • Prepares and collaborate in-between calls for action items and responsible individual • Bimonthly Executive committee conference calls • Notify committee/task force members and chair of appointment(s) • Plan and conduct committee/task force chair orientation • Prepare for House of Delegates (HOD)- refresher on parliamentary procedure • During HOD, assist the president and make notes to remember the processes for the following year • Facilitates continuity in transition to the office of the President • Chair the meeting at which the strategic plan is developed • Serve as a member of the Finance & Audit Committee • Conduct and participate in the Executive Director's evaluation interview based on established competency guidelines. Collaborate

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			<p>policy on speaking engagements regarding official AORN representation.</p> <ul style="list-style-type: none"> • Preside at all business meetings of the association and the Board of Directors. • Mentor the President-Elect to assume office and continue the work of the association 	<p>with the Executive Director in established performance goals for the next evaluation period</p> <ul style="list-style-type: none"> • Serve as a member, ex-officio of all committees/task forces except Nominating Committee. Participate as an active member on selected committees/task forces; offer consult for other committees/task forces as requested • Serve as a member of the Finance and Audit Committee • Represent the association at meetings of other organizations, or designate an alternate, usually the President-Elect, to serve as representative • Appoint chairs and members of committees/task forces with approval of the BOD. President may appoint committee/task force replacements after consultation with the Executive Director, staff consultant, or committee/task force chair when time is limited and there is no alternate approved by the Board • Terminate committee/task force appointments when appointees are nonfunctioning • Direct the preparation of and sign official correspondence of the association when applicable • Prepare an agenda for all business meetings of the Association and the Board of Directors • Submit a monthly column for the <u>AORN Journal</u> • Inform the Board of Directors of all relevant association activities • Respond to correspondence from members as appropriate
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				<ul style="list-style-type: none"> • Prepare and submit interim reports with recommendations to the BOD and an annual report to the HOD • Appoint members of the Reading Committee (3) for review of minutes of HOD • Assign Board members to represent the Association at professional meetings • Chair the orientation of new members of the Board • Send letter of thanks to all committee/task force members who have served during term • Conduct and participate in the Executive Director's evaluation interview based on established competency guidelines. Collaborate with the Executive Director in establishing performance goals for the next evaluation period
<p><u>Board</u></p> <p>Consists of Elected Officers and seven elected members</p>	<p>2-years</p>	<ul style="list-style-type: none"> • Attend AORN Expo (6 Days in March or April) Sites vary • Four (4) trips annually for Board Meetings (3 Days) Denver • Attend Volunteer Leadership Academy- (3 days in May) Denver • Chapter visits (optional) 	<ul style="list-style-type: none"> • Communication • Strategic Planning • The power, authority, and responsibility to manage the affairs of the association (except cannot modify to modify actions of the House of Delegates) 	<ul style="list-style-type: none"> • President's Breakfast post Expo • Introductory BOD Meeting (orientation) day after Expo election results • Newly elected members are assigned seasoned Board Mentor to assist in your transition • Conference calls twice/month • Must prepare and collaborate in-between calls for action items individual is responsible for • Serve on special Board Committees • Serve as liaisons (advisory position-support group and advocate for the group to the BOD) to other committees, task forces and specialty assembly governing councils • Approve the Executive Director's employment contract

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		<ul style="list-style-type: none"> Attend other nursing organization meetings as AORN's representative 		<ul style="list-style-type: none"> Participate in the evaluation process of the Executive Director Assure staff performance through control (i.e., hiring, rate of compensation and fringe benefits) and ongoing evaluation of the Executive Director Fill all vacancies of the Board of Directors unless otherwise specified by the bylaws Direct the Executive Director to formulate and award all contracts Approve the budget Approve the President-Elect's committee/task force structure and committee/task force appointments Approve appointments to the AORN Foundation Board of Trustees Represent the association as assigned by the President Serve as a delegate for Congress, representing the BOD Interpret and support policies and actions of the BOD to the membership Attend all Board meetings, and any other special or sub-committee meetings that may be called Respond to communications requesting response within a two-week period, unless other specific time periods are requested. Failure to respond will be considered as an affirmative response Channel association communications through the office of the Executive Director Submit expense vouchers and receipts to the Executive/Board Office Manager within two (2) weeks following the authorized expenditure and
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				<p>in accordance with the instructions as outlined on the travel expense voucher</p> <ul style="list-style-type: none"> • Review the edited draft of all Board meeting minutes for approval • Hold in confidence all Board discussions, including individual salaries of Headquarters staff, and any correspondence designated as "confidential" until the Board has designated its release • Inform Executive/Board Office Manager of vacation plans and travel itinerary thus assuring availability for urgent communication activity • Abstain from discussion and voting relating to any matter where the member of the Board has a conflict of interest. In such event, the member shall divulge the fact that there is a conflict of interest and absent himself/herself during the discussion and voting on such issue • Develop the Strategic Plan based on the Strategic Plan process • Serve on committees/task forces and/or completes special projects as assigned <ul style="list-style-type: none"> Note: No member of the AORN BOD may serve on the Certification Board, Inc., its committees, or other related activities • Select Jerry G. Peers award recipient • Approve formation of specialty assemblies and the annual program of work. Evaluate assembly function and disband as deemed appropriate • Identify member needs and delegate the mechanism for meeting those needs. Approve formation of a task force if needed and document
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				<p>in minutes of the purpose, size and anticipated duration of the task force</p> <ul style="list-style-type: none">• Approve formation of current awards and their criteria when substantive changes have occurred in the selection process• Approve all activities requiring funding or additional funding, considering financial impact and expected association benefit• Approve documents stating the stance of the organization (Recommended Practices) if not ratified by the HOD• Serve as liaison to a specialty assembly as assigned by the President and serve as a resource by communicating with specialty assemblies• Board members may complete Board Chapter visits as assigned by the BOD, President and President-Elect participation is optional• Comply with all policies of the association
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