VOTING MATTERS

NATIONAL LEADERSHIP INFORMATION GRID

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| **ROLE** | **TERM** | **TRAVEL** | **RESPONSIBILITIES** |
| **Nominating Committee**  Consists of five members  Immediate past president serves as non-voting committee advisor following term of office as President | 2 years; three are elected in even-numbered years and two are elected in odd- numbered years  Chair is selected from the continuing committee members by the committee | Attend AORN Expo  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).  Chapter visits (optional). | Prepare and present an annual slate of candidates for Board of Directors and Nominating Committee  Solicit and receive nominations for all elected positions Monthly conference calls  Prepare and collaborate on calls for ongoing action items  Collaborate on projects such as webinars, posters, candidate’s selection grid, webpages and use social media to encourage member engagement.  Direct candidate support  Annual review and update of Candidate Handbook |
| **Board of Directors**  Consists of elected officers and seven additional members | 2 years; three are elected in even-numbered years and four are elected in odd- numbered years | Attend AORN Expo  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 | The board has the power, authority, and responsibility to manage the affairs of the Association, except cannot modify actions of the House of Delegates  Newly elected members are assigned a seasoned board mentor to assist in the transition  Must prepare and collaborate in-between calls for certain action items individual is responsible for  Serve on Board Committees as needed  Serve as liaison to AORN committees, task forces and specialty assembly governing councils  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  Select Jerry G. Peers award recipient |
| **Treasurer** | 2 years; elected in odd- numbered years. | Same as all board members | Same as all board members, plus:  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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| **ROLE** | **TERM** | **TRAVEL** | **RESPONSIBILITIES** |
| **Secretary** | 2 years; elected in even- numbered years | Same as all board members | 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 |
| **Vice President** | 2 years; elected in even- numbered years | Same as all board members | 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, & Vice President)  Participate on bimonthly Executive committee conference calls  Serve as member of Finance & Audit Committee and Compliance Committee Present plaque to President during closing session of Expo  Serve as official timekeeper for the House of Delegates |
| **President-elect** | Elected each year; serves as President-elect for one year and then as President for one year | Same as all board members | 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, & Vice President)  Bimonthly Executive committee conference calls Chair meeting which strategic plan is developed  Serve as member of Finance & 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 |

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| **ROLE** | **TERM** | **TRAVEL** | **RESPONSIBILITIES** |
| **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 |