



VOTING MATTERS

NATIONAL LEADERSHIP INFORMATION GRID

ROLE	TERM	TRAVEL	RESPONSIBILITIES
<p>Nominating Committee</p> <p>Consists of five members</p> <p>Immediate past president serves as non-voting committee advisor following term of office as President</p>	<p>2 years; three are elected in even-numbered years and two are elected in odd-numbered years</p> <p>Chair is selected from the continuing committee members by the committee</p>	<p>Attend AORN Expo</p> <p>Introductory board meeting (orientation) day after Expo election results</p> <p>Ballot deliberations (2 days in July in Denver).</p> <p>Attend Candidate Speech recordings (typically 2 days in January in Chicago).</p> <p>Chapter visits (optional).</p>	<p>Prepare and present an annual slate of candidates for Board of Directors and Nominating Committee</p> <p>Solicit and receive nominations for all elected positions</p> <p>Monthly conference calls</p> <p>Prepare and collaborate on calls for ongoing action items</p> <p>Collaborate on projects such as webinars, posters, candidate's selection grid, webpages and use social media to encourage member engagement.</p> <p>Direct candidate support</p> <p>Annual review and update of Candidate Handbook</p>
<p>Board of Directors</p> <p>Consists of elected officers and seven additional members</p>	<p>2 years; three are elected in even-numbered years and four are elected in odd-numbered years</p>	<p>Attend AORN Expo</p> <p>Introductory board meeting (orientation) day after Expo election results</p> <p>At least three (3) trips annually for Board meetings (3 days) in Denver</p> <p>Conference calls twice/month</p> <p>Chapter visits (optional)</p> <p>Attend various other nursing organization meetings as AORN's representative as requested by President</p>	<p>The board has the power, authority, and responsibility to manage the affairs of the Association, except cannot modify actions of the House of Delegates</p> <p>Newly elected members are assigned a seasoned board mentor to assist in the transition</p> <p>Must prepare and collaborate in-between calls for certain action items individual is responsible for</p> <p>Serve on Board Committees as needed</p> <p>Serve as liaison to AORN committees, task forces and specialty assembly governing councils</p> <p>Develop the Strategic Plan based on the Strategic Plan process; maintain major priorities on issues related to long-range effects on the organization, focusing on strategic outcomes versus the procedural steps of implementation</p> <p>Select Jerry G. Peers award recipient</p>
<p>Treasurer</p>	<p>2 years; elected in odd-numbered years.</p>	<p>Same as all board members</p>	<p>Same as all board members, plus:</p> <p>Collaborate with the CFO to monitor the fiscal affairs of the Association and provides reports and interpretation to the House of Delegates and the Board of Directors</p> <p>Meet with AORN Chief Financial Officer within one month of election for orientation</p> <p>Review annual budget with CFO and make recommendations as appropriate</p> <p>Serve as member of the Compensation Committee and the Compliance Committee</p> <p>Present report of the financial standing of the Association at the meetings of the board and to the House of Delegates</p> <p>Chair the Finance and Audit Committee</p> <p>Consult with outside auditors, as needed, regarding financial status of the Association and its subsidiaries</p>

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Secretary	2 years; elected in even-numbered years	Same as all board members	<p>Same as all board members, plus</p> <p>Assure accurate records are maintained of the proceedings of all business meetings of the House of Delegates and the Board of Directors</p> <p>Convene the House of Delegates or Board of Directors in the absence of the President and the Vice President and presides at the election of the chair pro tem</p> <p>Assist the President in expediting the agenda for board meetings by preparing and making motions</p> <p>Complete Executive Session minutes</p>
Vice President	2 years; elected in even-numbered years	Same as all board members	<p>Same as all board members, plus</p> <p>Observe, assists and consults with the President in preparation for assuming the duties and responsibilities of that office</p> <p>Perform the duties of the President in the absence or inability of the President to fulfill the role</p> <p>Voting member of the Executive Committee (CEO, President, President-elect, & Vice President)</p> <p>Participate on bimonthly Executive committee conference calls</p> <p>Serve as member of Finance & Audit Committee and Compliance Committee</p> <p>Present plaque to President during closing session of Expo</p> <p>Serve as official timekeeper for the House of Delegates</p>
President-elect	Elected each year; serves as President-elect for one year and then as President for one year	Same as all board members	<p>Same as all board members, plus</p> <p>Observe, assist, and consult with the President in preparation for assuming the duties and responsibilities of that office.</p> <p>Voting member of the Executive Committee (CEO, President, President-elect, & Vice President)</p> <p>Bimonthly Executive committee conference calls</p> <p>Chair meeting which strategic plan is developed</p> <p>Serve as member of Finance & Audit Committee, Compensation Committee and Compliance Committee</p> <p>Prepare the committee and task force structure for year of presidency; notifies board-approved committee and task force members of appointments</p> <p>Conduct and participate in the Executive Director/CEO's performance appraisal; collaborate with the Executive Director/CEO in establishing performance goals for the next appraisal period</p>

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<p>President</p>	<p>1-year term (automatically following term of service as President-elect)</p>	<p>Same as all board members</p> <p>Additional travel representing AORN at various organizational meetings</p> <p>Accepts International travel, as appropriate, to attend perioperative nursing meetings (China- IFPN)</p>	<p>Same as all board members, plus</p> <p>Serve as chair of the board; assure the integrity of board process including effectiveness of meetings and the board's adherence to board room decorum</p> <p>Serve ex officio on all committees and task forces of the Board and the Association except the Nominating Committee</p> <p>Serve as chair of the House of Delegates</p> <p>Facilitate continuity in transition of the office of the President by mentoring the President-elect</p> <p>Serve as the official representative of the Association.</p> <p>Conference calls twice/month; executive committee calls twice/month</p> <p>Appoint chairs and members of committees and task forces</p> <p>Serve as a member of the Finance & Audit Committee, Compensation Committee and Compliance Committee</p> <p>Represent the Association at meetings of other organizations or designate an alternate to serve as representative; assign board members to represent AORN at professional meetings</p> <p>Prepare an agenda for all business meetings of the Association and the Board of Directors</p> <p>Submit a monthly column for the AORN Journal Respond to correspondence from members as appropriate</p> <p>Prepare and submit interim reports with recommendations to the board and an annual report to the House of Delegates</p> <p>Send letter of acknowledgement to all committee/task force members who have served during term</p>