

# CHAPTER OFFICER AND COMMITTEE JOB DESCRIPTIONS

*All of these descriptions can be customized to meet your Chapter needs.*

## **President**

### *Definition*

The President is the chief officer of the Chapter. The membership elects a President every year or every other year to coordinate Board and Chapter activities. The President is the official AORN representative of the Chapter and presides at all meetings of the Chapter and Board of Directors.

### *Responsibilities*

- Serves as the official AORN representative of the Chapter.
- Presides at all business meetings of the Chapter and Board of Directors.
- Appoints committee chairs and members of all standing and special committees after consulting with the Board of Directors.
- Oversees and completes Chapter Accountability Standards online throughout the year (complete by 12/31)
- Terminates committee appointments when appointees are non-functioning.
- Directs the preparations of and signs all official correspondence of the Chapter.
- Speaks on behalf of the Board on all official matters.
- Participates as an ex-officio member of all committees, except the Nominating Committee.
- Keeps Board and membership informed of all Association activities as received from National AORN.
- Facilitates continuity in transition of the office of the President.
- Assigns a Chapter liaison to work with your State Council (if applicable).
- Review monthly bank statements.

*\*\* Optional inclusions in President's responsibilities (need to be consistent with Chapter Bylaws).*

*\*\* Rather than elect President every year, President-Elect is elected each year and automatically moves into President's role the following year.*

*\*\* Immediate Past President automatically serves as non-voting member of Nominating Committee or voting member of the Board.*

## **President-Elect**

### *Definition*

The membership elects a President-Elect every year to serve with the Board of Directors in conducting the affairs of the Chapter. The President-Elect is being mentored to serve as President and provide continuity in Chapter leadership.

### *Responsibilities*

- Observes, assists, and consults with the President in preparation for assuming the duties and responsibilities of that office.
- Performs the duties of the President in the President's absence or inability to fulfill the role.
- Represents the President and the Chapter as requested or required.
- May serve as a chair of a committee, such as membership or education.
- May act as parliamentarian, if the regular parliamentarian is not available, using *Robert's Rules of Order Newly Revised*.

## **Vice President**

### *Definition*

The membership elects a Vice President for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter. The Vice President is an aide and alternate to the President. The Vice President is required to assume the office of President in the event that the President resigns or is permanently absent, and the President-Elect is not ready/willing to step in, unless otherwise stated in the Chapter bylaws.

### *Responsibilities*

- Performs the duties of the President in the President's or President-Elect's absence or inability to fulfill the role.
- Maintains the delegate point system, if used by the Chapter to select Delegates.
- Maintains the membership attendance and activity files in a master file for use by the Nominating Committee.
- Prepares an annual written report and presents it at the annual meeting.
- Observes, assists, and consults with the President.

## **Secretary**

### *Definition*

The Secretary ensures that records are maintained for the proceedings of all business meetings of the Chapter. The Secretary also handles the Chapter correspondence at the direction of the President. The members elect a Secretary for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter.

### *Responsibilities*

- Ensures accurate records are maintained of the proceedings of all business meetings and affairs of the Association and the Board of Directors.
- Prepares an agenda for all business meetings of the Chapter and Board of Directors.
- Provides copies of Board minutes and business meeting minutes to committee chairs, members, and Board members before each meeting.
- Notifies committee chair when annual reports are due.
- Completes online update of officers once election results are complete.
- Maintains record of communications sent to committees for two years.
- Corresponds for the Chapter at the direction of the President.
- Assists committees with correspondence pertaining to their activities.
- Convenes the Board of Directors in the absence of the President and the Vice President, and presides at the election of the chair pro tem.
- Provide AORN Chapter Relations with a copy of updated bylaws every year by 12/31.
- Provide 3 copies of business meeting minutes to AORN Chapter Relations every year by 12/31.
- Maintain an up-to-date online community web site. This can also be done through a web master (if appointed).

## **Treasurer**

### *Definition*

The Treasurer manages the financial affairs of the Chapter. The membership elects the Treasurer for a term of two years to serve with the Board of Directors in conducting the affairs of the Chapter. The Treasurer may be a member of the Chapter finance and budget committee.

### *Responsibilities*

- Formulates an annual budget for the fiscal year in conjunction with the Chapter Board of Directors.
- Prepares a monthly financial statement for presentation at each Chapter business meeting and/or Board meeting.
- Maintains the Chapter bank accounts.
- Maintain tax exempt status through annual filling of the IRS 990 form.
- Provides proof of filing 990 to AORN Chapter Relations by 12/31.
- Pays all bills, signs all checks, and oversees additional transactions.
- Maintains income records from dues for Chapter.
- Maintain and monitor budget.
- Provide a yearly budget to AORN Chapter Relations by 12/31 to demonstrate appropriate use of funds.
- Maintains accurate Chapter accounting records.
- Ensures that records are audited or reviewed annually or before turning them over to the newly elected Treasurer.
- Provides copy of recent bank statement to AORN Chapter Relations by 12/31.

## **Chapter Board of Directors**

### *Definition*

The Board of Directors of the Chapter is composed of the officers and a specified number of members elected by the membership. The term of office for all Board members should be specified in the Chapter bylaws. The Board of Directors is charged with the overall responsibility of conducting the affairs of the Chapter.

### *Purpose*

The Board of Directors represents the entire membership and acts in the best interest of the membership, by conforming to the purposes for which the Association and Chapter were formed, as stated in the bylaws and/or articles of incorporation.

### *Responsibilities*

- Directs the business and financial affairs of the Chapter.
- Formulate the annual goals and objectives of the Chapter.
- Establish administrative policies and procedures.
- Authorize the formulating and awarding of all contracts.
- Foster growth and development of the Chapter.
- Review committee reports and determine action to be taken.
- Formulate and approve the yearly Chapter budget.

### *Operating Guidelines*

1. The President, President-Elect, or Vice President will preside at all meetings of the Board of Directors as described in the bylaws.
2. Meetings are conducted according to *Robert's Rules of Order Newly Revised*.
3. Meetings of the Board of Directors are scheduled at the beginning of each administrative year for the period of one year. Emergency meetings are scheduled as necessary.
4. Agenda, minutes, and written committee reports are prepared and distributed to Board members before each meeting.

## **Committee Descriptions**

### **Committee Chair**

#### *Responsibilities:*

- In conjunction with the President and the Board of Directors, committee chair appoints members to the committee.
- Prepares agenda for committee meetings.
- Presides at committee meetings.
- Ensures that minutes/recordings are done at all committee meetings or conference calls and distributed to committee members and the Secretary.
- Submits periodic written reports to the Board of Directors and membership on the activities and progress of the committee.
- Maintains committee records.
- Provides the Chapter Budget and Finance Committees or Treasurer with a proposed committee budget for the upcoming year.
- Evaluates committee activities and makes recommendations as needed to the Chapter Board of Directors.
- Submits an annual report to the Chapter Board of Directors two weeks before the annual meeting. This report should summarize the committee's progress, accomplishments, expenditures, and recommendations.
- Submits recommendations for committee members to the President-Elect for the upcoming year.

### **Committee Member**

#### *Responsibilities:*

- Supports the purpose and goals of the committee and the Chapter.
- Attends and participates in committee meetings as scheduled by the committee chair.
- Participates in the planning, implementation, and evaluation of projects/work of the committee.

### **Bylaws Committee**

#### *Definition*

The Bylaws Committee is a standing committee of the Chapter. The committee chair is appointed by the President after he/she consults with the Board of Directors. The committee consists of three to five members selected by the committee chair to serve for one year.

#### *Purpose*

The Bylaws Committee reviews the bylaws and submits recommendations for amendments to the Board of Directors and the membership.

#### *Responsibilities:*

- Reviews the bylaws annually to ensure that they are in line with National AORN's mission, purpose, and membership categories (Articles II and III).
- Submits recommendations for bylaws changes to the Chapter Board of Directors.
- Ensures that any proposed bylaws amendments are published and made available to the membership at least 30 days prior to the date of the vote.
- Submits updated bylaws to Chapter Relations to document that a review has been done and bylaw changes were approved by the membership.

*National Support:* Bylaws Committee, Parliamentarian, and Chapter Relations

## **Education Committee**

### *Definition*

The Education Committee is a standing committee of the Chapter. A chair is appointed annually by the President. The committee consists of members who are appointed for terms of one year.

### *Purpose*

The Education Committee plans and implements educational activities related to perioperative nursing. These educational activities may be in the form of offerings, programs, webinars, or independent studies. They may vary in length from one hour to several days. Three meetings per year must contain contact hours, depending on state contact hour requirements.

### *Responsibilities:*

- Assesses the continuing education needs of Chapter members.
- Plans and implements educational activities based on the needs of Chapter members.
- Submits educational activities for contact hour approval. Contact hours can be provided by AORN through the CE Approval Process or another CE provider (university, sponsor, facility, etc).
- Incorporates the following activities into educational activity planning:
  - A. Select education topic and schedule speaker
  - B. Set date and time for activity
  - C. Arrange for the meeting site
  - D. Obtain necessary audiovisual equipment
  - E. Arrange parking, refreshments, seating
  - F. Prepare publicity for activity
  - G. Submit educational activity for approval of contact hours to accrediting agency
  - H. Maintain educational activity attendance roster
  - I. Distribute evaluation
  - J. Maintain attendance roster and education files that contain a copy of the application for contact hours, and posts activity evaluations summary and certificates of attendance
  - K. Distribute honorarium and write thank you notes to speakers
- Submits an annual written report to the Chapter Board of Directors.

*National Support:* Continuing Education Approval Committee (CEAC), National Committee on Education (NCE), and Chapter Relations

## **Membership Committee**

### *Definition*

The Membership Committee is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.

### *Purpose*

The Membership Committee promotes and maintains membership in AORN at the National and Chapter level.

### *Responsibilities:*

- Develops local programs and supports nationally-planned member recruitment and retention programs.
- Formally welcomes all new Chapter members. Plans new member orientation activities.
- Encourages member retention. Contacts members whose membership will lapse one month prior to lapse date.
- Ensures that all Chapter officers' and Board of Directors' memberships are current.
- Notifies the Customer Service Department at AORN Headquarters of errors in the membership list and Chapter members who have moved or changed Chapters.

- Maintains the supply of current recruiting material received from National AORN.
- Acts as the liaison to the community and local hospitals for the purpose of recruiting members. Speaks at local meetings about AORN membership.
- Provides publicity information to hospitals about AORN.
- Submits an annual report to the Chapter Board of Directors.

*National Support:* Membership Committee and Chapter Relations

### **Nominating Committee**

#### *Definition*

The Nominating Committee is an elected/appointed committee or a standing committee of the Chapter. Members of the committee elect a chair or the President can appoint the role.

#### *Purpose*

The Nominating Committee prepares a slate of qualified candidates for the elected offices/positions in the Chapter.

#### *Responsibilities:*

- In conjunction with the Chapter Board of Directors, establishes candidate qualifications.
- Advertises vacancies. States the vacant position, the length of term, qualifications for the position, the time commitment, and the date the nominations close.
- Verifies candidates' eligibility for office (ie, makes sure the candidate is an AORN member in good standing and not lapsed). Reviews all material submitted by each candidate.
- Prepares a slate of candidates and presents the slate to the Chapter Board of Directors and membership.
- Prepares the ballot for distribution to the membership.
- Compiles results of voting and announces results to Chapter Board of Directors and possibly membership.
- Submits an annual report to the Chapter Board of Directors.

*National Support:* Nominating Committee and Chapter Relations

### **Legislative Committee**

#### *Definition*

Depending on the needs of the Chapter, the Legislative Committee can be a standing committee or an ad hoc committee of the Chapter. The President appoints the chair who selects committee members. Small Chapters may choose not to have a Legislative Committee, but with today's fast-paced changes in health care legislation, it is recommended that every Chapter have at least one person designated as a liaison with the National Legislative Committee.

#### *Purpose*

The Legislative Committee monitors health care legislation and regulations that affect nursing on the state and national levels.

#### *Responsibilities:*

- Monitors pending legislation on the local, state, and national level affecting the registered nurse in general and the perioperative nurse in particular.
- Seeks current knowledge about the legislative process.
- Informs the Chapter members when there is legislation that may affect nursing or perioperative nursing in particular.
- Maintains a list of all the current national and local legislators who may be needed by the Chapter for lobbying or contact purposes.

- Maintains contact with state nursing legislative representatives, AORN Government Affairs, and your state coordinator.
- Submits an annual report to the Chapter Board of Directors.

*National Support:* National Legislative Committee and AORN Government Affairs

### **Newsletter Committee**

#### *Definition*

The Newsletter Committee is a standing or ad hoc committee of the Chapter. The committee chair is appointed by the President annually for a term of one year. The committee chair selects other committee members.

#### *Purpose*

The Newsletter Committee prepares Chapter newsletters.

#### *Responsibilities:*

- Develops, publishes/posts, and distributes a Chapter newsletter.
- Edits all Chapter brochures, pamphlets, and program handouts used by the Chapter for clarity, accuracy, and content.
- Designs and distributes the yearly calendar of events.
- Identifies and recruits nurse authors for the newsletter.
- Acts as central contact for commercial companies that are interested in sponsoring the newsletter.
- Submits an annual report of activities to the Chapter Board of Directors.

*National Support:* Membership Committee and Chapter Relations Coordinator

### **Awards and Scholarship Committee**

#### *Definition*

The Awards and Scholarship Committee is a standing or ad hoc committee of the Chapter. The committee chair is appointed annually by the President. The committee chair selects committee members.

#### *Purpose*

The Awards and Scholarship Committee manages the Chapter award submission and scholarship activities.

#### *Responsibilities:*

- Reviews all scholarship applications received by the Chapter and awards money when appropriate.
- Administers the Chapter awards program, which recognizes outstanding Chapter members within the Chapter.
- Plans a formal recognition of new and recertified CNORs and CRNFAs.
- Promotes Chapter involvement in various awards and scholarship opportunities at the national level (ie, Chapter Award for Excellence or Individual Awards).
- Contacts student financial assistance offices of schools of nursing in the area and the AORN Foundation to find out what scholarships might be available for Chapter members and students.
- Submits an annual report of activities to the Chapter Board of Directors.

*National Support:* Awards Committee and AORN Foundation Scholarship Committee

## **Policy Committee**

### *Definition*

The Policy Committee is a standing committee or ad hoc committee of the Chapter. Sometimes it is combined with the Bylaws Committee. The committee chair is appointed by the President. The committee chair selects committee members.

### *Purpose*

The Policy Committee formulates and maintains the policies and procedures of the Chapter.

### *Responsibilities:*

- Develops and maintains a policy and procedure manual for the Chapter, based on the Chapter bylaws.
- Suggests policies that clarify definitions or description from the Chapter bylaws.
- Ensures that there are policies in place for the nominating process, removal of non-functioning officers, committee members, Delegates and their reimbursement/stipend, and processing of money.
- Prepares any new committee definition, purpose statement, and responsibilities for new committees before they begin functioning.
- Prepares an annual report of activities for the Chapter Board of Directors.

*National Support:* Chapter Relations Coordinator

## **Web/Newsletter Committee**

### *Definition*

The Web/Newsletter Committee is a standing or ad hoc committee of the Chapter. The committee chair is appointed by the President or President-Elect annually for a term of one to two years. The committee chair selects other committee members.

### *Purpose*

The Web/Newsletter Committee maintains the Chapter web site and/or Chapter newsletter.

### *Responsibilities:*

- Update calendar with current and upcoming Chapter events.
- Posts current Chapter officers and contact information, brochures, newsletters, pamphlets, educational program handouts, or any other communication designated by the Board of Directors or committee chair.
- Distributes all information/updates to the Chapter members via email blast.
- Acts as central contact for commercial companies that are interested in sponsoring the web site.
- Submits an annual report of activities to the Chapter Board of Directors.
- Acts as editor for Chapter newsletter.

*National Support:* Membership Committee and Chapter Relations Coordinator