

SOUTHWESTERN PENNSYLVANIA ORGANIZATION OF

Nurse Leaders

POLICIES AND PROCEDURES

Prepared November 2007

Membership

Full members may be in nursing management or may include faculty, consultants, editors, retired SWPONL members and unemployed members.

Full Members

All full members of SWPONL will be eligible to:

- be nominated for any elected position, however, elected officers must be members of -- AONE;
- hold any SWPONL elected position;
- vote on SWPONL organizational issues;
- vote for all SWPONL elected positions, and
- fully participate in all organizational structures and activities.

Associate Members

A second category of SWPONL membership, called associate member, provides for the mentorship of future nursing leaders by including R.N. students in a graduate program. Associate members will have opportunities to network with full members, and will receive mailings and information.

Associate member rights will be to attend SWPONL business and education meetings.

Dues

Annual dues will be placed upon each member.

Annual dues will be established by the Board of Directors of SWPONL.

Notification of any proposed increase initiated by the Board of Directors will be given to SWPONL members 60 days prior to the annual meeting at which time the recommendation will be put to vote.

All dues paid to the SWPONL shall become the property of SWPONL.

No portion of the dues shall be refundable because a membership is terminated for any reason.

Any funds or property that the Board of Directors may accept as donations to further the work or programs of SWPONL shall become the property of SWPONL.

Financial Review/Audit

A review of the finances be conducted at the end of each fiscal year by an independent reviewer designated by the Board of Directors.

Board of Directors

Board of Directors Job Description

Title Board of Directors

Reports to Members

Summary of essential job functions as a group:

- Carry on the business of the organization
- Have authority to make policy decisions
- Establish rules and procedures for the Board and organizations
- Approve reports, resolutions or actions of officers and commissions
- Approve the annual budget
- Review and revise long-range planning activities
- Approve memberships.
- Appoint Standing Committee members and chairs at the first meeting of the year.
- The Board of Directors shall, at its last meeting of the year (Incoming/Outgoing Board of Directors) designate commissions.

Additional information

Each Board of Director member has a vote. A quorum consists of 6 members of the Board.

President Job Description

Title President

Reports to Members

Summary of essential job functions

The President will:

1. be the chief executive officer of the Organization;
2. preside at all meetings of SWPONL;
3. serve as Chairman of the Board of Directors;
4. supervise the activities of SWPONL
5. present a report at the annual meeting, a copy of which shall be kept in the permanent files of SWPONL;
6. appoint the chairpersons of commissions and ad hoc committees;
7. perform such other duties as may be authorized from time to time by the Board of Directors, and
8. serve as a selected representative to affiliated organizations, or appoint a designee as appropriate.

Minimum requirements

Each elected officer shall hold member status.

Only one member from each agency can serve as an officer at any one period of time.

Each elected officer shall be a full chapter and AONE member upon taking office.

Loss of Eligibility - Any officer who becomes unemployed, changes employment, or retires during the course of a term may complete the full term of office. The President and President-Elect would complete their current term and successive term as President or Past President.

Additional information

President Elect Job Description

Title President Elect

Reports to President

Summary of essential job functions

The President-Elect shall:

1. in the absence or incapacity of the President, perform all duties and assume all responsibilities of the President;
2. direct the Board of Director's strategic long-range planning activity,
3. chair the Committee on Bylaws.

Minimum requirements

Each elected officer shall hold member status.

Only one member from each agency can serve as an officer at any one period of time.

Each elected officer shall be a full chapter and AONE member upon taking office.

Loss of Eligibility - Any officer who becomes unemployed, changes employment, or retires during the course of a term may complete the full term of office. The President and President-Elect would complete their current term and successive term as President or Past President.

Additional information

Immediate Past President Job Description

Title Immediate Past President

Reports to President

Summary of essential job functions

The Immediate Past-President shall:

1. serve on the Board of Directors,
2. serve as the Chairman of the Nominating Committee.

Minimum requirements

Each elected officer shall hold member status.

Only one member from each agency can serve as an officer at any one period of time.

Each elected officer shall be a full chapter and AONE member upon taking office.

Loss of Eligibility - Any officer who becomes unemployed, changes employment, or retires during the course of a term may complete the full term of office. The President and President-Elect would complete their current term and successive term as President or Past President.

Additional information

Secretary Treasurer Job Description

Title Secretary-Treasurer

Reports to President

Summary of essential job functions

The Secretary/Treasurer shall:

1. inform the membership of meetings;
2. keep a record of meeting attendance;
3. keep business meeting minutes and maintain the membership list;
4. shall be responsible for the financial records of SWPONL and may permit an outside accountant to maintain the records under the Secretary/Treasurer's purview;
5. perform duties as may be ordered by the Board of Directors.
6. prepare and submit an Annual Budget for review by the Board of Directors.
7. manage the funds of the Organization as prescribed by the Board of Directors.
8. be the designated Parliamentarian.

Minimum requirements

Each elected officer shall hold member status.

Only one member from each agency can serve as an officer at any one period of time.

Each elected officer shall be a full chapter and AONE member upon taking office.

Loss of Eligibility - Any officer who becomes unemployed, changes employment, or retires during the course of a term may complete the full term of office.

Additional information

COMMITTEES

The Standing Committees shall be:

- Nominating Committee
- Bylaws Committee
- Research/Scholarship Committee

- Each standing Committee shall present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- Each committee prepares policies, for Board of Directors approval, regarding its area of responsibility.

Nominating Committee Description

Title Nominating Committee

Reports to Board of Directors

Summary of essential functions

The Committee on Nominations shall:

- prepare a slate of candidates for President-Elect, Secretary/Treasurer and Board of Directors members that
 - provides a choice to the membership
 - reflects the bylaws
 - reflects the broad program interest of SWPONL
 - broad geographic distribution.
- The list of candidates, together with a resume of the background of each nominee, shall be submitted to the secretary at least 60 days prior to the annual meeting.
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Minimum Requirements

- The Immediate Past-President shall be designated as Chairman of the Committee.
- The committee shall consist of a minimum of two members of the Board of Directors, including the Chair, plus additional members as interested.
- Members of the Committee shall not be barred from becoming nominees for office.
- In the event of a vacancy on the Committee, the Board of Directors shall appoint a member to complete the unexpired term.
- Members shall serve for a one-year term.

Additional information

- Any member of SWPONL may recommend a candidate for consideration by the Committee on Nominations.
- Such recommendations shall be sent to the Secretary at least 90 days prior to the annual meeting.
- Elections
 - The election shall be conducted by ballot.
 - A ballot listing the names of eligible candidates proposed by the Committee on Nominations, together with a resume of the background and experience of each candidate shall be provided to each full member of SWPONL not less than 30 days prior to the annual meeting.

- The ballot shall be returned to the secretary and no ballot shall be valid if received later than 10 days before the date of the annual meeting.
- The votes shall be tabulated by SWPONL staff and reported to the Board of Directors.
- In case of a tie vote, the choice shall be determined by lot at a Board of Directors meeting.
- The results of the election shall be communicated to the membership of SWPONL at the annual meeting.

Bylaws Committee Description

Title Bylaws Committee

Reports to Board of Directors

Summary of essential functions

The Committee on Bylaws shall

- review the bylaws a minimum of once a year
- to recommend changes as necessary to meet the objectives of SWPONL.
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Minimum Requirements

- The President-Elect shall serve as Chairperson.
- The committee shall consist of a minimum of two members of the Board of Directors, including the Chair, plus additional members as interested.
- In the event of a vacancy on the Committee, the Board of Directors shall appoint a member to complete the unexpired term.
- Members shall serve for a one-year term.

Additional information

Bylaws may be amended, upon recommendation by the Board of Directors, by a two-thirds vote of the members present and voting at any annual meeting of SWPONL

Notice of proposed amendments shall be sent to all members not less than 30 days in advance of the meeting.

Scholarship Committee Description

Title Scholarship Committee

Reports to Board of Directors

Summary of essential functions

The Scholarship Committee shall:

- be responsible to the Board of Directors for administering the Graduate SWPONL Scholarship program
- annually recommends scholarship amounts and higher education programs eligible for participation to the Board for approval.
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Minimum Requirements

- A Board member shall serve as Chairperson.
- The committee shall consist of a minimum of two members of the Board of Directors, including the Chair, plus additional members as interested.
- In the event of a vacancy on the Committee, the Board of Directors shall appoint a member to complete the unexpired term.
- Members shall serve for a one-year term.

Additional information

- The Graduate SWPONL Scholarship Program awards scholarships to MSN students who complete a minimum of 12 credits of coursework in Nursing Administration. Scholarships are awarded each Fall.
- Criteria established by the Scholarship Committee include previous academic standing, personal statement of need, indication of professional involvement, and a statement of future aspirations.
- The Scholarship Committee communicates criteria to the Deans of eligible programs.
- Deans make selections for receipt of the scholarship and communicate outcomes of the process to the Scholarship Committee.

Adhoc Committee Description

Title Adhoc Committee

Reports to Board of Directors

Summary of essential functions

- Ad-Hoc Committees may be appointed by the Board of Directors.
- The committee shall consist of a minimum of two members of the Board of Directors, plus additional members as interested.
- Duties will be assigned to the committee as required.
- The Committee is recognized by the Organization until the special project is completed.
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Practice/Legislation Commission Description

Title Practice/Legislation Commission

Reports to Board of Directors

Summary of essential functions

The duties of the Commission on Practice/Legislation will:

- review legislative initiatives,
- issues related to delivery of patient care and regulations that affect nursing practice and health care.
- enhance communications and grass roots efforts from the members of SWPONL to respond to legislative issues by utilizing the SWPONL website.
- monitor the corporate internal environment and serve as liaison to the regions.
- provide input and recommendations to the Board of Directors on the following:
 - Development of SWPONL policy
 - Organizational legislative priorities
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Minimum Requirements

- A Board member will serve as Chairperson.
- The committee shall consist of a minimum of two members of the Board of Directors, including the Chair, plus additional members as interested.
- All interested members may become committee members
- In the event of a vacancy on the Committee, the Board of Directors shall appoint a member to complete the unexpired term.
- Members shall serve for a one-year term.
- A member may be reappointed for a second term

Additional information

Education Commission Description

Title Education Commission

Reports to Board of Directors

Summary of essential functions

The Education Commission will

- review and provide input and recommendations to the Board of Directors on issues affecting leadership education
- be responsible for recommending, developing, coordinating and credentialing SWPONL education programs.
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Minimum Requirements

The Education Commission will:

- A Board member will serve as Chairperson
- The committee shall consist of a minimum of three members, two of whom must be members of the Board of Directors, including the Chair, plus additional members as interested.
- In the event of a vacancy on the Committee, the Board of Directors shall appoint a member to complete the unexpired term.
- Members shall serve for a one-year term.
- A member may be reappointed for a second term

Additional information

Membership Commission Description

Title Membership Commission

Reports to Board of Directors

Summary of essential functions

The Commission on Membership will

- develop and implement efforts focused on recruitment and retention of members
- provide marketing strategies to promote the organization
- review all applicants and determine eligibility for membership
- approve membership.
- present a report at meetings of the Board of Directors and an annual report to the membership at the annual meeting.
- prepares policies, for Board of Directors approval, regarding its area of responsibility.

Minimum Requirements

The Membership Commission will:

- The Board member will serve as Chairperson
- The committee shall consist of a minimum of two members of the Board of Directors, including the Chair, plus additional members as interested.
- In the event of a vacancy on the Committee, the Board of Directors shall appoint a member to complete the unexpired term.
- Members shall serve for a one-year term.
- A member may be reappointed for a second term

Additional information

- The Membership Commission shall define the process for application and bring special concerns regarding applicants or revisions to the process for application to the Board for discussion and approval on an as needed basis.