### Nominating Committee

**Consists of five members**

Immediate past president serves as non-voting committee advisor following term of office as President

- **Role:** Prepare and present an annual slate of candidates for Board of Directors and Nominating Committee
- **Term:** 2 years; three are elected in even-numbered years and two are elected in odd-numbered years
- **Travel:** Attend AORN Expo
- **Responsibilities:**
  - Introductory board meeting (orientation) day after Expo election results
  - Ballot deliberations (2 days in July in Denver).
  - Attend Candidate Speech recordings (typically 2 days in January in Chicago).
  - Chair is selected from the continuing committee members by the committee
  - Chapter visits (optional).

### Board of Directors

Consists of elected officers and seven additional members

- **Role:** The board has the power, authority, and responsibility to manage the affairs of the Association, except cannot modify actions of the House of Delegates
- **Term:** 2 years; three are elected in even-numbered years and four are elected in odd-numbered years
- **Travel:** Attend AORN Expo
- **Responsibilities:**
  - Introductory board meeting (orientation) day after Expo election results
  - At least three (3) trips annually for Board meetings (3 days) in Denver
  - Conference calls twice/month
  - Chapter visits (optional)
  - Attend various other nursing organization meetings as AORN’s representative as requested by President

### Treasurer

- **Role:** Same as all board members, plus:
- **Term:** 2 years; elected in odd-numbered years.
- **Travel:** Same as all board members
- **Responsibilities:**
  - 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
  - Meet with AORN Chief Financial Officer within one month of election for orientation
  - Review annual budget with CFO and make recommendations as appropriate
  - Serve as member of the Compensation Committee and the Compliance Committee
  - Present report of the financial standing of the Association at the meetings of the board and to the House of Delegates
  - Chair the Finance and Audit Committee
  - Consult with outside auditors, as needed, regarding financial status of the Association and its subsidiaries
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<tr>
<th>ROLE</th>
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<th>RESPONSIBILITIES</th>
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<tbody>
<tr>
<td>Secretary</td>
<td>2 years; elected in even-numbered years</td>
<td>Same as all board members</td>
<td>Same as all board members, plus Assure accurate records are maintained of the proceedings of all business meetings of the House of Delegates and the Board of Directors 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 Assist the President in expediting the agenda for board meetings by preparing and making motions Complete Executive Session minutes</td>
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<tr>
<td>Vice President</td>
<td>2 years; elected in even-numbered years</td>
<td>Same as all board members</td>
<td>Same as all board members, plus Observe, assists and consults with the President in preparation for assuming the duties and responsibilities of that office Perform the duties of the President in the absence or inability of the President to fulfill the role Voting member of the Executive Committee (CEO, President, President-elect, &amp; Vice President) Participate on bimonthly Executive committee conference calls Serve as member of Finance &amp; Audit Committee and Compliance Committee Present plaque to President during closing session of Expo Serve as official timekeeper for the House of Delegates</td>
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<tr>
<td>President-elect</td>
<td>Elected each year; serves as President-elect for one year and then as President for one year</td>
<td>Same as all board members</td>
<td>Same as all board members, plus Observe, assist, and consult with the President in preparation for assuming the duties and responsibilities of that office Voting member of the Executive Committee (CEO, President, President-elect, &amp; Vice President) Bimonthly Executive committee conference calls Chair meeting which strategic plan is developed Serve as member of Finance &amp; Audit Committee, Compensation Committee and Compliance Committee Prepare the committee and task force structure for year of presidency; notifies board-approved committee and task force members of appointments 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</td>
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| President | 1-year term (automatically following term of service as President-elect) | Same as all board members  
Additional travel representing AORN at various organizational meetings  
Accepts International travel, as appropriate, to attend perioperative nursing meetings (China- IFPN) | Same as all board members, plus  
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  
Serve ex officio on all committees and task forces of the Board and the Association except the Nominating Committee  
Serve as chair of the House of Delegates  
Facilitate continuity in transition of the office of the President by mentoring the President-elect  
Serve as the official representative of the Association.  
Conference calls twice/month; executive committee calls twice/month  
Appoint chairs and members of committees and task forces  
Serve as a member of the Finance & Audit Committee, Compensation Committee and Compliance Committee  
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  
Prepare an agenda for all business meetings of the Association and the Board of Directors  
Submit a monthly column for the AORN Journal  
Respond to correspondence from members as appropriate  
Prepare and submit interim reports with recommendations to the board and an annual report to the House of Delegates  
Send letter of acknowledgement to all committee/task force members who have served during term |